



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

07/20/2018

Mary McCane  
1016 South Starr AVE  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home A conducted on 07/20/2018. 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(3) Medications and Hazardous Materials**

441 IAC 110.8(3)“c” Medications shall be given only with the parent’s or doctor’s written authorization. Each prescribed medication shall be accompanied by a physician’s or pharmacist’s direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child’s name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

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 7/20/18 checking the following regulations:

441 IAC 110.7(2) Mary has utilized her substitute care option for too many hours per month. In the most recent month of May 2018 she

has utilized her substitute for 31 hours and the month is not yet completed. Mary signed a safety plan with the Department today that states "Mary will not exceed her allowed amount of 25 hours per month for substitute care that she utilizes." Viewed substitute hours documentation for May, June and July. No substitute hours were used after the compliance visit in May. Substitute hours for June and July are within the allowable limit of 25 hours.

441 IAC 110.8 Mary needs to clear off all items from her basement steps and clear out an area for her tornado safe area in case the

need arises. Viewed basement steps and tornado safe area in the basement. Steps and tornado area have been cleared.

Mary needs to clear out items in her indoor play area to free up more usable floor space for children. Viewed indoor play area. Items have been removed and there is now more room for children to play.

441 IAC 110.8(1)"a" Mary needs to place a copy of her emergency contact sheet in one of her transport vehicles. Viewed a copy of the emergency contact sheet in all the transport vehicles.

441 IAC 110.8(1)"b" Mary will place a safety cap in one electrical outlet in her bathroom. Viewed electrical outlet in the bathroom. Outlets are being used.

441 IAC 110.8(1)"h" & 441 IAC 110.8(4) "a" Mary will show documentation of her monthly smoke detector and fire/tornado drills. No documentation exists for September 2017 until the present time. Viewed monthly documentation of smoke detector testing and fire/tornado drill practice from September 2017- present.

441 IAC 110.8(1)"m" Mary will show documentation of her current car insurance for her transport vehicles. Viewed current insurance for all 3 transport vehicles.

441 IAC 110.8(1)"r" Mary needs to hang up her current certificate of registration. Viewed Mary's current registration certificate hung in the front entry way.

441 IAC 110.8(2) "a" Mary needs to remove the extension cord from the outdoor play area. Viewed outdoor play area. Extension cord has been removed.

441 IAC 110.8(3)"a" Mary needs to put a child lock on her shelf above the toilet. Viewed shelf above the toilet. Unsafe items and the cabinet doors have been removed.

441 IAC 110.8(3)"b" Mary needs to place a first aid kit with required items in it for one of her transport vehicles. Mary needs to place bottles

of water in each of her first aid kits for her home and transport vehicles (x3). Viewed complete first aid kits in the transport vehicles. Bottles of water have been added.

441 IAC 110.8(3)"c" Mary needs to have parents give permission on the Medication Consent Log for each over the counter medication that

is stored on top of the bookshelf and labeled with each daycare child's name.

441 IAC 110.8(4) "b" Mary needs to make the following addition to her Emergency Preparedness Plan: Viewed Emergency Preparedness Plan.

Add "will seek out DHS approval prior to re-opening her childcare operation." "Will seek out DHS approval prior to re-opening her childcare operation" has been added.

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:

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. Need physical for M.S. Viewed physical for M.S.

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. Need second page of school-aged health status form filled out and signed by parent for J.W. Viewed second page of school-aged health status form filled out and signed by parent for J.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 updated physical for K.C. Viewed updated physical for K.C.

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 O.W.

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 O.W.

Items of non-compliance after the follow up visit:

441 IAC 110.8(3)"c" Mary needs to have parents give permission on the Medication Consent Log for each over the counter medication that is stored on top of the bookshelf and labeled with each daycare child's name.

441 IAC 110.9(4) Children's Files

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 O.W.

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 O.W.

Suggestions for Improvement:

Recommendation:

A second follow up visit has been scheduled for 8/10/18.

[ ] 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 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**

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

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).