



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

12/10/2018

Leanna Harris
514 S Starr
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your residence in which you are seeking child development home registration conducted on 12/07/2018. 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 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

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

441 IAC 110.8(1)“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(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(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 12/7/18 checking the following regulations:

- 441 IAC 110.8(1)"a" Leanna needs to update her emergency contact list for her daycare children. Viewed updated emergency contact list for daycare children.
- 441 IAC 110.8(1)"h" Leanna needs to place a smoke detector in her play room area. Viewed smoke detector installed in the play room.
- 441 IAC 110.8(1)"h" Leanna needs to show documentation of her monthly smoke detector checks.
- 441 IAC 110.8(2) "a" Leanna needs to remove gas from shed without a door or place locked door on shed and trim up or cut down weeds/tomato plant next to shed. Viewed outdoor play area. Gas can has been removed form shed. Weeds have been trimmed up next to shed.
- 441 IAC 110.8(4) Leanna needs to show routes for tornado and show tornado safe area on her floor plan of the emergency plans that are already posted. Viewed routes for tornado and show tornado safe area on her floor plan of the emergency plans.
- 441 IAC 110.8(4) "a" Leanna needs to show documentation as to when she conducted her monthly fire and tornado drills with her daycare children.

441 IAC 110.8(8) Leanna needs to show examples of active and quiet play activities for her daycare children in her home. Viewed puzzles, blocks, balls, shopping carts which encourage active and quiet play.

441 IAC 110.9(1)"b"(2) Leanna needs to show documentation of her Background Check Approval letter from the Central Childcare Registration

Unit. Requested from Des Moines 12/7/18. Received from Des Moines 12/10/18 and sent to Leanna.

441 IAC 110.9(2) Leanna needs to show documentation of a current physical for George on the Childcare Provider Physical Examination

Report Form.

441 IAC 110.9(2) Leanna needs to show documentation of current course completion for Mandatory Reporter Training for Child Abuse for George.

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 for A.B., P.B., S.P., M.J., S.W., M.P.(4), M.P.(9), I.P., S.T., J.W. Leanna reports S.P., M.P.(4), M.P.(9), I.P. are no longer enrolled in care. 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 for M.J., S.W., M.P.(4), M.P.(9), I.P., S.T., J.W. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

A signed medical consent from the parent authorizing emergency treatment. Need for M.J., S.W., M.P.(4), M.P.(9), I.P., S.T., J.W. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

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 M.P.(4), M.P.(9), I.P., S.T., J.W. Need date of examination on form for M.H. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

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 M.P.(9), I.P., S.T., J.W. Leanna reports M.P.(9), I.P. are no longer enrolled in care.

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 M.P.(4), M.P.(9), I.P., S.T., J.W. Need signature and date on form for A.B., P.B., J.S., M.J., D.J. Viewed for S.T., J.W. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

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 for A.B., P.B., M.H., J.W., J.S., S.P., M.J., S.W., M.P.(4), M.P.(9), I.P., S.T., J.W. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

Written permission from the parent for the child to attend activities away from the child development home. Need for A.B., P.B., M.H., J.W., J.S., S.P., M.J., S.W., M.P.(4), M.P.(9), I.P., S.T., J.W. Leanna reports M.P.(4), M.P.(9), I.P. are no longer enrolled in care.

Items of non-compliance after the follow up visit:

441 IAC 110.8(1)"h" Leanna needs to show documentation of her monthly smoke detector checks.

441 IAC 110.8(4) "a" Leanna needs to show documentation as to when she conducted her monthly fire and tornado drills with her daycare children.

441 IAC 110.9(2) Leanna needs to show documentation of a current physical for George on the Childcare Provider Physical Examination

Report Form.

441 IAC 110.9(2) Leanna needs to show documentation of current course completion for Mandatory Reporter Training for Child Abuse for George.

441 IAC 110.9(4) Children's Files

Leanna needs an intake/enrollment form for A.B., P.B., M.J., S.W., S.T., J.W.

Leanna needs an emergency medical treatment authorization form for M.J., S.W., S.T., J.W.

Leanna needs a physical for S.T., J.W.

Leanna needs a date on the physical form for M.H.

Leanna needs a school age parent statement for S.T., J.W.

Leanna needs a signed and dated immunization record for A.B., P.B., J.S., M.J., D.J.

Leanna needs a pick up list for A.B., P.B., M.H., J.W., J.S., M.J., S.W., S.T., J.W.

Leanna needs a travel/activity form for A.B., P.B., M.H., J.W., J.S., M.J., S.W., S.T., J.W.

Suggestions for Improvement:

Recommendation:

Leanna needs to contact Chad Reckling (creckli@dhs.state.ia.us or 319-208-5521) by 12/21/18 to schedule a second follow up 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 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).