11/14/2022

Shenith Leatherwood
1499 Bluff ST APT 1
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 11/14/2022. 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 110.9 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(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:

On 11-14-2022, Tammi Herbst, SWII completed a 2nd follow up compliance visit for Shenitha Leatherwood. The initial follow-up compliance visit was completed on 10-27-2022, by Chad Reckling, SWII, and Tammi Herbst, SWII

The following was observed:
441 IAC 110.8(1)b Outlet Covers –
Shenitha needs to put 2 outlet covers on her bathroom electrical outlet and one on the electrical outlet in the back playroom on the south side of the room, under the window. (Completed during the 10-27-2022 visit)

441 IAC 110.8(1)d Safety barriers at stairways.
Shenitha needs to install a child safety gate on the front porch just north of her main steps. (Shenitha reported she had purchased a safety gate and will take it out to the front porch when she and the children are out there. This safety gate was observed inside the childcare home) (This was again observed on 11-14-2022)

441 IAC 110.8(1)h Smoke Detectors
Shenitha needs to install a new battery in the smoke detector on the outside wall of the bathroom. (Completed by 10-27 -2022)

441 IAC 110.8(1)i No Smoking Signs
Shenitha needs to put up an Iowa Smoke Free Air Act Compliant No Smoking Sign on the Front door. (Completed by 10-27-2022)

441 IAC 110.58(1) n Pet Health
Shenitha needs to show documentation of a current physical for her dog, Princess on the Pet Health Examination Form. Form # 470-5153 (Shenitha reported she will not be bringing her dog to the childcare home as of 10-27-2022)

441 IAC 110.8(2) Outdoor play space (back yard)
Shenitha needs to remove all weeds along her fence line in her play area; remove broken toys (pink stroller, red toy, pop up tents/baskets); pick up garbage on the ground in play area; remove spring from basketball net on blue/ white basketball hoop; remove folding chair in play area that has torn vinyl on seat; need to reinstall plank board on the southside of fence. (Completed; however, during the spot check, the back gate was observed to be opened, SW Herbst closed the gate. SWII Herbst and SW Reckling also noted there were two fishing poles in the back yard. Shenitha was informed these needed to be put away on 10-27-2022)

441 IAC 110.8 (2) Outdoor play space (Front porch)

Shenitha needs to remove garbage on front porch; remove grill from front porch and install a child safety gate at top of steps leading up to porch. (Completed; garbage removed; grill was removed. Safety Gate -- Shenitha reported that she had purchased a safety gate and will take it out to the front porch when she and the children are out there. This safety gate was observed inside the childcare home on 10-27-2022)

441 IAC 110.8(3)b First Aid Kit
Shenitha needs to have disposable gloves and bottle of water for her first aid kit. (Completed on 10-27-2022)

441 IAC 110.8(3) a Medications are secured from a child.
Shenitha needs to ensure that all medications are properly stored and inaccessible to children. This worker located a bottle of liquid Tylenol in cabinet under changing table in the bathroom. In August, this worker provided it to Shenitha and she put the medication in the kitchen. (Completed on 10-27-2022)

441 IAC 110.8(3)e Procedure related to infectious disease
Shenitha needs to obtain a covered garbage container for all soiled diapers. In August, this worker referred Shenitha to contact CCRR to obtain a garbage can. (Completed on 10-27-2022)

441 IAC 110.9(1)a Household physical
Shenitha needs to documentation of a current physical for Jeffrey Sr. and herself on the Childcare Provider Physical Examination form (470-5152) (Shenitha's was completed on 10-27-2022)

441 IAC 110.9(1) a Household Physicals and Immunizations for minor
Shenitha needs to show documentation of a current physical and immunization form for her children, Jeffrey Jr. and Jayvion. (Physical for Jeffrey and Jayvion are completed; immunization for Jeffrey is completed on 10-27-2022)

