



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

05/18/2017

Savanna Bragg
334 S Elmwood AVE
Davenport, IA 52802

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 05/18/2017. 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 110.9 Files

441 IAC 110.9(1) **A provider file is maintained and shall contain the following:**

- 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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 5/18/17 checking the following rules:

- 441 IAC 110.8(1)"p" Savanna needs a written policy regarding caring for mildly ill children. Viewed written policy for caring for mildly ill children.
- 441 IAC 110.8(1)"q" Savanna needs a written policy regarding responding to health-related emergencies. Viewed policy for responding to health-related emergencies.
- 441 IAC 110.8(3)"a" Savanna needs to install child locks on the cabinets under the kitchen and bathroom sinks or she needs to move unsafe items to an area that is inaccessible to children. Viewed cabinets under the kitchen and bathroom sinks. Unsafe items have been removed. Safety locks have been installed on the cabinets in the dining room.
- 441 IAC 110.8(3)"b" Savanna needs to add a bottle of water to her first aid kit. Viewed bottle of water added to first aid kit.
- 441 IAC 110.8(4) "b" Savanna needs to add evacuation routes to her emergency plans posted at her primary and secondary exits. Viewed emergency plans at primary and secondary exits. Evacuation routes have been added.
- 441 IAC 110.9(1)"a" Savanna needs a physical documented on required form 470-5152. Retera needs a copy of her immunization certificate. Viewed physical for Savanna on required form 470-5152. Viewed immunization certificate for Retera.
- 441 IAC 110.9(1)"b" (1) Savanna needs to print her Mandatory Reporter certificate. Savanna needs to obtain her CPR and first aid cards to show proof of completion. Viewed printed Mandatory Reporter certificate for Savanna. Viewed CPR and first aid cards for Savanna.
- 441 IAC 110.9(1)"b"(2) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed. Viewed letter from Des Moines stating record checks have been completed.
- 441 IAC 110.9(2) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed for Aticia. Aticia needs a physical documented on required form 470-5152. Aticia needs to complete Mandatory Reporter training. Viewed letter from Des Moines stating record check has been completed for Aticia. Viewed physical for Aticia on required form 470-5152.
- 441 IAC 110.9(3) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed for Aticia. Aticia needs a physical documented on required form 470-5152. Aticia needs to complete Mandatory Reporter training. Aticia needs to complete CPR and first aid training. Viewed physical for Aticia on required form 470-5152.. Viewed CPR and first aid certificate for Aticia.
- 441 IAC 110.9(4) Children's Files
- Savanna needs a date on the emergency medical treatment authorization form for RJ & TC. Viewed date on emergency medical treatment authorization form for RJ & TC.
- Savanna needs a signature on the physical form for DR. Viewed signature on the physical form for DR.
- Savanna needs a signature on the school age physical form for CS, CS & RA. Viewed signature on the school age physical form for CS, CS & RA.
- Savanna needs a signature on the immunization certificate for CS, CS, RA & DR. Viewed signature on the immunization certificate for CS, CS, RA & DR.
- Savanna needs an immunization certificate for RJ. Viewed immunization certificate for RJ.
- Savanna needs travel/activity permission for AC, TC, RA, CS, TC, RJ, CS & DR. Viewed travel/activity permission for AC, TC, RA, CS, TC, RJ, CS & DR.

Items of non-compliance after follow up visit:

- 441 IAC 110.9(2) & 441 IAC 110.9(3) Aticia needs to complete Mandatory Reporter training.
- 441 IAC 110.9(3) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed for Aticia.

Suggestions for Improvement:

Recommendation:

Savanna has 2 weeks to complete non-compliance items or revocation may occur. Savanna needs to email Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) non-compliance items by 6/1/17.

[] 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 563-326-8215 or khuinke@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Kathy Huinker

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 563-324-3236

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

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).