



# Iowa Department of Human Services

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Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

08/13/2018

Keri Hartman  
1201 Dehner 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 08/10/2018. 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(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.

Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 8/10/18 checking the following regulations:

441 IAC 110.8(1)"n" Keri needs to provide documentation of a current physical for one dog. Viewed current physical for one dog.

441 IAC 110.8(3)"b" Keri needs to replace her disposable tweezers in her home first aid kit.

441 IAC 110.8(3)"c" Keri needs to have the parent of one daycare child complete a medication consent form for medications stored in her

home on an as needed basis. Viewed medication consent form for medications stored at the child care home.

441 IAC 110.8(4) "b" Keri needs documentation of her completed Emergency Preparedness Plan. Viewed complete Emergency Preparedness Plan.

441 IAC 110.9(1)"b"(2) Keri needs to show documentation of her Background Check Approval letter. Viewed Background Check Approval letter for Keri.

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 A.E. Need signature and date by parent on form for L.S.(4). Viewed update for A.E. Viewed signature and date by parent on form for L.S.(4).

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 A.E., L.S.(4), T.T., D.F. Viewed updated physical for A.E., L.S.(4), T.T., D.F.

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 update for L.S.(4), T.T. Need for R.G. Need signature and date on record for L.S.(5). Viewed update for L.S.(4), T.T. Viewed for R.G. Viewed signature and date for L.S.(5).

Items of non-compliance after the follow up visit:

441 IAC 110.8(3)"b" Keri needs to replace her disposable tweezers in her home first aid kit.

Suggestions for Improvement:

Recommendation:

Keri needs to send a picture of her non-compliance item to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 8/24/18.

[ ] 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 not 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 crekli@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).