



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

05/24/2019

Sandra Fuller
115 E 6th ST
Muscatine, IA 52761

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home A conducted on 05/24/2019. 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 110.9 Files

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

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.

Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 5/24/19 checking the following regulations:

441 IAC 110.8 Sandra needs to clear out a path towards rear exit on the porch and clear out hallway path to basement stairs. Viewed clear paths towards the rear exit and to the basement stairs.

441 IAC 110.8(1)"i" Sandra needs to replace no-smoking sign on her rear exit. Viewed a compliant no smoking sign on the rear exit.

441 IAC 110.8(1)"n" Sandra needs to remove dog feces from outdoor play area. Viewed outdoor play area. Dog feces have been removed.

441 IAC 110.8(1)"p" Sandra needs to show documentation of her policies/procedures for caring for a child that becomes sick while in her

care and children that cannot come due to pre-existing illnesses. Viewed policies/procedures for caring for a child that becomes sick while in care and children that cannot come due to pre-existing illnesses.

441 IAC 110.8(2) "a" Sandra needs to store hose, planting supplies, ladder away from outdoor play area. Sandra needs to remove dog

feces and trash in outdoor play area. Viewed outdoor play area. Hose has been stored, planting supplies and ladder have been put away. Dog feces and trash have been removed.

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. Need updated parent signature and date on form for M.S., J.P., M.M. Need for C.P. Viewed updated parent signature and date on form for M.S., J.P., M.M. Viewed for C.P.

A signed medical consent from the parent authorizing emergency treatment. Need updated parent signature and date on form for M.S., J.P., M.M. Need for C.P. Need date signed on form for A.V. Viewed updated parent signature and date on form for M.S., J.P., M.M. Viewed for C.P.

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. Need for A.V.

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 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 physician statement. Need date signed on form for C.P. Viewed date signed for C.P.

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. Need for C.P. Need update for M.S., M.M. Viewed for C.P. Viewed update for M.S., M.M.

A 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. Need updated parent signature and date on form for M.S., J.P., M.M. Need for C.P. Viewed updated parent signature and date on form for M.S., J.P., M.M. Viewed for C.P.

Written permission from the parent for the child to attend activities away from the child development home. Need updated parent signature and date on form for M.S., J.P., M.M. Need for C.P. Need date signed by parent on form for A.V. Viewed updated parent signature and date on form for M.S., M.M. Viewed for C.P. Viewed date signed by parent on form for A.V.

Items of non-compliance after the follow up visit:

441 IAC 110.9(4) Children's Files

Sandra needs a school aged health status form for A.V.

Sandra needs an updated travel form for J.P.

Suggestions for Improvement:

Recommendation:

Sandra needs to send non-compliance paperwork to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 6/7/19.

[] Is the recommendation to terminate a provider agreement or revoke a registration?

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.

Based on the items out of compliance listed above, you will not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 319-208-5521 or creckli@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Chad Reckling

Social Worker II

Machelle Pezley

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 866-324-3236

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).