02/16/2023

Grace M Brade
2939 Elm Street
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 02/14/2023. 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(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 110.9	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(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.

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(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(3) An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) "a" 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.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

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:

On February 14, 2023, Tammi Herbst, SWII, completed a compliance check at Grace Brade's child care home. The following was found in non-compliance.

441 IAC 110.8 Conditions of the home shall be safe, sanitary, and free from hazards.

441 IAC 110.8(1)h Smoke Detectors tested monthly
Grace needs to test her smoke detectors monthly and record the date and time of test. Two years worth of testing needs to be maintained in records

441 IAC 110.8(2)a Outdoor Space
Grace needs to put a cover over her grill, remove the LP tank in the corner of the yard, and remove the multiple bags of empty pop cans.

441 IAC 110.9(1)a and b(1) Provider Files
A - Physical
Grace needs an updated physical for both, herself and Michael. These physicals need to be put on form 470-5152 Child Care provider physical examination report. Physicals need to be updated every 3 years.

b(1) First Aid / CPR
Grace needs to have her First Aid/ CPR updated.

441 IAC 110.9(2) b and C - Assistant Files
b- Physical
Grace needs to have an updated physical for Michael. This physical need to be put on form 470-5152 Child Care provider physical examination report. Physicals need to be updated every 3 years.

c- Mandatory Reporter Training
Grace needs to have Michael receive mandatory reporter training. This expired in June 2022.

441 IAC 110.9(3) b and c - Substitute Files
b- Physical
Grace needs to have an updated physical for Michael. This physical need to be put on form 470-5152 Child Care provider physical examination report. Physicals need to be updated every 3 years.

c- Mandatory Reporter Training
Grace needs to have Michael receive mandatory reporter training. This expired in June 2022.

441 IAC 110.9(4) a, b, c, e, g, h, i, j Child Files
a- Child identifying information including child name DOB, parent's name, address, telephone number special needs of child, parent's work address / telephone number.
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

b- Emergency Information including where the parent can be reached, the name, street, city, and telephone of the child's doctor, name, phone, and relationship of another adult in case of an emergency.
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

c- Signed medical consent from the parent authorizing emergency medical treatment
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

e-Signed statement of health signed by a physician submitted annually for infant and preschoolers
This is needed for OC, NW, MK, LL, HJ, KB, KJ, and RN

e- signed annual statement of health signed by parent or legal guardian /or by a physician, annually from the date of admission physical.
This is needed for RW, RK, CH, DK, and MO

g- Signed and dated immunizations certificate provided by IDPH
This is needed for OC, NW, MK, LL, RK, HJ, and RN

h - Emergency plan for child with allergies:
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

i - Documentation signed by parent of who can pick up child from daycare with their names, telephone number and relationship to child.
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

j- Written permission for activities away from the child development home.
This is needed on RW, OC, NW, MK, LL, RK, CH, HJ, KB, KJ, RN, DK, and MO

Suggestions/Recommendations:

Grace will need to contact the CCA unit to add additional persons to the home. CCRR has sent paperwork to Grace of what is required for paperwork to add individuals for assistants to the child care.

Grace will need to continue to work on her training hours prior to her registration expiring.

Corrective Action Required:

A follow up visit will not be needed; however, photo documentation will need to be provided to this worker, via email at therbst@dhs.state.ia.us or via text at 563-590-1536. This will need to be done no later than April 7, 2023.

Grace should continue to utilize the supports and resources CCRR, Cherie Kennedy, at 563-557-1628

Grace should continue to utilize the supports and resources of CCNC, Kelsey Hill at 563-557-6200 or cell of 563-207-1548

Grace should continue to utilize the supports of the Food Program, Robin Klima at 563-590-5435

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 therbst@dhs.state.ia.us or 563-590-1536 if you have any questions regarding this letter.

Sincerely,

Tammi Herbst

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 563-557-1628

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).