



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/7/15

Jennifer Barry-Young
2641 N Concord St
Davenport, IA 52804

Dear Child Care Provider,

This letter is in regards to the 10/6/15 compliance check of your Level B, 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.

Non-compliance items are marked below. Entire home needs to be viewed before follow up visit.

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 contact information must be located in every vehicle used to transport. Vehicle was not at child care home on the day of the compliance visit. Will view at follow up visit.

441 IAC 110.5(1)"c" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.

Vehicle was not at child care home on the day of the compliance visit. Will view vehicle first aid kit at follow up visit.

441 IAC 110.5(1)"h" A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

Trampoline needs a safety net enclosure or removed from children's play area.

441 IAC 110.5(1)“j” Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

Need to check back door upstairs at follow up visit for emergency plans.

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.

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)

Need to check vehicle and back door upstairs at follow up visit.

441 IAC 110.5(1)“q” 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).

All pet records need to be updated on Form 470-5153.

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 physicals for Jennifer, Matt and Payton. All household physicals must be documented on required form 470-5152.

E

- 441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:

(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.

Matt needs a physical-has one scheduled. Mackenzie & Haley are approved however, Jennifer will not start using them until the summer of 2016. Physicals will be needed prior to using them. All assistant physicals must be documented on form 470-5152.

- 441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:

(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.

Matt needs a physical-scheduled.

- 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:

9 children enrolled. 9 files reviewed.

- 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.

Updates needed for EJ, JF, TJ, BP

- 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.

Updates needed for EJ, JF, TJ, BP

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

Updates needed for EJ, JF, TJ, BP

- 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 for JF & TJ

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 for JF & TJ

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 for EJ, JF, TJ, BP & LM

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

Each child file needs to contain written permission to transport per Iowa code. Jennifer reported these were in the vehicle. Vehicle was not at the home during the compliance visit. Copies need to be made of these and placed in each child's file.

441 IAC 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.9(3) Facility requirements

441 IAC 110.9(3)"c" The home shall have a minimum of two direct exits to the outside from the main floor.

- (1)
If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

Basement door needs to be opened at follow up visit. (Viewed at initial visit, however, it was not opened).

Suggestions for Improvement:

Home needs to be viewed prior to follow up visit. Due to having 5 children in care (2 infants and 3 toddlers), Jennifer was uncomfortable bringing the children upstairs for this worker to view the rest of the home. Jennifer stated that she was concerned that it was not 'safe' for kids upstairs since she provides basement care. Lisa will call to schedule a time to view home. Mackenzie & Haley are approved assistants, however, Jennifer will not start using them until the summer of 2016. Physicals will be needed prior to using them. All assistants and substitute physicals must be documented on form 470-5152. It is recommended that paper copies of forms/documents also be maintained in the event that the computer/IPAD is not working and the information is unable to be retrieved (ie. Drill documentation, sub hours, injury report forms, etc...).

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 **11/20/15**.

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 PEZLEN
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 1432.

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).