



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

December 29, 2014

Kenielle Kinney  
2239 E. 34<sup>th</sup> St.  
Des Moines, IA 50317

Dear Child Care Provider,

This letter is in regards to the December 16, 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:

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

***At the time of your spot check your home was cluttered and unorganized. I observed the basement area to be cluttered with clothing, toys, and various items. This unorganized state does not allow adequate room for children to play and nap. Your secondary basement exit is still accessible, however, I am requesting that you keep a clear path to the back door at all times for purposes of an easy exit if needed. You indicated that you do not use your upstairs area for day care purposes; you are basement is the primary area for day care. While I was able to maneuver in the upstairs area I am requesting that you organize the upstairs so that there is a direct inaccessible pass into the kitchen and bathroom areas and also the ability to access the furniture. In the event that a child would need to be upstairs due to illness, use of the bathroom, or presence in the kitchen these areas need to be organized. This organization also benefit your business.***

110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

***These numbers need to be posted in a visible location at all times. Please make sure you place this in a location that is not accessible for the children to be able to remove.***

110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***These numbers need to be posted in a visible location at all times. Please make sure you place this in a location that is not accessible for the children to be able to remove.***

110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***You reported that you have emergency and disaster plans, but simply need to rehang them. Please make sure that this map is kept up at all times and inaccessible for children to remove the document.***

110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

***If you cannot locate your map and need to create a new one. Please access the packet of forms provided to you during the spot check and also included in this mailing. On page 12, you will find a sample map with the Polk County assessor's website at the bottom. You can use this website to re-create a map for your home using a print off of the floor plan.***

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***He reported that you have current physical document for yourself and household members. Please find these documents and place them in a specific folder so that they are easily accessible in the future. If you are unable to find these documents or notice that these documents have expired(must be within the last two years) you will need to obtain a current physical. Please use the documents located on pages 24 and 25 on an ongoing basis. These documents are good for a three-year period.***

110.5(2)b Certificates or training verification documentation for:

110.5(2)b Within the first three months of registration:

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

***You reported that you have a current certificate showing your participation in this requirement. Please sign the certificate and keep it in a separate file or folder with other training certificates for easy access. You are unable to locate the certificate, you will be required to take the training again. This training can be taken online and this website can be accessed on page 15 of your packet. If you prefer, you can also take this course in person. Please contact Erin Bonnicksen at Child Care Resource and Referral at 515-246-3560 additional information.***

110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. 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.

***You also reported you have a current CPR certification, however, are unable to locate your certificate. You will need to find the certificate in place in a file or folder to show proof of***

**certification. If you're not able to locate your current certificate, you will need to retake this course as well. Please contact Child Care Resource and Referral at 515-246-3560 for assistance.**

110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

**He reported that you did not know where any of your certificates or at so I was unable to determine how many hours of training that you currently have. Please locate the certificates in place them in a file or folder for easy access. If you find that you need additional trainings, please contact Child Care Resource and Referral at 515-246-3560 for assistance in locating classes, you may also meet some of the training requirement online; this course is are listed on page 11 of your packet.**

110.5(2)b 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. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

110.5(4) The certificate of registration is displayed in a conspicuous place.

**Please rehang your registration certificate in a visible location and keep this up at all times.**

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.

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: March 2, 2015.**

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

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
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 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://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).