



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

04/10/2020

Mycal Hall
897 Yale CT
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 04/09/2020. 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(1) The provider shall meet the following requirements:
- a. Gives careful supervision at all times.
 - b. Exchange information with the parent of each child frequently to enhance the quality of care.
 - c. Give consistent, dependable care and be capable of handling emergencies
 - d. Be present at all times except when emergencies occur or an absence is planned, at which time care shall be provided by a department-approved substitute. When an absence is planned, the provider shall give parents at least 24 hours' prior notice.
 - e. Shall be free of the use of illegal drugs and shall not be under the influence of alcohol or any of the prescription or non-prescription drug that could impair their ability to give careful supervision.

441 IAC 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

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 110.8(1) "h" The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
- 441 IAC 110.8(1) "p" The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
- 441 IAC 110.8(1) "q" The provider shall have written policy and procedures for responding to health-related emergencies

441 IAC 110.8(4) **Emergency Plans**

- 441 IAC 110.8(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 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(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(1) "b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.
- 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:

441 IAC 110. Checklist 470-0625 (Rev. 3/18) R

110.7(1)a Mycal needs to give careful supervision. There is a concern at this time about supervision. See safety plan.

110.8 Conditions in the home shall be safe, sanitary and free from hazards.

110.8(1)a Mycal needs to have all emergency numbers posted for childcare children.

110.8(1)h Mycal needs to test smoke detectors and record.

110.8(1)p Mycal needs to write up policies about caring for mildly ill children and exclusion of children due to illness

110.8(1)q Mycal needs to write up policies about responding to health related emergency.

110.8(4)a Mycal needs to practice fire and tornado drills, then document.

110.8(4)b Mycal found the completed emergency plan while I was there.

110.9(1)a Mycal needs to find or get a new physical for herself and Di'ore.

110.9(1)b(1) Mycal needs to find or get a copy of the DHS document confirming record checks were completed. If unable to locate contact Des Moines at 866/448-4605. Mycal needs have any person who is not professional or a parent/caretaker of a childcare child needs to have DHS record checks to be alone with the children.

441 IAC 110.9(4)/120.9 children's files. An individual file is maintained for each child and updated annually or when there are changes. Each file needs to contain the following: Identifying information:

Emergency information: for MR, AM, BZ, DH, KB, KB and NW

Medical consent: for MR, AM, BZ, DH, KB, KB and NW

Physicals for infants and preschoolers: for MR, AM, BZ, DH, KB, KB and NW

Signed and dated immunization certificates: for MR, AM, BZ, DH, KB, KB and NW

List persons who can pick up: for MR, AM, BZ, DH, KB, KB and NW

Permission for children to attend activities: for MR, AM, BZ, DH, KB, KB and NW

Please remember in this time of COVID 19, I may not have seen all your childcare files. You are responsible to have all childcare file information updated or missing information in the file as soon as possible. You are also responsible to have files updated for you and your family which includes physicals and training for you and any assistant or substitute. I know that you may not get the information within the time lines, but you need to get the information as soon as possible into the files.

Suggestions for Improvement:

Contact a CCR&R Child Care Consultant for childcare questions and assistance. A CCR&R Child Care Consultant can be reached at 563-557-1628.

Recommendation:

Paperwork will be reviewed at follow-up. A follow-up visit will be on or after 5/29/20. You can show me completed items during safety checks.

[] 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 be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 563/557-8251 gcurrie@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Glenda Currier

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 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).