10/17/2023

Paula Miltner
3819 Lakeview DR SW
Cedar Rapids, IA 52404

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 10/16/2023. 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 110.8(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)"g"	The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.
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)"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 110.8(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 110.9 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”

Findings:

An annual compliance check was completed on 10/16/23 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.

Paula did not have emergency numbers for police, fire, ambulance, and the poison information center posted. She had the information in her files, it just was not posted. .

Paula did not have a paper copy of emergency parent contact information in her vehicle she uses to transport children.

441 IAC 110.8(1)“g” The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

Paula needs a larger fire extinguisher on the lower level of her home. She had one but it was not the correct size.

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.

Paula did not have these policies.

441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies

Paula did not have these policies.

441 IAC 110.8(3)“b” A first-aid kit shall be available and easily accessible in vehicles used to transport children, and on field trips.

Paula does transport her grandchildren that she proves care for but did not have a First aid kit in her vehicle.

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.

She did not have this at her secondary exit.

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”

Paula had a recent physical it just was not on the correct form.

Suggestions/Recommendations:

Paula needs to post emergency numbers for police, fire, ambulance, and the poison information center.
Paula needs to have a paper copy of emergency parent contact information in her vehicle she uses to transport children. Please send pictorial verification of both of these to the HHS worker.

Paula needs to obtain at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on her lower level of her home. -Paula did already send pictorial verification of this.

Paula needs to have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
Paula also needs to have written policies and procedures for responding to health-related emergencies.
This worker did discuss this with her and has since emailed her a form she can use for developing such policies.
Paula needs to send pictorial verification of these policies to this worker.

Paula needs to obtain a first aid kit for her vehicle she uses to transport children. She did send pictorial verification of this already to this worker.

Paula needs to have an Emergency plans in case of man-made or natural disaster shall be written and posted at her secondary exits.

Paula needs to ensure that her required physicals are on the approved HHS form.

Corrective Action Required:

A re-check is not needed at this time. Corrections need to be made by 11/10/23 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items listed above.

I encourage you to work with Ashely Cram from Child Care Resource and Referral with any ongoing compliance or training needs.

Ashely can be reached at (563) 362-8224.

Thank you for your service in providing child care in your community.

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 cweber@dhs.state.ia.us 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).