



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

11/12/2015

Tracy Roudabush
3065 160th St
Brooklyn, IA 52211
641-522-5429

Dear Child Care Provider,

This letter is in regards to the 11/042015 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)“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

A list for emergency contact information specific to the child in care needs to be posted at an easily viewable and accessible location in the home. Provider needs to make this list and post it in the home.

****It is noted the Emergency Numbers Form was sent to provider via email 11/05/2015.**

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

Provider was missing outlet caps on three outlets in the child’s play room. Please assure all outlets not in use are capped at all times.

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

Provider shared provider will practice fire and/or tornado drills about every other month. Provider shared feeling it is difficult to complete this due to the young ages of her children in care.

It is a requirement that all Providers practice fire and tornado drills monthly, and to keep documentation of these practices for verification.

****It is noted the Emergency Drill Record template was sent to Provider via email 11/05/2015.**

441 IAC 110.5(1)“n” The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

All rooms in the home which are child-occupied at any time should have a fire alarm in the room. These fire alarms need to be tested every month to assure the batteries and alarm are in working condition.

Provider shared Provider checks the alarms frequently for working batteries, however, Provider does not document these checks. Please document your monthly fire alarm tests for all tests.

****It is noted it is common for many Providers to utilize the Emergency Drill Record to document the fire alarm battery tests as well.**

441 IAC 110.5(1)“t” Homes with private sewer systems or waste water are tested for efficient functioning and improper leakage. Compliance shall be verified by the local board of health within 12 months of renewal or new registration

Provider has a private sewer lift station at the home. There was a clog in the system about two years ago and the system was serviced at that time. There is no documentation of this servicing and the system was not evaluated since that time. Please have your septic system evaluated to assure efficient functioning and there are no improper leakage. Keep documentation of this testing in your file. Please test the system every two years.

PROVIDER FILE:

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.

Tracy, Donald, Ashley, and Aurelia Roudabush reside in the family home. All members of the family need to have a physical signed and dated by a medical provider in the file. The physical must be repeated at a minimum of every three years.

Please assure all members of the family who reside in the family home has a medical physical on file.

****It is noted the Child Care Provider Physical Examination Report was sent to Provider via email 11/05/2015.**

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

Provider shared Provider is active in Mandatory Reporting, First Aid, and CPR, however, Provider was unable to locate the certificates for this. The last certificates in file for First Aid and CPR expire 03/2015. Provider shared Provider took this last last year, but could not locate the renewed certificates.

Please have active, non-expired certificates for Mandatory Reporting, CPR / First Aid 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.

Tracy does not have the documentation that all family members over the age of fourteen who reside in the family home have completed record checks, and are approved to reside in the home. Tracy can call 866-448-4605 to request this letter to be re-sent to Provider. Please keep this letter, and all future record check confirmation letters through the Department, in your file.

SUBSTITUTE FILE:

(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. D

(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.

Provider is using Provider's adult daughter, Ashley Roudabush, as a substitute while Provider leaves the home to run errands. All assistants and substitutes must be approved to participate in the daycare home and activities as assistant/substitute capacity. Provider currently does not have an approved assistant or substitute through the Department. In order to continue to utilize Ashley as a substitute, please fill out the registration forms to add her as a substitute.

Also, all substitutes will need to have an active physical, signed and dated by a medical professional, which is updated at a minimum of every three years, as well as active certification in mandatory reporting, CPR, and First Aid.

****It is noted SWII Lacey Plants emailed registration to send the additional assistant / substitute forms to Provider on 11/05/2015. SWII Plants received confirmation these forms were sent to Provider via mail on this same date.**

CHILD FILES:

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:

Each child in care need a file specific to that child, which holds a minimum of the below information. There are four children in Provider's daycare care at this time. Children are referenced by their initials in this letter.

Provider does not a complete file for three children in care: JC, BK, GK.

One child in care needs their file to be reviewed, re-signed, and re-dated for annual corrections: JM.

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.

One child in care needs this information to be re-viewed, re-signed, and re-dated for annual corrections: JM.

Three children in care need this information in their file: JC, BK, GK.

****It is noted this information is commonly provided on the Child Intake Information form. This form was emailed to Provider on 11/05/2015.**

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.

One child in care needs this information to be re-viewed, re-signed, and re-dated for annual corrections: JM.

Three children in care need this information in their file: JC, BK, GK.

****It is noted this information is commonly provided on the Child Intake Information form. This form was emailed to Provider on 11/05/2015.**

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

Three children in care need their medical consent form to be reviewed, re-signed, and re-dated for this year: JM, BK, GK.

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

Each child in care needs to have a completed admission physical on file, which has been completed within the twelve months prior to initiating daycare. The form must be completed and signed by a medical provider. If the child is age five AND in Kindergarten or higher, the parent can sign a health statement in place of the medical provider signed physical.

Four children in care need admission physicals in the file: JC, JM, BK, GK.

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.

Every year, each child in care must have an annual physical completed, signed, and dated by a medical provider. If the child is age five AND in Kindergarten or higher, the parent can sign a health statement in place of the medical provider signed physical.

Four children in care need an annual updated physical in file: JC, JM, BK, GK.

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.

Each child in care must have an up to date immunization record on file. Four children in care need an updated immunization record: JC, JM, BK, GK.

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.

Each child in care must have a list of people other than the parents who are allowed to pick the children up from daycare.

Three children in care need this information in their file: JC, BK, GK.

****It is noted this information is commonly provided on the Child Intake Information form. This form was emailed to Provider on 11/05/2015.**

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

Children in care must have signed authorization to leave the provider's home in order to go places provider frequently takes the children. This permission slip must be signed annually by a parent in order to remain active. If the Provider takes the children to a location which is not on the generic annual permission slip, the Provider must have the parent fill out an individual permission slip as needed for the new event.

This consent form is needing to be reviewed, re-signed, and re-dated for three children in care: JM, BK, GK. This consent form is needed for one child in care: JC.

441 IAC 110.5(9) The provider shall meets the following requirements:

- 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.

Provider is using Provider's adult daughter, Ashley Roudabush, as a substitute while Provider leaves the home to run errands. All assistants and substitutes must be approved to participate in the daycare home and activities as assistant/substitute capacity. Provider currently does not have an approved assistant or substitute through the Department. In order to continue to utilize Ashley as a substitute, please fill out the registration forms to add her as a substitute.

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, 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: 12/28/2015

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-688-5738 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants
Social Worker II
411 3rd St SE
Ste 400
Cedar Rapids, IA 52401
319-892-6858
lplants@dhs.state.ia.us

Karen Evans
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 [Brenda O'Hallowan; \(bohallowan@orchardplace.org\)](mailto:bohallowan@orchardplace.org); (641) 820-1923.

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).