05/24/2023

Shelly Hoover
1341 Williams Dr
Fort Dodge, IA 50501

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 05/23/2023. 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:

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| **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(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)"b"(2) | Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care. |
| 441 IAC 110.9(2) | An individual file is maintained for each staff assistant and contains:<br>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<br>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.<br>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(3) An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) “a” 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.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

Findings:

You did not have record of monthly testing of your smoke detectors.

Your emergency exit plans did not clearly map evacuation routes for fire and tornado shelter areas.

You could not locate documentation of completed background checks for household members.

You did not have record of a completed physical examination or completion of required trainings for your staff assistant/substitute.

Suggestions/Recommendations:

Please keep a record of monthly testing of your smoke detectors.

Please make sure your emergency exit plans include clearly mapped evacuation routes for fire and tornado shelter areas.

Please provide documentation of completed background checks for household members.

Please provide documentation of a completed physical examination and completion of required trainings for your staff assistant/substitute.

Corrective Action Required:

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 712-220-0981 if you have any questions regarding this letter.

Sincerely,

Dave Jaehrling

**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).