



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

08/23/2018

Lauretta Lewis
2219 Seneca DR
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your residence in which you are seeking child development home registration conducted on 08/21/2018. 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(1) **Facility Requirements**

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 110.9 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(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(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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 8/21/18 checking the following regulations:

441 IAC 110.8(1)"b" Laretta needs to place safety caps in 2 electrical outlets in her bathroom upstairs and in 2 electrical outlets in dining

room upstairs. Viewed upstairs bathroom and dining room. Outlets have been capped.

441 IAC 110.8(1)"g" Laretta needs to obtain a 2A 10BC rated fire extinguisher for her upstairs area. Viewed a 2A 10BC rated fire extinguisher in the upstairs area.

441 IAC 110.8(1)"i" Laretta needs to place an Iowa Smoke Free Air Act compliant no-smoking sign on her back patio door. Viewed a no smoking sign posted on the back patio door.

441 IAC 110.8(1)"m" Laretta needs to show documentation of current proof of car insurance for her transport vehicle. Viewed transport vehicle insurance.

441 IAC 110.8(1)"n" Laretta needs to show documentation of current physical for one dog on the Pet Health Examination form. Viewed documentation of current physical for one dog on the Pet Health Examination form.

441 IAC 110.8(1)"p" Laretta needs to show documentation of policies/procedures for excluding children from her childcare operation due to pre-existing illnesses.

441 IAC 110.8(2) "a" Laretta needs to anchor her swingset. Viewed outdoor play area. Swingset has been anchored.

441 IAC 110.8(2) "b" This worker observed an above ground pool without proper fencing around it in the outdoor play area. This worker had

Laretta sign a safety plan with the department stating that she would not utilize her outdoor play area until the pool was dismantled or proper fencing around the pool was in place. Viewed outdoor play area. Pool has been dismantled.

441 IAC 110.8(3)"c" Laretta needs to move items in her medicine cabinet labeled "Keep Out of Reach of Children" to her child locked

cabinets in the bathroom upstairs. Viewed cabinets in bathroom. Items labeled "Keep Out of reach of Children" have been moved to a child inaccessible area.

441 IAC 110.8(4) "a" Laretta needs to show documentation of her tornado drill practiced with her childcare children on June of 2018. Viewed documentation of tornado drill practice in June 2018.

441 IAC 110.8(4) "b" Laretta needs to show documentation of her Emergency Preparedness Plan on a blank template in her own words. Viewed Emergency Preparedness Plan written in Laretta's own words.

Laretta needs to show documentation of a current physical for Raylea on a Child Care Provider Physical Examination Report form.

441 IAC 110.9(1)"a" Laretta needs to show documentation of background check approval letter for Raymond and Rachel to be assistants for her childcare operation.

441 IAC 110.9(2) Laretta needs to show documentation of current course completion of Mandatory Reporter Training for Child Abuse for Raymond and Rachel.

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 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 current physical for J.P., K.W., J.W. Viewed current physical for J.W.

A list 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. Need for D.D., H.H., J.M. Viewed for D.D., H.H. Laretta reports J.M is no longer enrolled in care.

Items of non-compliance after the follow up visit:

441 IAC 110.8(1)"p" Laretta needs to show documentation of policies/procedures for excluding children from her childcare operation due to pre-existing illnesses.

Laretta needs to show documentation of a current physical for Raylea on a Child Care Provider Physical Examination Report form.

441 IAC 110.9(1)"a" Laretta needs to show documentation of background check approval letter for Raymond and Rachel to be assistants for her childcare operation.

441 IAC 110.9(4) Children's Files

Laretta needs a current physical for J.P., K.W.

Suggestions for Improvement:

Recommendation:

Lauretta needs to send non-compliance paperwork to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us).

[] 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 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 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

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).