IOWA
HHS
Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

05/30/2023

Danesha Minor
2127 Washington AVE
Des Moines, IA 50310

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 05/24/2023. 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 110.7(2)	Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider **a.** All standards regarding supervision and care of children apply to substitutes. **b.** Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute. **c.** The substitute must be 18 years of age or older. **d.** Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.) **e.** The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Findings:

Per my compliance visit on 5/24/2023 the following corrections are necessary based on the above mentioned rules:
1. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.
2. Please obtain physicals for all substitutes, co-provider and assistants. Physicals need completed on the state required form that I provided at our visit. They need updated every 3 years.
3. Please review your substitutes and assistants trainings. All of them need to have updated mandatory reporter training and CPR training in their files.

Suggestions/Recommendations:

Child Care Resource & Referral

Kelsey: 515-246-3567 Ext:2345 Work Cell: 515-360-7353

Please do not hesitate to access the free and voluntary consulting services offered by CCR&R to assist with any compliance related needs or questions.

Corrective Action Required:

All corrections must be completed by 9/1/2023. No recheck is planned at this time. All corrections will be verified at the time of the next compliance visit.

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 515-339-8262 eabbott@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Ellen Abbott

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).