



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

05/08/2018

Natalie Hoepfner
8058 Crestview DR
Des Moines, IA 50320

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 05/08/2018. 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 110.7 **Provider Requirements**

- 441 IAC 110.7(2) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider
- a. All standards regarding supervision and care of children apply to substitutes.
 - b. Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
 - c. The substitute must be 18 years of age or older.
 - d. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
 - e. The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

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 110.9 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:

Per the compliance visit on 5/8/18, the following corrections are necessary based on the above mentioned rules:

1. Please keep written record of hours used by your substitute. You reported you have a form to keep track as required. This form should be easily accessible in your filing records. If you find you need an additional form please contact me or CCR&R as indicated in suggestions.
2. Please install a smoke detector in the back bedroom used for napping as it does not have a detector and there is not one directly outside in the hall way.
3. Emergency drills must be practiced monthly and documented in writing. You must also document testing your smoke detectors on a monthly basis. You reported you have the form needed. I do recommend keeping this form in an easily accessible/visible location to serve as a reminder. Please contact me if you need additional forms.
4. Regarding daycare children's files, please obtain an updated physical for children SC, EC, & BN. This must be updated annually from a physician. Parents have sixty days upon request to provide this information. If a child is missing paperwork after 60 days, they may not return to care until the required documentation has been received.

Suggestions for Improvement:

Child Care Resource & Referral (CCR&R)
Consultant: MEGAN KERKMANN 515-246-3583

Please do not hesitate to access the free and voluntary consulting services offered by CCR&R to assist with any compliance related needs or questions.

Recommendation:

All corrections must be completed by 6/29/18. No recheck is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

[] 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 515-993-1742/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jone Staley

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).