



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

07/16/2018

Munchkin City
317 S Gunnison ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 07/13/2018. 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 110.9 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 over the age of 12 . Acceptable physical examinations shall be documented on 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 initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. All children residing in the household that are 12 years of age or younger must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”

Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 7/13/18 checking the following regulations:

441 IAC 110.8(1)“a” Amber needs to place a copy of her emergency contact sheet for her daycare children in her transport vehicle. Viewed emergency contact sheet for her daycare children in her transport vehicle.

441 IAC 110.8(1)“h” Amber needs to place a smoke detector in her front living room area. Viewed smoke detector installed in the front living room.

441 IAC 110.8(1)“h” & 441 IAC 110.8(4) “a” Amber needs to update her documentation of her monthly smoke detector and fire/tornado drills preformed. Documentation is missing for April 2018. Viewed updated documentation of monthly smoke detector testing and fire/tornado drills practice.

441 IAC 110.8(1)“i” Amber needs to display her Iowa Smoke Free Air Act compliant no smoking sign in her transport vehicle so that it can be seen from the outside of her vehicle. Viewed no smoking sign posted on the dash. No smoking sign is visible from the outside of the vehicle.

441 IAC 110.8(1)“n” Amber needs to show documentation of current physicals for 2 cats and 1 dog on the Pet Health Examination Form. Viewed documentation of current physicals for 2 cats and 1 dog on the Pet Health Examination Form.

441 IAC 110.8(3)“b” Amber needs to place a first aid kit with all required items in her transport vehicle. Viewed first aid kit (with required items) located in the transport vehicle.

441 IAC 110.8(3)“c” Amber needs to have the parent of M.S. sign and date permission to administer Epi-Pen on the medication consent form. Viewed parent signature on the Epi-Pen medication consent form for M.S.

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

Add "will lock all doors and windows as possible" to her Lockdown section. "Will lock all doors and windows as possible" has been added.

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

441 IAC 110.9(1)"a" Amber will show documentation of current physicals for Ryan, Trenton and herself on the Child Care Provider Physical

Examination Report form. Amber reported that George is back in the home. Viewed current physicals for Amber and George.

441 IAC 110.9(1)"b" (1) Amber will show documentation of current course completion for Mandatory Reporter of Child Abuse training for Ryan

and herself. Viewed documentation of current course completion for Mandatory Reporter of Child Abuse training for Ryan and Amber.

441 IAC 110.9(1)"b"(2) Amber will need to show documentation that Background checks were successfully completed for Emma Lowe who has

been residing in her house for approximately one month. Until this documentation is obtained Emma cannot reside in the house. Amber signed a safety plan with the department during today's visit which states "The unauthorized individual (Emma Lowe) shall not reside in the child development home until she has been authorized to reside there by the central childcare registration unit. This shall take effect immediately and will last for as long as the provider provides childcare in her home." Viewed current record check letter for Emma Lowe.

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 copies from siblings file for I.B., A.K., T.K. Viewed copies for I.B., A.K., T.K.

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 copies from siblings file for I.B. Viewed copy for I.B.

A signed medical consent from the parent authorizing emergency treatment. Need copies from siblings file for I.B. Viewed copy for I.B.

Need for K.S. Viewed for K.S.

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 doctor's physical signature or electronic signature on physical record for K.S. Viewed doctor's physical signature or electronic signature on physical record for K.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 and dated by parent for K.S. Viewed second page of school-aged health status form filled out and signed and dated by parent for K.S.

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 E.S. Viewed for E.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 copies from siblings file for I.B., A.K., T.K. Viewed copies for I.B., A.K., T.K.

Written permission from the parent for the child to attend activities away from the child development home. Need copies from siblings file for I.B. Need for K.S., E.S. Viewed copy for I.B. Viewed for K.S., E.S.

Items of non-compliance after the follow up visit:

441 IAC 110.9(1)"a" Amber will show documentation of current physicals for Ryan, Trenton on the Child Care Provider Physical

Examination Report form.

Suggestions for Improvement:

Recommendation:

Amber needs to send non-compliance paperwork to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 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 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 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

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).