441 IAC 110.9(1) b(1) Essentials
Shenitha needs to show documentation of her certificates for Essentials modules 1,2,3,4,6&7 (completed on 10-27-2022)

441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when
470-5431 (Rev. 8/17) 1305 E. Walnut Street, Des Moines, IA 50319-0114
the provider becomes aware of changes. The file shall contain:
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. KH, SH (completed on 10-27-2022)

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. KH, SH (completed on 10-27-2022)

A signed medical consent from the parent authorizing emergency treatment.
KH, SH (Completed on 10-27-2022)

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.
KH, SH (Completed on 10-27-2022)

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.
KH, SH (Completed on 10-27-2022)

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.
Need immunizations records for: KH, SH, NN(17 months) (Completed on 10-27-2022)

Documentation 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.
*Needs to have enrollment form filled out for: KH, SH (completed on 10-27-2022)

Written permission from the parent for the child to attend activities away from the child development home.
Needs permission form for: KH, SH (completed on 10-27-2022)

441 IAC 110.8(1)a Emergency Contact Sheet
Shenitha needs to show documentation of her updated emergency contact sheet for her childcare children. These needs
to be posted at both exits to include parents' names, contact number, physician, emergency contact person with phone number. (Completed 11-14-2022)

441 IAC 110.8(1)p Policy for Mildly Ill Child and exclusion due to illness & 441 IAC 110.14(3) b The home shall have a separate quiet area for sick children. (Completed during visit on 11-14-2022)
Shenitha needs to show documentation of her policy/procedure on isolating a child that becomes sick while in her care and where that isolation area would be while in her home. (Completed during visit on 11-14-2022)

441 IAC 110.8(2) Outdoor play space (back yard)
During the spot check, the back gate was observed to be opened, SW Herbst closed the gate. SWII Herbst and SW Reckling also noted there were two fishing poles in the back yard. Shenitha was informed these needed to be put away (Completed 11-14-2022—Shenitha installed a padlock on the back gate)

441 IAC 110.8 (2) Outdoor play space (Front porch)
Shenitha needs to install spindle on south side of railing on front porch; install a child safety gate at top of steps leading up to porch. (Shenitha reported that she had purchased a safety gate and will take it out to the front porch when she and the children are out there. This safety gate was observed inside the childcare) (Completed 11-14-2022)

441 IAC 110.8(3) c Medication Consent form
Shenitha needs to show documentation of a medication consent form, if needed. This worker provided Shenitha a copy of this form on 8-31-2022. (Completed 11-14-2022)

441 IAC 110.8(4) a Emergency and Disaster Plans for Fire, Tornado, and Flood
Shenitha needs to show documentation of a clear floor plan on her existing emergency plans for Fire, Flood, and Tornado that are already posted. (Completed on 11-14-2022 but some adjustments were made during the visits that included arrows to get out of building and specifically where the meeting location was outside for fire. Also changed the Tornado location to kitchen as this has less windows for safety)

441 IAC 110.9(1) a Household Physicals and Immunizations for minor
Shenitha needs to show documentation of an immunization form for her child, Jayvion. Immunizations for Jayvion are still needed. (Completed 11-14-2022)

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:

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.
Need School aged health status form for:
KW(11), and KW(11) (Completed 11-14-2022)

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.
Need immunizations records for: MJ(9), NN(2), BR, MR (8), RR (Completed 11-14-2022)

Items of NON-COMPLIANCE still remaining are:

441 IAC 110.9(1)a Household physical
Shenitha needs to show documentation of a current physical for Jeffrey Sr. and herself on the Childcare Provider Physical Examination form (470-5152) (Need Jeffrey's)

441 IAC 110.9(2) Assistant Physical
Shenitha needs to show documentation of a current physical for Jeffrey Sr. and herself on the Childcare Provider Physical Examination form (470-5152)

441 IAC 110.9(1) a Household Physicals and Immunizations for minor
Shenitha needs to show documentation of an immunization form for her child, Jayvion. Immunizations for Jayvion are still needed. (Completed 11-14-2022)

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: 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.

