



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

09/15/2017

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 09/12/2017. 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 110.8(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 110.9 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 9/12/17 checking the following regulations:

- 441 IAC 110.8 Sandra needs to fix cracked corner of plaster on wall in the playroom. Viewed wall in playroom. Plaster has been patched.
- 441 IAC 110.8(1)"h" Sandra needs to show documentation of her monthly smoke detector checks for her childcare home. Viewed form documenting monthly completion of smoke detector testing.
- 441 IAC 110.8(1)"i" Sandra needs to place an Iowa Smoke Free Air Act compliant sign on her back door to her home (outwardly facing). Viewed no smoking sign posted on back door.
- 441 IAC 110.8(1)"n" Sandra needs to show documentation of current physical for her one dog and one cat on the approved Veterinary Health Certificate Form. Viewed current physical for her one dog and one cat on the approved Veterinary Health Certificate Form.
- 441 IAC 110.8(1)"q" Sandra needs to show documentation of her procedures on how she would handle a health related emergency for a daycare child while in her care. viewed written health related emergency policy.
- 441 IAC 110.8(2) "a" Sandra needs to secure or remove coax cable from outside play area; remove hose from outside play area; remove box of planting dirt from outside play area; clear off front patio area so that the daycare children have a shaded area and remove cardboard box from area next to house. Viewed outdoor play area. Coax cable, hose, cardboard box and planting dirt have been removed. An area on the front porch has been cleared off in order for children to have a shaded area.
- 441 IAC 110.8(4) "b" Sandra needs to show documentation of her Emergency Preparedness Plan. A template can be utilized for this document and downloaded from [iowaccrr.org](http://iowaccrr.org). Sandra is encouraged to contact Sarah Bothell at CCR&R to receive help with this document.
- 441 IAC 110.9(1)"b"(2) Sandra needs to show documentation of her "Background Check approval letter" from the Central Childcare Registration Unit. Viewed a copy of Sandra's "Background Check approval letter" .
- 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 for J.P. Viewed for J.P.  
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 for J.P. Viewed for J.P.  
A signed medical consent from the parent authorizing emergency treatment. Need for J.P., C.P. Viewed for J.P., C.P.

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. Need physical for L.M., S.M., M.M., M.S. Viewed physical for L.M., S.M., M.M., M.S. Need school-aged health status form for C.M., J.P., C.P. Viewed school age health status form for C.M.

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. Need enrollment physical for C.M., J.P., 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.M., L.M., S.M., J.P., C.P., M.M., M.S. Viewed for S.M., M.M., M.S.

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

Written permission from the parent for the child to attend activities away from the child development home. Need for J.P. Viewed for J.P.

Items of non-compliance after the follow up visit:

441 IAC 110.8(4) "b" Sandra needs to show documentation of her Emergency Preparedness Plan. A template can be utilized for this document and downloaded from [iowaccrr.org](http://iowaccrr.org). Sandra is encouraged to contact Sarah Bothell at CCR&R to receive help with this document.

441 IAC 110.9(4) Children's Files.

Need school-aged health status form for J.P., 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.M., L.M., J.P., C.P.

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

Suggestions for Improvement:

Contact Sarah Bothell, CCR&R Child Care Consultant, for child care questions and resources. Sarah can be reached at 563-940-7971 or [sbothell@caeiowa.org](mailto:sbothell@caeiowa.org)

Recommendation:

Sandra needs to send non-compliance items to Lisa Hilsenbeck ([lhilsen@dhs.state.ia.us](mailto:lhilsen@dhs.state.ia.us)) by 9/26/17.

[ ] 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](mailto: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 563-940-7971

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](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).