



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

9/22/15

Pamela Seales
3611 W 43rd St.
Apt. 43
Davenport, IA 52806

Dear Child Care Provider,

This letter is in regards to the 9/21/15 compliance check of your Level A, Registered Child Development Home. Lisa Hilsenbeck was also present. 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.

Items of non-compliance are marked below.

441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

Emergency numbers need to be accessible by the phone and a copy must be placed in all vehicles used to transport children. Sample form provided.

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.

Need current physicals documented on required form 470-5152 for Pamela, Curtis, Cortaja, Cartavius, & Corvon. Provided required form.

- 441 IAC 110.5(2)“b” (1) Certificates or training verification and record check documentation.

During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting.

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years’ training requirements, not including first-aid and mandatory reporter training

Need to complete 12 hours of training.

- 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:

20 children enrolled. 20 files reviewed. Updates needed.

- 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.

Need updates for J.S., J.S., J.M.-S., D.H., D.H., Q.S., A.P., M.P., L.P., J.L.-G. 10 additional children need files completed.

- 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.

Need updates for J.S., J.S., J.M.-S., D.H., D.H., Q.S., A.P., M.P., L.P., J.L.-G. 10 additional children need files completed.

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

Need updates for J.S., J.S., J.M.-S., D.H., D.H., Q.S., A.P., M.P., L.P., J.L.-G. 10 additional children need files completed.

- 441 IAC 110.5(8) “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

10 children need files completed.

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.

Need physicals for M.P., L.P., & J.L.-G., J.S., J.S., J.M.-S., D.H., D.H., Q.S., & A.P.

441 IAC 110.5(8) "h". 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.

10 children need files completed.

441 IAC 110.5(8) "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.

Need immunizations for M.P., L.P., J.L.-G. 10 children need files completed.

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.

Need updates for J.S., J.S., J.M.-S., D.H., D.H., Q.S., A.P., M.P., L.P., J.L.-G. 10 additional children need files completed.

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

Need updates for J.S., J.S., J.M.-S., D.H., D.H., Q.S., A.P., M.P., L.P., J.L.-G. 10 additional children need files completed.

441 IAC 110.5(9) The provider shall meets the following requirements:

- a. Gives careful supervision at all times.
- b. Exchange information with the parent of each child frequently to enhance the quality of care.
- c. Give consistent, dependable care and be capable of handling emergencies
- d. Be present at all times except when emergencies occur or an absence is planned, at which time care shall be provided by a department-approved substitute. When an absence is planned, the provider shall give parents at least 24 hours' prior notice.

Pamela admits she recently left the children with husband who is not approved while she picked up other children. Safety plan was written. Pamela will not leave children with anyone else unless they have been approved by CCA Registration Unit/DHS. Pamela will take all children with her on drop offs and pick ups. All assistants and substitutes will receive necessary trainings required by DHS. Pamela will cooperate with DHS fully at all times. Recently, Pamela admits to seeing DHS at her door and sneaking her day care children out the back door to avoid the DHS visit.

Suggestions for Improvement:

Pamela will follow the agreed upon safety plan at all times. Pamela is looking into the possibility of approving Curtis as a substitute within her home. Pamela will contact the CCA Unit in Des Moines regarding adding Curtis as a sub and/or assistant (866-448-4605) if necessary.

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, you will be required to have a recheck or follow up visit to your home on or after **11/5/15**.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Hwinker, SWII

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 563-324-3239 X 1428 (Tessa Amato).

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).