10/17/2023

Sha'Mique Holliday
226 Greenfield ST NE
Cedar Rapids, IA 52402

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 10/16/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

441 IAC 110.8(1)	**Facility Requirements**
441 IAC 110.8(1)"a"	The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information
441 IAC 110.8(1)"g"	The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.
441 IAC 110.8(1)"h"	The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
441 IAC 110.8(1)"p"	The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
441 IAC 110.8(1)"q"	The provider shall have written policy and procedures for responding to health-related emergencies

441 IAC 110.8(4)	**Emergency Plans**
441 IAC 110.8(4)	Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.
441 IAC 110.8(4) "a"	Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

441 IAC 110.8(4) "b" The provider must have procedures in place for the following:

1. evacuation to safely leave the facility
2. relocation to a common, safe location after the evacuation
3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
4. lock down protocol to protect children and providers from an external situation
5. communication plan and plans for reunification with families
6. continuity of operations plans
7. Procedures to address the needs of individual children, including those with functional or access needs

441 IAC 110.9 Files

441 IAC 110.9(1) **A provider file is maintained and shall contain the following:**

441 IAC 110.9(1)"a" A physician's examination report for the provider and all members of the provider's household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) "d", 110.9(4) "f", and 110.9(4) "g"

441 IAC 110.9(1)"b" (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:
- minimum health and safety training, approved by the Department, in required content areas
- Iowa's Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

441 IAC 110.9(3) An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) "a" have been completed and authorizing or conditionally limiting the person's involvement with child care.
2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a

discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:

a. Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child, and the parent's work address and telephone number.

b. Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

c. A signed medical consent from the parent authorizing emergency treatment.

d. An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

1. The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

2. The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

3. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.

4. The examination report or statement of health status shall be on file before the child's first day of care

e. For children under the age of 6,a statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

f. For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

g. A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

h. For any child with allergies, a written emergency plan in the case of an allergic reaction. A copy of this information shall accompany the child if the child leaves the premises.

i. Documentation that is signed by the parent and names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

j. Written permission from the parent for the child to attend activities away from the child development home.**k.** Injury report forms documenting injuries requiring first aid or medical care

l. If the child meets the definition of homelessness as defined by section 725(2) of the McKinney-Vento Homeless Education Assistance Act, the family shall receive a 60-day grace period to obtain medical documentation.

441 IAC 110.14(3) **Facility requirements**

441 IAC 110.14(3)"c" The home shall have a minimum of two direct exits to the outside from the main floor.

1. If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.
2. All exits shall terminate at grade level with permanent steps.
3. A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window
4. Occupancy above the second floor shall not be permitted for child care.

Findings:

It should be noted that this worker attempted an annual compliance check on 10/5/23 but the provider was extremely anxious on that date and did not allow this worker to complete the full compliance check. There is a letter in the system describing the visit on that date. This worker did inform Sha'Mique on that date I would be returning soon and would need to do a full compliance check.

An annual compliance check was completed on 10/16/23 and Rachel Bonefas from CCR&R was also in attendance. The following was out of compliance:
441 IAC 110.8(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information.

Sha'Mique did not have emergency numbers posted for police, fire, ambulance, and the poison information center.

Sha'Mique did not have the number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician

written on paper and readily accessible by the telephone. The home must prominently display all emergency information.

Sha'Mique did not have a paper copy of emergency parent contact information in the vehicle she uses to transport children.

Sha'Mique shared that she previously had the form but had misplaced it. Rachel from CCR&R agreed to send her the form to use for the appropriate

documentation.

441 IAC 110.8(1)“g” The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

They did have a fire extinguisher on the main level of the home where child care is provided but it was up very high and not accessible to Sha'Mique.

441 IAC 110.8(1)“h” Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes.

One of the smoke detectors was beeping so this needs to be checked and batteries replaced as needed.

She also did not have documentation of monthly testing of smoke detectors.

441 IAC 110.8(1)“p” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies

Sha'Mique noted that she had policies but could not locate them on this date.

441 IAC 110.8(4) Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

She could not locate these.

441 IAC 110.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.
She could not locate her documentation.

441 IAC 110.8(4) “b” The provider must have procedures in place for the following:
evacuation to safely leave the facility
relocation to a common, safe location after the evacuation
shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
lock down protocol to protect children and providers from an external situation
communication plan and plans for reunification with families
continuity of operations plans
Procedures to address the needs of individual children, including those with functional or access needs
She could not locate her emergency preparedness plan.

441 IAC 110.9(1)“a” All children residing in the household must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”
She was missing a physical and immunization record for one of her own children.

441 IAC 110.9(1)“b” (1) I-PoWeR records or certificates verifying required training completion:
Prior to registration:
minimum health and safety training, approved by the Department, in required content areas
Iowa’s Mandatory Child Abuse Reporter Training
Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.
She could not locate verification of her MCART training or First aid CPR training.

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:
Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
441 IAC 110.9(3) An individual file is maintained for each substitute and contains:
Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
Certification in infant and child first aid
Joseph is an approved substitute and assistant. They could not locate his MCART training or First aid and CPR training.

