



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 20, 2015

Angie Kluesner  
2348 Burr Oak Drive  
Asbury, IA 52002

Dear Child Care Provider,

This letter is in regards to the 10/20/15 compliance check of your Level C2, 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:

**FINDINGS:** *Identify FINDINGS in each area of non-compliance.*

- 441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- 441 IAC 110.5(1)"o" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children. **You need a no smoking sign on the garage door where the parents come in for childcare.** All signs shall include:
  - (1)** The telephone number for reporting complaints, and
  - (2)** The Internet address of the department of public health ([www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov))
- 441 IAC 110.5(2) A provider file is maintained and contains:
  - 441 IAC 110.5(2)"a" A physician's examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on **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 initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. **You need physicals for Grace & Connor.**
- 441 IAC 110.5(2)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care. **Need to locate your checks, if you cannot, contact DHS registration unit at 866/448-4605. I have emailed the registration unit, if you do not get a copy in 7 days, please let me know.**
- 441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains: **You wrote down the items needed & I am sending a copy of my form.**
- 441 IAC 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.

441 IAC 110.5 (8) "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.

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

441 IAC 110.5(8) "e". 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.

441 IAC 110.5(8) "f". A 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.

441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

**(1) Times of departure and arrival. (2) Destination. (3) Persons who will be responsible for the child**

**Suggestions for Improvement:**

**We did discuss you doing all your file reviews at one time in the year.**

**While I was writing this, I thought of the child with diabetes, you can get information regarding this & the insulin from the nursing consultants through CCRR. Remember, as the other children are getting taller, make sure the bag is inaccessible such as in a locked box or fridge lock from the other children. Also some of the requirements for inaccessibility of medication are being updated & changing. The nurse consultants can be a good resource for updating you on those changes.**

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.**

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: 12/7/15**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS if you have any questions regarding this letter.

Sincerely,

*Glenda Currie*

Glenda Currie, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422      800/650-6361 for long distance only      Fax: 563/557-9177

**MACHELLE PEZLEY**

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.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@episervice.org](mailto:cherie.kennedy@episervice.org)      Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@episervice.org](mailto:kacey.wiest@episervice.org)      Child Care Consultant, CCRR

Tara Roddick: [tara.roddick@episervice.org](mailto:tara.roddick@episervice.org)      Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: [Stephanie.vangroll@episervice.org](mailto:Stephanie.vangroll@episervice.org)      Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195      [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org)      Dubuque Fire Department

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](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).