



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

03/30/2020

Dukan Diew
2905 Ashwood DR
Urbandale, IA 50322

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 03/30/2020. 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 110.8(1) **Facility Requirements**

441 IAC 110.8(1) "r" The certificate of registration shall be displayed in a conspicuous place.

441 IAC 110.8(4) **Emergency Plans**

441 IAC 110.8(4) "b" The provider must have procedures in place for the following:

1. evacuation to safely leave the facility
2. relocation to a common, safe location after the evacuation
3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
4. lock down protocol to protect children and providers from an external situation
5. communication plan and plans for reunification with families
6. continuity of operations plans
7. Procedures to address the needs of individual children, including those with functional or access needs

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"

Findings:

Per the compliance visit completed on 3/30/20, the following corrections are necessary based on the above mentioned rules:

1. Please hang your registration certificate on the wall so it is visible for parents and visitors entering the home.
2. You indicated you do have some emergency/evacuation plans, however, they have not been put in writing. Please complete a written emergency preparedness plan which includes evacuation, shelter in place, and lock down procedures. I highly recommend working with Child Care Resource & Referral (CCR&R) to assist with this requirement. At this time, they are not engaging in home visits but would be able to consult and assist over the phone. I have included a template to complete which can assist you with this process.
3. You and all household members age 12 and OLDER must have a current physical completed on the state required form 470-5152 titled Child Care Provider Physical Examination Report form. This form must be completed by a doctor and kept on file for easy viewing. The form must be renewed every 3 years. I have included 4 forms in this mailing to assist you with this requirement.

Suggestions for Improvement:

Child Care Resource & Referral (CCR&R)
Consultant: TRACI HONOLD - 515-246-3559

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.

Recommendation:

All corrections must be completed by 6/26/20. No recheck is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

[] 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 515-219-0189/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jennifer Ware

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).