



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/01/2015

Angela / Matthew Goedken, #35297  
1680 Linden Ln  
North Liberty, IA 52317  
319-621-5585

Dear Child Care Provider,

This letter is in regards to the 09/17/2015 compliance check of your Level C2, 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.

**During SWII Lacey Plants' arrival to the family home, Provider had the following children in care: CP (3y), SP (21m), TW (4y), LH (2y), AH (5m), VW (2y), DW (5m), AS (4y). AJS (2y) left at the same time CH (7y) arrived. And then shortly later OP (6y) arrived as well.**

**This left you with nine children, and very briefly ten children, on your own. Any one provider cannot go over eight children at anytime.**

**FINDINGS: Identify FINDINGS in each area of non-compliance.**

- 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

**Each child occupied room needs a smoke detector, as well as each top of the stairway needs a smoke detector. Your living room and top of the stairway do not have smoke detectors. It was discussed during the visitation, if the smoke detector is properly placed (discussed and pointed out during the visit), one extra detector could be used for both locations.**

**Please install the extra smoke detector for the top of the stairs and living room areas.**

- 441 IAC 110.5(1)"p" Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.

**Upon arrival to the family home, a five month old infant was sleeping in the child's bouncer seat in the living room. As verbally discussed during the visitation, all infants under the age of one year**

**old must be placed on their flat back in a designated, appropriate and safe sleep location. Bouncer seats and other items like this do not allow the child to be placed flat on their back on a firm surface. Children should be moved right away when they fall asleep and placed in the appropriate sleep location.**

**\*\*It is noted the safe sleep pamphlets were sent to you by SWII Plants on 09/22/2015 via mail.**

**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.

**All member's of the household where daycare is held at, as well as both Provider and Co-Provider need to have a physical completed, signed, and dated by a medical professional at a minimum of every three years.**

**Matthew Goedken does not have an updated physical in the file. Please have Matthew complete a physical and have the medical provider fill out the Child Care Provider Physical Examination Report form.**

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

**Both Provider and Co-Provider need to be certified and actively valid in CPR / First Aid / Mandatory Reporting.**

**Matthew does not have any of these certifications. Please have Matthew take these classes and become certified as soon as possible. If you need assistance finding classes, please let me know and I or CCRR can refer you to local classes and options.**

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.

**(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.

**Kaden and Alexander are approved through the Department to be assistants to your daycare. Both Alex and Kaden need to complete Mandatory Reporter Training within six months of employment.**

**There also should be a letter in your file stating the two have been approved as assistants, sent to you by the Department. Please call 866-448-4605 to request a copy of this letter to be sent to you.**

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

**(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.

**Mackenzie is approved to be an assistant and substitute through the Department for your daycare. Mackenzie is in need of mandatory reporter training, CPR and First Aid training.**

**CHILDREN’S FILES:**

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.

**All intake forms must be reviewed annually, signed, and dated by parents to assure the information is up-to-date and accurate.**

**Child with the initials of SP, CP, LB, AJS will need their intake forms to be reviewed, re-signed, and re-dated by their parents.**

**Child with the initials of AH needs an intake form completed for Child’s file.**

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.

**Child with initials of AH will need emergency information for parents, at least one responsible adult, and medical provider information for the file.**

**\*\*It is noted most commonly this information is located in the child's intake paperwork.**

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

**Medical consent forms remain valid for one year, therefore will need to be reviewed, re-signed, and re-dated annually by parents.**

**Child with the initials of LB needs their medical consent form reviewed, signed, and dated for this year.**

**Child with initials of DW needs a medical consent form completed for Child's file.**

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.

**Child with initials of AH will need a list of people approved and authorized by the parents to pick the child up, other than the parents.**

**\*\*It is noted most commonly this information is located in the child's intake paperwork.**

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, you will be required to have a recheck or follow up visit to your home.

**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: 11/16/2015**

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

Please do not hesitate to contact me at DHS at 319-892-6858 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants  
Social Worker II  
411 3<sup>rd</sup> St SE  
Floor 4  
Cedar Rapids, IA 52401  
319-892-6858

  
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 319-432-1076.

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).

