



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

07/07/2017

Ebiweni Ojeke
8517 Airline AVE
Urbandale, IA 50322

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 07/07/2017. 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 110.7 **Provider Requirements**

- 441 IAC 110.7(2) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider
- a. All standards regarding supervision and care of children apply to substitutes.
 - b. Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
 - c. The substitute must be 18 years of age or older.
 - d. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
 - e. The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

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 110.9 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(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.

Findings:

Per the re-check completed on 7/7/17, the following corrections are necessary based on the above mentioned rules:

1. Please make a copy of your emergency numbers and keep them in your vehicle used to transport children.
2. You reported that your husbands physical has been completed he just needs to pick it up from the doctor's office. 2 of your household children also need physicals, which you reported will be rescheduled in the near future. You indicated they have been to the doctor for illnesses and were not able to get physicals at that time.

Suggestions for Improvement:

Child Care Resource & Referral (CCR&R)
Consultant: KELLY PHELPS - 515-246-3559

Please continue to access the free and voluntary consulting services of CCR&R with any future compliance related needs or questions.

Listed above in the Rules are requirements for Assistants/Substitutes. These are provided for your information and are not an indication of failure to comply. Currently your registration does not list anyone as a substitute or assistant. You have 2 household members who you inquired about serving as assistants or substitutes. Please refer to the requirements listed above. ASSISTANTS must be at least 14 years of age, have a physical every 3 years on the required form, and take the Mandatory Child Abuse Reporting course every 5 years. SUBSTITUTES must be at least 18 years of age, have a physical on the required form every 3 years, take the 12 hour Health and Safety course, complete infant/child CPR/First Aid, and take Mandatory Child Abuse Reporting classes every 5 years. The difference between an assistant and a substitute is Substitutes may be left alone with the children and can serve as the sole caretaker; Assistants CANNOT. Substitutes can be used up to 25 hours a month and for an additional 2 weeks every year (i.e. vacations, etc.). You must keep track of substitute hours on the one page form included in this mailing. You only have to count substitute hours when the substitute is the sole caretaker of the children. If they are assisting you in caring for the children this does not qualify as substituting.

You reported you are in the process of changing from a Category B to a Category C-2. You indicated your basement is under construction and you would like to be able to use your upstairs area until the construction is completed. During my visit, we did discuss that you would only be able to use your upstairs area as a Category A due to the additional exit requirements of Categories B and C-2. You indicated you now have an understanding and plan to change to Category A. You may also add on substitutes/assistants with your change application to switch categories, it can all be done at the same time. I have included an application in this mailing for your convenience. You can return it to the address indicated: CCA REGISTRATION, Hoover Bldg/5th Floor, 1305 E. Walnut St., Des Moines, IA 50319. This application can also be done online.

Recommendation:

All corrections must be completed by 8/29/17. No re-check is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

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 515-993-1742/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jone Staley

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).