



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

08/23/2018

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 08/21/2018. 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)“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(3)**                    **Medications and Hazardous Materials**

441 IAC 110.8(3)“b”                    A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

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.** 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 8/21/18 checking the following regulations:

441 IAC 110.8(1)"a" Danielle needs to show documentation of her emergency contact sheet for her daycare children in her transport vehicle.

441 IAC 110.8(1)"m" Danielle needs to show documentation of current car insurance for her transport vehicle. Viewed car insurance for transport vehicle.

441 IAC 110.8(1)"n" Danielle needs to clean up dog feces in her outdoor play area. Viewed outdoor play area. Dog feces have been removed.

441 IAC 110.8(2) "a" Danielle needs to remove gas can from outdoor play area. Viewed outdoor play area. Gas can has been removed.

441 IAC 110.8(3)"b" Danielle needs to place disposable tweezers in her first aid kit for her transport vehicle.

441 IAC 110.8(4) "b" Danielle needs to make the follow additions to her Emergency Preparedness Plan: Viewed written Emergency Preparedness Plan.

Add "will lock doors and windows as possible" to her Lockdown section. "Will lock doors and windows as possible" has been added.

Add "will seek out DHS approval prior to re-opening her childcare operation" to her Continuity of Operations section.

"Will seek out DHS approval prior to re-opening her childcare operation" has been added.

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 update for D.C.

Items of non-compliance after the follow up visit:

441 IAC 110.8(1)"a" Danielle needs to show documentation of her emergency contact sheet for her daycare children in her transport vehicle.

441 IAC 110.8(3)"b" Danielle needs to place disposable tweezers in her first aid kit for her transport vehicle.

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 update for D.C.

Suggestions for Improvement:

Recommendation:

A second follow up visit has been scheduled for 8/31/18.

[ ] 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](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).