



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 18, 2015

Kimberly Kemp
610 Gable Street
Waterloo, IA 50703

Dear Child Care Provider,

This letter is in regards to the October 14, 2015 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:

441 IAC 110.4 Limit. Except as provided in subrule 110.4(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

FINDINGS: When I arrived at the home there were 12 children present. You indicated you were providing care for 9 of the children and the others were being cared for by Gloria Townsel at 623 Gable St.

441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

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

Findings: Need to update your list with current information and you need to keep a copy in all travel vehicles.

442 IAC 110.5(1)“d” Medications shall be given only with the parent’s or doctor’s written authorization. Each prescribed medication shall be accompanied by a physician’s or pharmacist’s direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child’s name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

Findings: Medication form was completed incorrectly. Documentation is completed for each time medication is given on that month's form at the time medication is given. You must record the date, the dosage and the initials of the person giving the medication.

441 IAC 110.5(1)"e" Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous

Findings: All outlets and electrical cords need to be inaccessible to children.

441 IAC 110.5(1)"k" Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file

Findings: Must document monthly. There was no documentation for August or September.

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

Within the first three months of registration :

Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date

During the first year of registration, the provider shall receive a minimum of 12 hours of training from one or more of the following content areas. The provider shall receive at least 6 of these hours in a group setting. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

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

Findings: Need to complete infant and child first-aid and mouth-to-mouth resuscitation certification. This was due in August 2015. Please complete as soon as possible and send documentation of completion.

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

(1) Documentation from the department confirming the record checks required under subrule 110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care

(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.

Findings: Need Child Care Physical Examination Report for Tashshay Williams and Gloria Townsel.

(3) 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.

Findings: Need certification of two hours approved child abuse reporting training for Gloria Townsel and Amanda Moore.

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

(1) 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.

(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.

Findings: Need Child Care Physical Examination Report for Tashshay Williams, Gloria Townsel and Amanda Moore.

(3) 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

Findings: Need certification of two hours approved child abuse reporting training for Gloria Townsel and Amanda Moore.

(4) 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.

Findings: Need certification of infant and child first-aid with mouth-to-mouth resuscitation for Gloria Townsel and Amanda Moore.

441 IAC 110.5(4) The certificate of registration shall be displayed in a conspicuous place.

Findings: Need to post your current certificate. The certificate that was posted was outdated.

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:

Findings: Need a file for one child.

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.

Findings: Need for one child. Four children have information with no date listed. This needs to be checked, updated and, if necessary, dated.

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.

Findings: Need for one child. Four children have information with no date listed. This needs to be checked, updated and, if necessary, updated.

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

Findings: Need for one child.

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.

Findings: Need a statement of health status signed by a parent for one school age child.

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.

Findings: Need for two children.

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.

Findings: Need for one child.

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.

Findings: Need for two children.

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.

Findings: Need for two children.

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

Findings: Need for 1 child. Attached is the list of information for each child.

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.

Findings: You must be present at all times. After I completed your spot check, you left your registered home and was present while I was completing the spot check at 623 Gable St.

441 IAC 110.5(10) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider

- a. All standards regarding supervision and care of children apply to substitutes.
- b. Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
- c. The substitute must be 18 years of age or older.
- 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. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
- 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.

Findings: 441 IAC 110.5(10)b- You were at 623 Gable Street while I was completing the spot check at that home. You did not give the children's parents 24 hours notice.

441 IAC 110.5(10)e- You have no records of substitute care being provided. This has occurred on more than one occasion. Whenever you are offsite you must keep documentation of substitute hours and give parents 24 hours notice of your absence. I have attached a form for you to use for recording substitute hours.

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

441 IAC 110.9(1)"a" No more than six children not attending kindergarten or a higher grade level shall be present at any one time

Findings: Nine preschool children present.

441 IAC 110.9(1)"b" Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger.

Findings: You had four children under 18 months present-a 15 month old, a 14 month old, an 11 month old and an 8 month old.

441 IAC 110.9(1)"d" In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present.

Findings: You need to document the hours when the 7th and 8th child arrive until you drop back down to 6 or less.

441 IAC 110.9(1)“e” No more than 12 children shall be present at any one time when an emergency school closing is in effect.

44 1 IAC 110.9(1)“f” If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old.

Suggestions for Improvement: 1) Keep main entry door cleaned off as it is your entry into your child care home. You might want to lower what you have on the walls so that it is at a child friendly height.

2) I am send you the following forms to use: A) Category B-Number allowed in care; B) Child Care Provider Physical Examination Report for Tashshay, Gloria and Amanda; C) Children’s Files Missing Information; D) Overnight Care Considerations for Child Development Home Providers; E) Child Development Home Substitute Provider Hours to document when you are offsite.

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.

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 2, 2016.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Pat Smart
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 Child Care Resource and Referral at 319-233-0804.

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://cmis.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).