441 IAC 110.9(4) Children’s Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:
Identifying information including, at a minimum, the child’s name, birth date, parent’s name, address, telephone number, special needs of the child, and the parent’s work address and telephone number.
Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child’s regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.
A signed medical consent from the parent authorizing emergency treatment.
An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
The date of the physical examination shall not be more than 12 months before the child’s first day of attendance at the child development home.
The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.
For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.
The examination report or statement of health status shall be on file before the child’s first day of care
For children under the age of 6, a statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.
For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.
For any child with allergies, a written emergency plan in the case of an allergic reaction. A copy of this information shall accompany the child if the child leaves the premises.
Documentation list that is signed by the parent and names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.
Written permission from the parent for the child to attend activities away from the child development home.
Injury report forms documenting injuries requiring first aid or medical care
If the child meets the definition of homelessness as defined by section 725(2) of the McKinney-Vento Homeless Education Assistance Act, the family shall receive a 60-day grace period to obtain medical documentation.
Sha'Mique was missing two complete files for children enrolled in care. She was also missing a physical for one of the kids in care on this date.

441 IAC 110.14(3)“c” The home shall have a minimum of two direct exits to the outside from the main floor.
If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.
The home did have two exits from the main level but the secondary exit was not very accessible and was being blocked by furniture.
The stairway to the basement and tornado shelter was also partially blocked and needs to be cleared for accessibility in case of a tornado.

Suggestions/Recommendations:

Sha'Mique needs to have emergency numbers posted for police, fire, ambulance, and the poison information center. She needs the number for each child’s parent, a responsible person who can be reached when the parent cannot, and the child’s physician written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information. - Sha'Mique needs to send pictorial verification of each of these items.

Sha'Mique needs to make sure the fire extinguisher is accessible. This worker did have Joseph move it while this worker was present.

One of the smoke detectors was beeping so this needs to be checked and batteries replaced as needed.
She also needs to test smoke detectors monthly and document that accordingly.

Sha'Mique will need to locate her written policies in regards to the care of mildly ill children and their exclusion from child care as well as her written policies in regards to responding to health care emergencies. She will need to send pictorial verification to this worker.

Sha'Mique needs to develop emergency plans in case of man-made or natural disaster and they need to be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

Sha'Mique needs to practice fire and tornado drills monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year

Sha'Mique needs to locate her emergency preparedness plan and send pictorial verification to this worker. If she cannot locate it she needs to develop this plan accordingly.

Sha'Mique needs to obtain a physical and immunization record for her child (AH) that was missing this documentation.

Sha'Mique needs to locate verification of her Mandatory Child Abuse reporter training and First aid and CPR training and send pictorial verification to this worker.

Joseph needs to locate verification of his Mandatory Child Abuse reporter training and First aid and CPR training and send pictorial verification to this worker.

Only files for a few children were observed on this date. She was missing an entire file for two of the four children present on this date. She also does child care for second and third shift. Not all of those files were reviewed.

Sha'Mique needs to review all of her children's files and work with the parents to ensure she has all the required documentation for each child's file.

Sha'Mique needs to ensure that the secondary exit from the main level of the home is accessible. She needs to send pictorial verification.
Sha'Mique needs to clear items from the stairway leading to the lower level to ensure the tornado area is accessible. She heeds to send pictorial verification.

It should be noted that Sha'Mique has the lower level of the home set up for child care but needs a ladder for the egress window. The lower level was quite cluttered and had too many items. The main play area on the main level also had too many toys and items limiting the space for children to play. Sha'Mique has a lot of nice items but needs to downsize to make the space more organized and less cluttered. Rachel from CCR&R has spoken with Sha'Mique about this in the past and again offered to assist her in this area. Sha'Miqye noted that she would like to try to get things more organized herself and cleaned up and then she would reach out to CCR&R for support.

We also discussed the fact that she provides care three shifts per day (24/7) and appeared a bit overwhelmed. At this workers visit on 10/5/23 she even talked about being overwhelmed. We did discuss this and how it impact her, the care to the kids, the condition of the home and how that impact her compliance with HHS child care regulations and her family as well.

It should also be noted that despite several items out of compliance it was clear that Sha'Mique had taken some time since this workers attempted visit on 10/5/232 to clean up some areas of the home.

Corrective Action Required:

A re-check is not needed at this time. Corrections need to be made by 11/10/23 and will be reviewed at the next annual compliance check. Please send pictorial verification of the specific items noted above.

I encourage you to work with Rachel Bonefas from Child Care Resource and Referral with any ongoing compliance or training needs.

Rachel can be reached at (563) 362-8225.

Thank you for your service in providing child care in your community.

Non-compliance with any of the mandated requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.

Please do not hesitate to contact me at DHS at 319-429-0749 or cweber@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Christine Weber

Social Worker II

Sheila Aunspach

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 877-216-8481

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html

You may also access training at: https://ccmis.dhs.state.ia.us/trainingregistry/

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).