IOWA HHS
Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

06/13/2023

Shannon Covell
102 Klein ST
Ossian, IA 52161

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 04/11/2023. 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)“ 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(4) **Emergency Plans**

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 110.14 **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

441 IAC 110.14(1)“ e” If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old, unless extra children are present as a result of an emergency school closing

1305 E. Walnut Street, Des Moines, IA 50319-0114

Findings:

Per our 4/11/2023 spot check visit, the following corrections need to be made as described in the policy sections above:

1. You need to upgrade your fire extinguisher to a size 2A 10BC.

2. You need to develop an Emergency Preparedness Plan to have on file. I encourage you to use the blank template I shared with you.

3. On the day of my visit, you had 9 children in care per a no-school day with no DHS-approved assistant. (You reported your DHS-approved assistant was unavailable to work that day.)

Suggestions/Recommendations:

I encourage you to work with Phyllis Koester from Child Care Resource and Referral with any ongoing compliance or training needs.
Phyllis can be reached at: (563) 382-4447

Corrective Action Required:

Any time you have more than 8 children for more than 2 hours, a DHS-approved assistant must be present. You reported this was an unusual day per your assistant being unavailable and will not be re-occurring.

The other corrections need to be in place by 8/18/2023. No re-check is planned at your home. I will review these corrections during our next visit.

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 (515) 291-0008 if you have any questions regarding this letter.

Sincerely,

Earl Crow

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).