



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

02/13/2018

Josie Tisor
1324 N 7th ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your child care home conducted on 02/12/2018. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 120, describes specific requirements that must be met by a child care home that has a child care assistance provider agreement. The following areas were out of compliance at the time of the visit:

441 IAC 120.7 **Provider Requirements**

441 IAC 120.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

441 IAC 120.8(4) **Emergency Plans**

441 IAC 120.8(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 120.9 **Children's Files**

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
- e. For children under the age of six, 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.
- f. Documentation signed by the parent which 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.
- 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. Written permission from the parent for the child to attend activities away from the child development home.
- j. 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 2/12/18 checking the following regulations:

441 IAC 120.8 Josie needs to unplug or turn off oil warming appliance in her living room area that is accessible to daycare children

during daycare hours. Viewed living room. Oil warming appliance has been removed.

441 IAC 120.8(1)"a" Josie needs to post 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. Viewed Emergency numbers posted in the home and in the transport vehicle.

441 IAC 120.8(1)"b" Josie needs to address potential fire hazard of multiple plugs placed into one outlet or receptical on her front porch. Viewed front porch. Multiple plugs have been removed from the porch area.

Josie will place child safety caps in 1 outlet in kitchen and in 1 outlet in bathroom. Viewed outlets capped in the kitchen and bathroom.

441 IAC 120.8(1)"h" This worker did not observe any smoke detectors in the home during today's visit. This worker will be conducting a follow up visit to the home within 24 hours to insure that there are working smoke detectors installed within the home.

Josie will need to place a working smoke detector in the living room, kitchen, at the top of the basement stairs and at the top of the 2nd story stairs. Viewed smoke detectors installed in living room, kitchen and at the top of the 2nd story stairs. The provider reported DHS worker, Chad Reckling, viewed the smoke detector at the top of the basement stairs when he returned the day after the compliance visit.

Josie needs to conduct monthly tests of her smoke detectors and document them on the form provided during today's visit. Viewed documentation of monthly smoke detector testing.

441 IAC 120.8(1)"i" Josie will need to post Iowa Smoke Free Air Act compliant signs at her front door and rear door and have them outward

facing on these entrances. Josie will also need to place a sign in her transport vehicle that can be seen from the outside of the vehicle. Viewed no smoking signs posted at the front and rear door. Viewed a no smoking sign in the transport vehicle.

441 IAC 120.8(1)"n" Josie needs to show documentation of current physicals for 2 dogs and 1 cat on the Veterinary Health Certificate form

that was provided to her during today's visit. Viewed current physicals for 2 dogs and 1 cat on the Veterinary Health Certificate form.

441 IAC 120.8(2) "a" Josie needs to complete the following items for her outdoor play area: cover her charcoal grill or place in garage, move

fire pit from area or place in garage; remove fire barrel and animal traps from area; remove assorted construction supplies, deer stand ladder, wheel barrel, rake x2 from the area. Viewed outdoor play area. Charcoal grill, fire pit, fire barrel, animal traps, construction supplies, deer stand ladder, wheel barrel and rake (2) have been removed.

441 IAC 120.8(3)"a" Josie needs to check items located in bathroom and in medicine cabinet for labels "Keep Out Of Reach of Children" and

place those items in a child inaccessible area. Josie needs to place a child lock on her bathroom sink cabinet. Viewed bathroom. Items labeled "Keep Out of Reach of Children" have been moved to a child inaccessible area.

441 IAC 120.8(3)"b" Josie needs to obtain first aid supplies for her transport vehicle that contain basic items as noted above in IAC 120.8(3). Viewed first aid kit in the transport vehicle.

Josie needs to place the following in her home first aid kit: disposable tweezers and a bottle of water. Bottle of water and disposable tweezers have been added.

441 IAC 120.8(4) Josie needs to post 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. Viewed Emergency Plans posted at primary and secondary exits.

441 IAC 120.8(4) "a" Josie needs to practice fire and tornado drills with her daycare children on a monthly basis and record when this occurs.

441 IAC 120.8(4) "b" Josie needs to complete and show documentation of her procedures as outlined in her Emergency Preparedness

document. Viewed written Emergency Preparedness Plan.

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.9(2) Each file contains:

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 completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H., G.C., C.C., A.C.

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. Need completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W.,

D.H., G.C., C.C., A.C.

A signed medical consent from the parent authorizing emergency treatment. Need completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H., G.C., C.C., A.C.

An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. Need completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W.

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 completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H.

A list signed by the parent which 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 completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H., G.C., C.C., A.C.

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 completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H., G.C., C.C., A.C.

Written permission from the parent for the child to attend activities away from the child development home. Need completed for K.W., D.H., G.C., C.C., A.C. Viewed for K.W., D.H., G.C., C.C., A.C.

Items of non-compliance after the follow up visit:

441 IAC 120.8(4) "a" Josie needs to practice fire and tornado drills with her daycare children on a monthly basis and record when this occurs.

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.9(2) Each file contains:

An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. Need completed for D.H., G.C., C.C., A.C.

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 completed for G.C., C.C., A.C.

Suggestions for Improvement:

Recommendation:

Josie has 2 weeks (2/26/18) to send non-compliance items to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us).

[] 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 of your Child Care Assistance Provider Agreement. 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

02/13/2018

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