



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

01/06/2017

Margaret Selmon
226 S 10th ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 01/05/2017. 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:

Findings:

Lisa Hilsenbeck completed a follow up visit on 1/5/17 checking the following rules:

441 IAC 110.8(4) Margaret needs brief written description of procedures for tornado and fire on plans already posted. Viewed written description of procedures. Written procedures are posted by fire and tornado plans.

441 IAC 110.8(4) "b" Margaret needs to complete her Emergency Plan template or list out mandated emergency procedures. The template can be found at iowaccrr.org. Margaret completed Emergency Preparedness Plan during the follow up visit.

441 IAC 110.9(1) "b" (2) Margaret needs to show documentation of her "Background Check Approval Letter" this can be obtained from the Central Child Care Registration Unit. Viewed a copy of Margaret's "Background Check Approval Letter".

441 IAC 110.9(4) Children's Files

Need 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. Need update for S.R. Viewed updated 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 for S.R.

Need 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. Need update for S.R. Viewed updated 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 for S.R.

Need a signed medical consent from the parent authorizing emergency treatment. Need update for S.R. Viewed a signed medical consent from the parent authorizing emergency treatment for S.R.

Need 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 J.K.(4), A.H.(3), A.H.

(4) 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 need for A.D.(6), A.M., A.D.(9). Viewed a statement of health status signed by the parent or legal guardian for A.D.(6), A.M., A.D.(9).

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 updated physical for S.R. Viewed updated physical for S.R.

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 physical for A.M., A.D.(9).

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 for A.H.(3), A.H.(4), A.M. Need on state form for A.D.(9).

Need 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. Need update for S.R. Viewed 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 for S.R.

Written permission from the parent for the child to attend activities away from the child development home. Need update for S.R. Viewed written permission from the parent for the child to attend activities away from the child development home for S.R.

Items of non-compliance after follow up visit:

Need 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 J.K.(4), A.H.(3), A.H.(4). Margaret stated doctor's appointments are scheduled for 1/13/, 1/17 & 1/18.

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 physical for A.M., A.D.(9).

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 for A.H.(3), A.H.(4), A.M. Need on state form for A.D.(9). Margaret stated doctor's appointments are scheduled for 1/13/, 1/17 & 1/18.

Suggestions for Improvement:

Recommendation:

[] 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 319-371-7809

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).