07/16/2024

Ronda Bissen
1221 Baldwin ST
Harlan, IA 51537

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 07/16/2024. 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)"n" Providers shall inform parents of the presence of any pet in the home.

1. Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

2. Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.

3. Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.

4. All animal waste shall be immediately removed from the children's areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.

5. No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

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:

441 IAC 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

**The provider's home is cluttered. Discussion with the provider regarding the kitchen counters being full of containers and dishes. There is not an area where the provider is able to adequately prepare meals for the children. There is a smaller table in the dining room area along with a full sized table, but both tables are full of items. Children were walking around with food, as there is no stable place for them to sit and eat.

The dining room shelves had aerosol cans that were in the reach of children, these items should not be in the reach of children in care. A can of bug killer was on a shelf in the living room area. This would be accessible if a child were to climb on a chair and grab it. The provider will need to ensure that any chemical substance is not available to children in her care.

441 IAC 110.8(1)“n” Providers shall inform parents of the presence of any pet in the home.
Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate

**Provider was unable to locate the pet form for the cat.

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

**The provider and her household members are in need of updated physicals for the home file. The provider's expired in December 2023.

441 IAC 110.9(2) An individual file is maintained for each staff assistant

**The assistant is in need of updating the mandatory reporter training; the last certification has expired for this assistant.

441 IAC 110.9(4) Children’s Files.

**The provider had files on all of the children in care. The provider was missing intake information from two children; no emergency consent to treat, no intake form, no authorization for pick up.

Suggestions/Recommendations:

If you have any questions regarding this letter, please reach out to compliance staff.

Your CCR&R representative is Dawn Powers. Her contact number is (712) 579-4590.

Corrective Action Required:

In regards to your home environment, the childcare areas of your home should not have the amount of clutter that is there currently. Children need a place to sit and eat, this would resolve children wandering with food and creating new messes to clean. The childcare area should have daily general cleaning, like sweeping or vacuuming the floor. Ensuring that childcare area has space for children to play on the floor with the toys and can utilize space for projects.

All chemicals need to be placed out of reach or potential reach of children. The aerosol cans in the dining room were in reach of the children. The bug killer on the living room shelf was available to children to reach. These items need to be placed away and out of reach from children in a locked cabinet.

The pet form for the cat was not located. You can text a picture of the form to 712-435-0576 by September 16, 2024.

The provider physical, along with other household members, are all expired. You will need to update this information by September 16, 2024. A picture of your current physical should be sent to compliance staff by text by September 16, 2024.

In regards to children's files, these will all need to be updated by September 16, 2024. These will be observed at your next compliance visit.

Addendums:

- Addendum1: August 21, 2024

  Compliance staff completed a follow-up visit to the childcare home. Compliance staff received a concern that the conditions of the home were not good. It had been reported that there was a foul odor and that the home was extremely cluttered and dirty.

  Compliance staff needed to complete a recheck of the home as part of the annual inspection in July 2024. Compliance staff did not detect a foul odor in the home or outside the home. Upon entering the home, the childcare space is less cluttered than at the July inspection. Discussion with the provider regarding her steps to rid this area of extra or non-childcare items.
  The dining room area does have tables cleaned off and available to children when it is meal time. This is an improvement from the annual inspection. On this date, the kitchen had less items and clutter on the counters. The childcare provider did have space to prepare meals for the childcare children. This too is an improvement from the annual inspection.
  Compliance staff completed an action plan with the provider. This plan addresses the next steps and continued steps the provider will take to continue to de-clutter and maintain a clean and safe childcare environment for children.
  Compliance staff will continue to do random visits to the home to ensure that the childcare environment is clean and clutter free.

This Addendum is approved by supervisor on 11/5/2024 3:08:46 PM

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 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).