IOWA HHS
**Iowa Department of Health And Human Services**

**Kim Reynolds**
**Governor**

**Adam Gregg**
**Lt. Governor**

**Kelly K. Garcia**
**Director**

07/26/2017

Theresa Lowary
2202 Miller ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 07/25/2017. 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:

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|---|---|
| **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(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 110.8(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:<br>**1.** evacuation to safely leave the facility<br>**2.** relocation to a common, safe location after the evacuation<br>**3.** shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue<br>**4.** lock down protocol to protect children and providers from an external situation<br>**5.** communication plan and plans for reunification with families<br>**6.** continuity of operations plans |


**1305 E. Walnut Street, Des Moines, IA 50319-0114**

**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(1)" a" A physician's examination report for the provider and all members of the provider's household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) "d", 110.9(4) "f", and 110.9(4) "g"

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.** 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:

Theresa needs to place a smoke detector on shared entryway between kitchen and living room in the basement and place one at the top of her basement stairs.

Theresa needs to repair or replace cracked seat on her teeter-totter, remove walking mower from outdoor play area and fill in area surrounded by red landscape brick with soil so that a drop off does not exist.

Theresa needs to add her flood/evacuation plans to her emergency plans that are posted next to her primary and secondary exits.

Theresa needs to add detailed procedures for the following site specific emergencies in her Emergency Preparedness document since they were checkmarked on page 2 of the plan: bomb threat, criminal activity, injury/medical for staff, injury medical for child, utility outage.

Theresa needs to have the doctor sign and date both TB boxes on the Child Care Provider Physical Exam Report Form for Cayden.

Theresa needs to have the doctor sign and date both TB boxes and the immunization review boxes on the Child Care Provider Physical Exam Report Form for Hope.

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 update for E.A.

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 update for E.A.

A signed medical consent from the parent authorizing emergency treatment. Need update for C.V., E.A.

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 F.R. Need updated school-aged health status for E.A.

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. Need enrollment physical for J.A., B.P.

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 J.A. Need update for F.R.

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 L.W.(2) Need update for E.A. Need date signed on form for J.A. Need parent signature and date on form for B.P.

Written permission from the parent for the child to attend activities away from the child development home. Need for R.J., S.J., A.T. Need update for E.A., N.V., C.V.

Suggestions/Recommendations:

Corrective Action Required:

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home either on or after 9/14/17.

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 (319) 208-5521/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 563-324-3236

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).