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Employees' Manual
Title 12
Chapter F Appendix

CHILD DEVELOPMENT HOME REGISTRATION

APPENDIX



Iowa Department
of Human Services

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Application for Child Development Home Registration, Form 470-3384 or 470-3384(S)

Purpose	The applicant-provider completes the <i>Application for Child Development Home Registration</i> to certify compliance with the minimum requirements.
Source	<p>The English version of this form may be completed on line through the KinderTrack system.</p> <p>Supplies of the English and Spanish form can also be printed from the sample in the manual.</p>
Completion	<p>The applicant-provider completes the application when:</p> <ul style="list-style-type: none">◆ Applying for a <i>Certificate of Registration</i> for the first time.◆ Applying for a renewal. <p>The provider may also use the application form to report any change of circumstances that may affect the registration.</p>
Distribution	The applicant-provider makes a copy of the completed application and sends the original to the local office for processing. Providers who complete the application through KinderTrack may submit the application electronically and print a copy for their records.
Data	<p>After reading all the instructions and the minimum requirements, the applicant provider must:</p> <ul style="list-style-type: none">◆ Mark the applicable box with an X to indicate a new application, a renewal, or a change.◆ Mark the applicable box with an X to indicate what category of registration the person is applying for.◆ Enter all applicable information on the form.◆ Sign the application and date it. Signature on this application form indicates agreement to comply with all requirements.

Certificate of Registration, Form 470-3498

Purpose	The <i>Certificate of Registration</i> is issued to an applicant-provider who has certified compliance with the minimum requirements on the <i>Application for Child Development Home Registration</i> .
Source	This form is generated through the KinderTrack System. (Until the system is functional in your area, the form can be completed on line using the template in the Outlook state-approved forms folder.)
Completion	Staff prepare one copy of the <i>Certificate of Registration</i> when the criminal history, child abuse, and Sex Offender Registry checks are returned as having no criminal convictions or founded abuse records, or the record has been evaluated and found not to prohibit registration.
Distribution	Mail the <i>Certificate of Registration</i> to the applicant-provider. For a <i>Certificate</i> completed on Outlook, attach a seal carrying the expiration date, or for a renewal application, mail only the seal.
Data	The <i>Certificate of Registration</i> contains: <ul style="list-style-type: none">◆ The name of the provider.◆ The maximum number of children the provider may care for.◆ The address of the child development home.◆ The date the certificate is effective, which is the first of the month in which the application is fully completed, signed, and dated.◆ The requirements applicable to the category of registration.◆ The expiration date. The certificate is valid for 24 months from the beginning date.◆ The registration number of the provider.◆ The signature of the registration authority.

[Checklist for Child Development Home Registration, Form 470-0625](#)

Purpose	The <i>Checklist for Child Development Home Registration</i> is used to evaluate a child development home to verify compliance with the minimum requirements for registration.
Supply	This form is printed in single 16-page sets. Order supplies from Iowa Prison Industries at Anamosa.
Completion	<p>Use form 470-0625 when making the visit to verify compliance with minimum requirements.</p> <p>Determine compliance for most requirements by observation and reviewing records. Compliance for a few requirements must be determined through conversation with the provider.</p>
Distribution	Keep the form on file. Send a copy to the provider if the provider requests one.
Data	<p>This form contains all the requirements that a child development home must meet for registration.</p> <p>Before each requirement is a "yes" box and a "no" box. If the child development home meets the requirement, place a check mark in the "yes" box. If the child development home does not meet the requirement, place a check in the "no" box.</p> <p>If a certain requirement does not apply, enter "NA" for "not applicable" in the "yes" box. (For example, a child development home in town may have a city water supply and not a private water supply.)</p> <p>A section is provided for comments on requirements not being met, or on requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p>

Child Care Complaint Intake Report, Form 470-5393

Purpose	The <i>Child Care Complaint Intake Report</i> is used to outline complaints received regarding child care homes, child development homes, and child care centers.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	A <i>Child Care Complaint Intake Report</i> must be completed any time a complaint specific to a child care facility is received. This form is primarily completed by the Child Care Resource and Referral Agencies and submitted to the Department.
Distribution	Keep a copy of the form in the case file.
Data	<p><i>Date call:</i> Enter the date of the call.</p> <p><i>Time of call:</i> Enter the time received.</p> <p><i>Person taking call:</i> Enter your name.</p> <p><i>Contact information:</i> Include contact information where you may be reached by the Department.</p> <p>Reporter Contact Information: Enter the name of the caller, the relationship to the provider, and contact information. Indicate if the caller is a parent to a child in care at the child care facility in which the parent is reporting.</p> <p>Provider Contact Information: Check the provider type. Indicate the name of the provider or center in which the person is reporting. Include the name of the owner or operator and contact information.</p> <p>Person Responsible for the Rule Violation: Provide the name and contact information of the person alleged responsible. If any other persons are alleged, also include this information.</p> <p>Complaint Details: Provide a specific description of the incident, including the date and time and any other persons or children that were present at the time of the incident. Include any necessary medical treatment received, if known.</p>

Additional Information:

- ◆ Enter how the reporter is aware of the information.
- ◆ Enter information on when the child will next have contact with the person alleged responsible.
- ◆ Enter any additional safety concerns for children in care.
- ◆ Identify others who may be aware of the concerns and their contact information.
- ◆ Identify any known steps taken to address the concern.

