



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 19, 2014

Sharon Townsend
2817 Ave. G
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the December 18, 2014 compliance check of your Level C1, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *All the family pets were current with immunizations. 1 of the 3 were missing an annual exam. Provider needs to use new Vet Exam Form and was directed to DHS website and CCRR to obtain.*

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *The provider had physical for self and husband on the old form and the year on the forms had been whited out and had '14 written on them. DHS field staff questions the year completed on the forms. Provider was informed she needed to obtain new physical forms for self and husband and send copies to DHS field staff by February 7, 2015. Provider needs to use the new Provider Physical form and was directed to DHS website and CCRR representative.*

110.5(2)c An individual file is maintained for each staff assistant and contains:

110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. *The provider had physical for husband on the old form and the year on the forms had been whited out and had '14 written on them. DHS field staff questions the year completed on the forms.*

110.5(2)d An individual file is maintained for each substitute and contains:

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter. *The provider had physical for husband on the old form and the year on the forms had been whited out and had '14 written on them. DHS field staff questions the year completed on the forms.*

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *There are 9 children enrolled and there were 4 children present during the check. One child had the forms in her file but the forms were not signed or dated by the parent. This file was incomplete.*

DHS field staff noted there were several physical forms and other forms that had the year date whited out and 2014 date written in. These forms will not be accepted by DHS compliance in the future.

Each file contains:

110.5(8)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.

110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

110.5(10) Substitutes *Provider's husband is the substitute. There was no record of substitute hours for the last year. Provider reports husband has not substituted for her in the past year.*

110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C1"

The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

110.10(1) a Not more than 8 children present at any one time, including infants.

110.10(1)b Of these 8 children, not more than four children under the age of 24 months are present at any one time.

Non-compliance with any of the mandated regulatory 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 within the next 45 days.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: February 7, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Handwritten signature of Michelle Nodding in black ink.

Social Worker II

Handwritten signature of Anne Matthai in blue ink.

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 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for 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).