08/29/2024

Stacie Zenor
413 SE 3rd St
Greenfield, IA 50849

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 08/29/2024. 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(1) **Facility Requirements**

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(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(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.

Findings:

This provider lost the ability to utilize her home due to a tornado that hit the town of Greenfield on May 21, 2024. The provider has an exception to policy to care for children at an alternate location while her home is restored to a safe place for the childcare.
441 IAC 110.8(1)“c” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
**Compliance staff did not see the furnace in the building where the provider is approved to watch children.

441 IAC 110.8(1)“h” The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes.
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.
**The provider resumed care for children the last week of June 2024. She reported that she has not completed documentation of drills since May 2024.

441 IAC 110.8(4) “b” Emergency Preparedness Plan

**The provider reported that she has not updated her plan to this location. We discussed any barriers to completion of the plan.

441 IAC 110.9(2) An individual file is maintained for each staff assistant
b. A completed Form 470-5152, Child Care Provider Physical Examination Report.

**The provider has three listed assistants. One of the assistants has not returned the physical form.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Kelly Phelps. Her contact number is 515-802-7292.

Corrective Action Required:

In regards to the documentation of completed drills, please start with September 2024 and complete and document these practices for your next compliance check.

In regards to the emergency preparedness plan for this temporary location, please complete the plan with the current address and information for this location. A completed document will need to be sent to compliance staff by September 29, 2024.If you complete a Word Document, you can attach to an email at stacy.burris@hhs.iowa.gov or you can take pictures of the pages and text to 712-435-0576.

In regards to the missing assistant physical, please work with this assistant to have that returned and in your file before you have her assist you in the future.

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.

Please do not hesitate to contact me at DHS at 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

Social Worker II

Sheila Aunspach

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).