02/06/2025

Ruth O'Neal-Lewis
235 Baltimore ST
Waterloo, IA 50701

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 02/06/2025. 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 110.8(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(1)"p"	The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
441 IAC 110.8(1)"q"	The provider shall have written policy and procedures for responding to health-related emergencies
441 IAC 110.8(3)	**Medications and Hazardous Materials**
441 IAC 110.8(3)"a"	All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
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)"b" (1)	I-PoWeR records or certificates verifying required training completion: Prior to registration: • minimum health and safety training, approved by the Department, in required content areas • Iowa's Mandatory Child Abuse Reporter Training Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

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

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

441 IAC 110.9(1)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

Findings:

An annual compliance check was completed on 2/6/25 and the following was out of compliance:

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.
Ruth had a written list of children enrolled, parent contact, emergency contact and physician but it was not updated with all of the current children enrolled.

441 IAC 110.8(1)"p" The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
441 IAC 110.8(1)"q" The provider shall have written policy and procedures for responding to health-related emergencies.
Ruth could not locate these two policies.

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child.
Ruth had several bottles of cleaners in her kitchen in reach of the children. She did move these while this worker was present.

441 IAC 110.9(1)"b" (1) I-PoWeR records or certificates verifying required training completion:
Prior to registration:
minimum health and safety training, approved by the Department, in required content areas
Iowa's Mandatory Child Abuse Reporter Training
Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.
Ruth could not locate her current certificate of First Aid and CPR training.
Ruth could not locate her current Mandatory Child Abuse Reporter training.

441 IAC 110.9(1)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with childcare.
Ruth could not locate this documentation.

Suggestions/Recommendations:

A re-check is not needed at this time. Corrections need to be made by 2/27/25 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

I encourage you to work with Black Hawk County Child Care Resource and referral at 319-233-0804 if you have any ongoing compliance or training needs.

Thank you for your service in providing childcare in your community.

Corrective Action Required:

Ruth needs to update her written list of children enrolled, parent contact, emergency contact and physician information.

Ruth needs to locate her written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
Ruth needs to locate her written policy and procedures for responding to health-related emergencies. Ruth needs to send pictorial verification of both of these policies to HHS.

Ruth needs to ensure that all medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child at all times.

Ruth needs to locate her verification of First Aid and CPR training and her verification of Mandatory Child Abuse reporter training and send pictorial verification to this worker.

Ruth should try to locate her documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with childcare. She needs to keep this documentation in her records for future annual compliance checks.

Addendums:

- Addendum1: After Ruth's annual compliance check completed on 2/6/25 she needed to send pictorial verification of a few items.
  On 2/6/25 she sent pictorial verification of her First Aid and CPR training and of her Mandatory Child Abuse Reporter training.
  On 2/7/25 she sent pictorial verification of her illness policy and her policy for responding to health-related emergencies.
  As of 2/7/25 she has sent pictorial verification of the items requested.

This Addendum is approved by supervisor on 2/7/2025 4:00:59 PM

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 319-429-0749 or christy.weber@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Christine Weber

Social Worker II

Sheila Aunspach

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).