



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

12/11/2017

Danielle Doss
531 S Leebrick 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 12/08/2017. 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 110.7 **Provider Requirements**

441 IAC 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

441 IAC 110.8(1) **Facility Requirements**

441 IAC 110.8(1) "a" The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

441 IAC 110.8(2) **Use of Outdoor Space**

441 IAC 110.8(2) "a" A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

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"

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. 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.

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. 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.

j. Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

1. Times of departure and arrival.

2. Destination.

3. Persons who will be responsible for the child

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 12/8/17 checking the following regulations:

441 IAC 110.8 Danielle needs to remove all items from her basement steps. Viewed basement stairs. Items have been removed.

441 IAC 110.8(1)"a" Danielle needs to update her emergency contact sheet for her daycare children for both her home and transport vehicle.

441 IAC 110.8(1)"b" Danielle needs to place a safety cap on one electrical outlet in her kitchen. Viewed electrical outlets in the kitchen. Accessible outlets have been capped.

441 IAC 110.8(1)"h" Danielle needs to re-install her smoke detector at the top of her second story stairs. Viewed smoke detector installed at the top of the second story stairs.

Danielle needs to check her smoke detectors monthly and document when this occurs. Viewed documentation of monthly smoke detector testing.

441 IAC 110.8(1)"m" Danielle needs to remove all hazardous items, garbage and recycling out of her transport vehicle; needs to replace

expired Belt Positioning Booster seat that is expired and needs to show documentation of current proof of insurance for

her transport vehicle. Viewed transport vehicle. Hazardous items, garbage and recycling have been removed. Booster seat that is expired has been removed. Viewed current vehicle insurance.

441 IAC 110.8(1)"n" Danielle needs to show documentation of a current physical for Patch on the approved Pet Health Examination

Veterinary Health Certificate Form. Viewed current physical for Patch documented on the approved form Pet Health Examination Veterinary Health Certificate.

441 IAC 110.8(2) "a" Danielle needs to replace 2 fence support posts and re-secure her front fence to these posts. Danielle needs to

remove potting soil bag, bag of garbage and can of gas from her outdoor play area. Viewed outdoor play area. 1 fence post has been repaired. Potting soil, bag of garbage and can of gas have been removed.

441 IAC 110.8(3)"a" Danielle needs to remove cleaner next to toilet in bathroom, Olive Oil Conditioner on bathroom sink counter top and

Essential Oils on kitchen counter top and place in child inaccessible areas. Viewed bathroom and kitchen counter tops. Olive Oil conditioner and Essential Oils have been removed and placed in a child inaccessible area. Cleaner next to the toilet has been removed.

441 IAC 110.8(3)"b" Danielle needs to add a bottle of water to her first aid supplies for both her transport vehicle and home first aid kits. Viewed first aid kits for the home and in the vehicle. A bottle of water has been added to both first aid kits.

441 IAC 110.8(4) "a" Danielle needs to practice fire and tornado drills with her daycare children on a monthly basis and document when this

occurs. Viewed documentation of monthly practice of fire and tornado drills.

441 IAC 110.8(4) "b" Danielle needs to show documentation of her Emergency Preparedness Document. Viewed Emergency Preparedness Document.

441 IAC 110.9(1)"a" Danielle needs to show documentation of her 2nd page to her Child Care Provider Physical Examination Report form.

441 IAC 110.9(2) Danielle needs to show documentation of current course completion for Mandatory Reporter Training for Markee. Danielle reports she would like to make Markee inactive.

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 signed medical consent from the parent authorizing emergency treatment. Need updated signature and date by parent on form for A.B.(8) Viewed updated signature and date by parent on form for A.B.(8)

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 H.C.(2 mos).

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 school-aged health status form for H.M. Viewed school-aged health status form for H.M.

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 A.B.(4), A.B.(20mos). Need updated school-aged health status form for A.B.(8) Viewed updated school aged health status form for A.B.(8)

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 updated parent signature and date on form for A.B.(20 mos), A.B.(8), H.M. Viewed updated parent signature and date on form for A.B.(20 mos), A.B.(8),

Written permission from the parent for the child to attend activities away from the child development home. The permission shall include: Need updated parent signature and date on form for A.B.(8) Viewed updated parent signature and date on form for A.B.(8)

Items of non-compliance after the follow up visit:

441 IAC 110.8(1)"a" Danielle needs to update her emergency contact sheet for her daycare children for both her home and transport vehicle.

441 IAC 110.8(2) "a" Danielle needs to replace 1 fence support post and re-secure her front fence to these posts.

441 IAC 110.9(1)"a" Danielle needs to show documentation of her 2nd page to her Child Care Provider Physical Examination Report form.

441 IAC 110.9(4) Children's Files

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 H.C.(2 mos).

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 A.B.(4), A.B.(20mos)

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 updated parent signature and date on form for H.M.

Suggestions for Improvement:

Recommendation:

Danielle has 2 weeks to complete non-compliance items. Danielle has 2 weeks to send non-compliance paperwork to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us).

Lisa Hilsenbeck will be stopping on 12/21/17 to check the fence post in the outdoor play area to see if it has been repaired.

[] 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

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).