



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

01/03/2017

Margaret Selmon
226 S 10th 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 12/21/2016. 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(4) Emergency Plans

441 IAC 110.8(4) Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

441 IAC 110.8(4) "b" The provider must have procedures in place for the following:

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

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:

- 441 IAC 110.8(1)"a" Margaret needs to update her emergency contact sheet for her home and transport vehicle. Viewed updated emergency contact sheet in her home and vehicle.
- 441 IAC 110.8(1)"b" Margaret needs to place safety caps in 4 outlets in living room and 2 in surge protector located in living room. Viewed safety outlets in living room. All outlets have been capped.
- 441 IAC 110.8(1)"h" Margaret needs to check her smoke detectors monthly and document when completed. Last completed on July of 2016. Viewed updated smoke detector testing form.
- 441 IAC 110.8(3)"a" Margaret needs to remove fragrance oil in living room; put child lock on cabinets next to sink in bathroom or remove items; remove cleaner from bathroom floor; keep Scentsy off in living room during daycare hours or place out of reach of children; remove paint cans next to front door. Fragrance oil, cleaner and paint cans have been removed. Items in bathroom cabinets next to the sink have been removed. Scentsy was turned off.
- 441 IAC 110.8(3)"b" Margaret needs bottled water for first aid kit in her home and transport vehicle. Margaret added a bottle of water to her home and vehicle first aid kits.
- 441 IAC 110.8(3)"c" Margaret needs to move medications located in her medicine cabinet in the the bathroom. Margaret moved medicines in the bathroom.
- 441 IAC 110.8(4) Margaret needs brief written description of procedures for tornado and fire on plans already posted.
- 441 IAC 110.8(4) "a" Margaret needs to practice fire and tornado drills monthly and document when these occur. Last completed on July 2016. Viewed updated documentation for fire and tornado drills.
- 441 IAC 110.8(4) "b" Margaret needs to complete her Emergency Plan template or list out mandated emergency procedures. The template can be found at iowaccrr.org.
- 441 IAC 110.9(1)"a" Margaret needs to show documentation of David's 2nd page to his physical on approved form. Viewed 2nd page of David's physical.
- 441 IAC 110.9(1)"b"(2) Margaret needs to show documentation of her "Background Check Approval Letter" this can be obtained from the Central Child Care Registration Unit.
- 441 IAC 110.9(4) Children's Files
Need 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 for K.B. Need update for S.R. Margaret reports KB no longer attends.
Need 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 for K.B. Need update for S.R. Margaret reports KB no longer attends.

Need a signed medical consent from the parent authorizing emergency treatment for K.B. Need update for S.R. Margaret reports KB no longer attends.

Need 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 for J.K.(4), A.H.(3), A.H.(4).

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. The examination report or statement of health status shall be on file before the child's first day of care need for K.B., A.D.(6), A.M., A.D.(9). Margaret reports KB no longer attends.

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 S.R.

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 physical for K.B., A.M., A.D.(9). Margaret reports KB no longer attends.

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 K.B., A.H.(3), A.H.(4), A.M. Need on state form for A.D.(9). Margaret reports KB no longer attends.

Need list signed by the parent which 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 K.B., J.K.(4). Need update for S.R. Margaret reports KB no longer attends. Viewed pick-up person for JK(4).

Written permission from the parent for the child to attend activities away from the child development home. Need for K.B. Need update for S.R. Margaret reports KB no longer attends.

Items out of compliance after follow up visit:

441 IAC 110.8(4) Margaret needs brief written description of procedures for tornado and fire on plans already posted.

441 IAC 110.8(4) "b" Margaret needs to complete her Emergency Plan template or list out mandated emergency procedures. The template can be found at iowaccrr.org.

441 IAC 110.9(1)"b"(2) Margaret needs to show documentation of her "Background Check Approval Letter" this can be obtained from the Central Child Care Registration Unit.

441 IAC 110.9(4) Children's Files

Need 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 S.R.

Need 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 S.R.

Need a signed medical consent from the parent authorizing emergency treatment. Need update for S.R.

Need 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 for J.K.(4), A.H.(3), A.H.(4).

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. The examination report or statement of health status shall be on file before the child's first day of care need for A.D.(6), A.M., A.D.(9).

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 S.R.

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 physical for A.M., A.D.(9).

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 A.H.(3), A.H.(4), A.M. Need on state form for A.D.(9).

Need list signed by the parent which 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 update for S.R.

Written permission from the parent for the child to attend activities away from the child development home. Need

update for S.R.

Suggestions for Improvement:

Recommendation:

Margaret has 2 weeks to complete non-compliance items. A second follow up visit has been scheduled for 1/5/17.

[] 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 319-371-7809

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).