



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

04/11/2017

Stacy Anderson  
708 E Washington AVE  
Red Oak, IA 51566

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 04/06/2017. 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)“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(1)“n” Providers shall inform parents of the presence of any pet in the home.

1. Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).
2. Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.
3. Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.
4. All animal waste shall be immediately removed from the children’s areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.
5. No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

**441 IAC 110.8(4) Emergency Plans**

441 IAC 110.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

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” (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(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:

This worker completed a home inspection on Mrs. Anderson in November 2016 at her new location. On this date, this worker had addressed numerous concerns with Mrs. Anderson regarding her child care home. On February 21st, 2017, this worker completed a follow up compliance check from the November 2016 home compliance check. At this second visit, Mrs. Anderson continued to have several issues that were not in compliance. At this time, Mrs. Anderson was given 30 days to come into compliance.

During the April 6, 2017 visit, below are the issues that continue to be out of compliance, these items were to be in compliance by March 21, 2017.

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

\*\*Provider has a copy of the form, but has not documented any testing. The provider was to come into compliance by March 21, 2017.

441 IAC 110.8(1)“n” Providers shall inform parents of the presence of any pet in the home. Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate.

\*\*Provider reported on 4/6/17 that once she was completed with other appointments this date that she would be taking her cats in to the vet. The provider was to come into compliance by March 21, 2017.

441 IAC 110.8(4) Emergency Plans

441 IAC 110.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

\*\*Provider has a form to use, but has not documented any drills that have been completed. Provider was to come into compliance by March 21, 2017.

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

evacuation to safely leave the facility

relocation to a common, safe location after the evacuation

shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue

lock down protocol to protect children and providers from an external situation

communication plan and plans for reunification with families

continuity of operations plans

Procedures to address the needs of individual children, including those with functional or access needs

\*\*This worker has given the provider information on completing the emergency procedure plan on two previous visits, November 16, 2016 and February 21, 2017. Provider does not have any written form of a plan for emergency preparedness. This worker will send a blank copy to the provider. The provider was to come into compliance by March 21, 2017.

441 IAC 110.9(1) A provider file is maintained and shall contain the following

441 IAC 110.9(1)“b” (1) Certificates or other documentation from the department verifying the following:

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

\*\*Provider reported to this worker on April 6, 2017 that she had completed the First Aid and CPR in Creston on March

28, 2017. She reported that she is waiting on her certificate. This worker received verification from SWCC that Mrs. Anderson did not complete the CPR First Aid on March 28, 2017. This worker was told by Janet Webker of SWCC that Mrs. Anderson did not complete the class and that she had requested a refund from SWCC. Provider was to come into compliance by March 21, 2017.

441 IAC 110.9(4) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

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.

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.

A signed medical consent from the parent authorizing emergency treatment.

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 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

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.

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.

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.

A 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.

Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

Times of departure and arrival.

Destination.

Persons who will be responsible for the child

Injury report forms documenting injuries requiring first aid or medical care

\*\*Provider gave this worker several sheets that appeared to have updated files on children. The provider needed to leave the residence so this worker was unable to check each file individually to ensure full compliance.

\*\*This worker also needs to note that Mrs. Anderson was preparing to leave her home with two children. After the visit, this worker has realized that Mrs. Anderson reported at previous visits that she does not provide any transportation for her daycare. This worker had not previously inspected the vehicle due to her reports that she does not provide daycare transportation. This worker cannot verify that the vehicle used for transportation is up to regulation.

Suggestions for Improvement:

Recommendation:

This worker completed a visit to this provider's new location in November 2016. A yearly compliance check was completed at that time. There were numerous issues of noncompliance that were discussed with Mrs. Anderson. Another compliance visit occurred on February 21, 2017, this was a follow up from the November compliance check. At this time, Mrs. Anderson continued to have several items out of compliance. Mrs. Anderson was given an opportunity to come into compliance with in 30 days of the noncompliance letter mailed on February 21, 2017.

During the current visit on April 6, 2017, Mrs. Anderson reported that she was in a rush due to needing to leave to help her mother. This worker tried to be respectful of this need, but also needed to verify that Mrs. Anderson was in compliance with regulations. This worker did not complete a new checklist with Mrs. Anderson, but went over the February 21, 2017 letter of non-compliance. There continues to be health and safety areas out of compliance in Mrs. Anderson's daycare.

Mrs. Anderson reported on April 6, 2017 that she had completed the CPR First Aid course on March 28, 2017 in Creston at SWCC. She reported that she was waiting on her certificate. This worker reached out to SWCC on April 6, 2017 to verify that Mrs. Anderson did complete this requirement. This worker also tried to reach Mrs. Anderson by phone and e-mail on April 7, 2017 encouraging her to contact Mrs. Webker as this worker was not certain that SWCC would release the information per confidentiality of a student. On April 10, 2017, this worker received a call from Mrs. Webker of SWCC. Mrs. Webker reported to this worker that Mrs. Anderson did not attend the CPR First Aid training. Mrs. Webker reported that she had called Mrs. Anderson on March 28th, 2017 to make sure that Mrs. Anderson had directions to the class. Mrs. Anderson reported to Mrs. Webker that she could not attend the class as she had a sick child. Mrs. Anderson made a false report regarding the operation of the child care facility when she told this worker that she had completed the CPR First Aid training and was just awaiting certificates.

This worker did try to reach Mrs. Anderson on April 10, 2017, but was unable to reach her by phone. A letter was mailed to Mrs. Anderson regarding the conversation with Mrs. Webker.

The Department is revoking Mrs. Anderson child development home registration because she was given an opportunity to correct several areas of noncompliance within 30 days of the February 2017 visit and has failed to make the corrections. In addition, Mrs. Anderson made a false report regarding the operation of the child care facility when she told this worker that she had completed the CPR First Aid training. Revocation of registration due to lack of CPR and First Aid requirements.

[X] Is the recommendation to terminate a provider agreement or revoke a registration?

Please do not hesitate to contact me at DHS at 712-328-5807 sburris@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Stacy Burris

**Social Worker II**

Anne Matthai

**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](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).