# Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 9/22/15

Jennifer Shilhanek
708 W Fremont St
Winterset, IA 50273

Dear Jennifer,

This letter is in regards to the 9/18/15 compliance check of your Category 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 110.5(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. (You need to re-post your emergency and parent contact phone numbers in your kitchen. I suggest using the Phone Numbers sheet I shared with you.)

☐ 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. (You need to re-install the safety nets for your trampoline in the back yard.)

☐ 441 IAC 110.5(1)"m" The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor. (You need to obtain a 2A 10BC fire extinguisher for your main floor and for your basement level.)

☐ 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). (You need to obtain current vet statements for your two dogs to be kept on file. If it has been more than a year since their last visit, a new appointment must be scheduled.)

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 to obtain current physician signed statements of health for yourself and all household members to be kept on file. These need to be renewed every three years.)

☐ 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.) (You need to find/obtain a copy of your current certification in the mandatory reporter training to be kept on file.)

☐ 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. (You need to finish the background check process you have started with Preston.)

☐ 441 IAC 110.5(2)"d" An individual file is maintained for each substitute and contains: (You need to set up a file for Alisa which includes a copy of her current physician signed statement of health, current certification in mandatory reporter training, and current copy of CPR/First Aid.)

(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.

(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.

(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.

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:

☐ 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. (You need to obtain current physician signed statements of

health for a couple of your children's files.)

☐ 441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. (You need to obtain a permission slip allowing children to attend activities away from your home in all of your children's files.)

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 on or before:** 11/10/15.

☑ 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**: 11/10/15.

X_____ _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Earl Crow

Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

*C. Mark Chappelle*
Social Work Supervisor
DHS, Dallas County
(515) 993-1705

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 1-800-722-7619.

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://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf 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).