



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

December 12, 2014

Angela Henrichs  
22 3<sup>rd</sup> St NE  
Hampton, IA 50441

Dear Child Care Provider,

This letter is in regards to the 12-9-2014 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: (it should be noted that on this date the spot check was completed with the substitute, so some items may have been there, the substitute maybe just didn't know where they were).

- 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (can't find)
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- 110.5(2)c An individual file is maintained for each staff assistant and contains: Find file: Stephanie McGuire
- 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396
- 110.5(2)c A completed Request for Child Abuse Information, form 470-0643
- 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.
- 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.
- 110.5(2)d An individual file is maintained for each substitute and contains:
- 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.
- 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

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Northern Service Area - Webster County  
330 1<sup>st</sup> Ave. North, Fort Dodge, IA 50501-3718  
Phone: (515) 955-6353 Toll Free: (877) 529-6873  
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110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

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, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

**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: January 24, 2015**

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

Please do not hesitate to contact me at DHS at 515-573-1640 if you have any questions regarding this letter.

Sincerely,

  
Social Worker II

  
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 Sheryl Pavelec with Child Care Resource and Referral at 31-267-2644.

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).