*Needs to have enrollment form filled out for: SA, RC, WH, JK, NN(17 months), MJ (5), MJ(9) NN(17 months), NN(2), SN (7), SN (7), TR(2), TR(5), TC, KB, BR, MR (8), MR(8), RR, KW(11, KW (11).

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.
*Needs to have enrollment form filled out for: SA, RC, WH, JK, NN(17 months), MJ (5), MJ(9) NN(17 months), NN(2), SN (7), SN (7), TR(2), TR(5), TC, KB, BR, MR (8), MR(8), RR, KW(11, KW (11).

A signed medical consent from the parent authorizing emergency treatment.
*Needs to have medical consent form filled out for: SA, RC, WH, JK, NN(17 months), MJ (5), MJ(9) NN(17 months), NN (2), SN (7), SN (7), TR(2), TR(5), TC, KB, BR,
MR (8), MR(8), RR, KW(11, KW (11).

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.
Need physical for RC, NN(17mo.), NN(17Mo), NN(2), TR(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.
Need School aged health status form for: SA, WH, JK, MJ (5), MJ(9), TR(5), TC, KB, BR, MR (8), MR(8), RR

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.
Need enrollment physical (past physical by a doctor) for: SA, WH, JK, MJ (5), MJ(9), TR(5), TC, KB, BR, MR (8), MR (8), RR, KW(11), and KW(11)

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.
Need immunizations records for: SA, RC, WH, JK, TR(2), TR(5), TC, KB, MR(8), KW, (11), KW (11)

Documentation 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.
*Needs to have enrollment form filled out for: SA, RC, WH, JK, NN(17 months), MJ (5), MJ(9) NN(17 months), NN(2), SN (7), SN (7), TR(2), TR(5), TC, KB, BR, MR (8), MR(8), RR, KW(11, KW (11).

Written permission from the parent for the child to attend activities away from the child development home.
Needs permission form for: SA, RC, WH, JK, NN(17 months), MJ (5), MJ(9) NN(17 months), NN(2), SN (7), SN (7), TR (2), TR(5), TC, KB, BR, MR (8), MR(8), RR, KW(11, KW (11)

1305 E. Walnut Street, Des Moines, IA 50319-0114

Suggestions/Recommendations:

This worker did assist Shenitha in adding to her Flood, Tornado, and Flood Policy to include arrows and alternative location for flood. We also became more specific on the location to meet for a fire outside the childcare. This was completed on both the front door and back door.

This worker, along with CCRR, provided suggestions to Shenitha on what to include on her Illness policy. Shenitha wrote this up during the visit along with where she would isolate a child if the child became ill while in the childcare center.

Stephanie Van Groll, from CCRR, did advise Shenitha to reach out to Kelsey Hill regarding any additional questions, regarding illnesses, as she is the nurse consultant.

This worker advised Shenitha to reach out to Kelsey Hill, CCNC, in regard to, any immunization records that she still needs, as Kelsey can assist her in obtaining these, if the child is current/ up to date on her immunizations.

Corrective Action Required:

An in-person follow up visit will be completed on November 28, 2022, at 9:30 a.m. to ensure paperwork is completed.

Shenitha has been encouraged to reach out to Child Care Nurse Consultant to see if she can assist in immunization records if the child is up to date on vaccinations. The childcare nurse consultant is Kelsey Hill. She can be reached at 563-556-6200.

Shenitha has been encouraged to reach out to CCRR -- Stephanie Van Groll for assistance in completing her paperwork and assistance in organizing her paperwork. Stephanie can be reached at 563-557-1628.

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 therbst@dhs.state.ia.us or 563-590-1536 if you have any questions regarding this letter.

Sincerely,

Tammi Herbst

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 563-557-1628

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).