Processing Information: Identify the date and time the referral was sent to DHS. If the referral was reported to the Centralized Service Intake Unit, include the incident number.

[Child Care Complaint Report, Form 470-5281](#)

Purpose	The <i>Child Care Complaint Report</i> , form 470-5281, is used to identify complaints received by the Department regarding a child development home or child care home. The form addresses the findings of the complaint and required resolution or action needed.
Source	This form is available as a template through the public state-approved forms folder on Outlook.
Completion	A <i>Child Care Complaint Report</i> must be completed if there is a complaint received by DHS regarding a child development home or a child care home that has a <i>Child Care Assistance Provider Agreement</i> . The child care compliance worker completes the form.
Distribution	Keep a copy of the <i>Child Care Complaint Report</i> in the case file. A copy will be uploaded to the DHS website.
Data	<p>Name of Provider: Enter the name of the provider. Enter the name of the co-provider, if applicable.</p> <p>County: Enter the county name.</p> <p>Care Address/City/Zip Code: Enter the address, city, and zip code where child care is provided.</p> <p>Mailing Address: Enter the address, city, and zip code for the provider's mailing address, if different than the care address.</p> <p>Date of Complaint: Enter the date DHS received the complaint.</p> <p>Date of Visit: Enter the date that DHS followed up with a visit to the child development home regarding the complaint. Identify if the visit was scheduled or unannounced.</p> <p>Identify if compliance with regulations were found.</p> <p>Recommendation for Registration: Identify if a change in registration is recommended.</p>

Category of Care: Identify the category in which the child development home provider is registered.

Summary of Complaint: Give a summary of the complaint received by the Department. Do not include confidential information.

Rule Basis and Findings of Complaints: Document the rule basis by number and statement. Describe the specific information obtained regarding the complaint and cite any relevant concerns.

Describe any other compliance concerns identified during the visit.

Resolution and Action Required: Document required action or the resolution of the complaints reported or identified during the complaint visit. Identify specific action steps if necessary. Note if a *Child Care Home and Child Development Home Safety Plan*, form 470-5280, was completed.

Child Care Full Compliance Letter, Form 470-5432

Purpose	The <i>Child Care Full Compliance Letter</i> , form 470-5432, is used to indicate full compliance after an annual inspection of a child care home.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form may be completed if a child care home is in full compliance at the time of an annual inspection.
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the DHS website.
Data	Complete the following: <ul style="list-style-type: none">◆ Enter the name and address of the child care provider.◆ Enter the date of the visit.◆ Enter the type of program.◆ Enter the applicable rule chapter.◆ Enter the worker's contact information.◆ Enter the worker's signature and date.

Child Care Home and Child Development Home Safety Plan, Form 470-5280

Purpose	The <i>Child Care Home and Child Development Home Safety Plan</i> , form 470-5280, is used to identify safety concerns and involve the provider in addressing safety needs and documenting actions to be taken to ensure the health and safety of the children in care.
Source	The form is printed as a two-part carbonized set. Order supplies from Iowa Prison Industries in Anamosa.
Completion	Develop the <i>Child Care Home and Child Development Home Safety Plan</i> if there is determined to be a significant concern of non-compliance of health and safety standards. The child care compliance worker completes the form with the provider.
Distribution	Keep a copy of the safety plan in the case file. Provide a copy to the child care provider.
Data	<p>Provider name: Enter the name of the provider.</p> <p>Worker and county: Enter the worker's name. Enter the county name or number.</p> <p>Date/time <i>Safety Plan</i> completed: Enter the date and time the safety plan was completed.</p> <p>Safety concerns: Enter the cause for concern for present or impending danger using the <i>Safety Assessment</i>.</p> <p>Tasks which assure safety and are done by, for how long, and how often:</p> <ul style="list-style-type: none">◆ Participant: Enter the name of each participant (provider, co-provider, assistant) who will have responsibility in the safety plan.◆ Agreed upon actions: Enter the actions that each participant has agreed to be responsible for to ensure the safety of the children in care.

- ◆ **How long:** Enter the length of time the participant is agreeing to actions to ensure the safety of the children in care.
- ◆ **How often:** Enter the frequency the participant is agreeing to actions to ensure the safety of the children in care.
- ◆ **How the plan is monitored:** Enter how the plan will be monitored.

Back-up plan: Enter the specific back-up plan for each action to ensure compliance and safety of the children in care.

Family and Participant Agreement: The provider of the children in care must sign and date the form at the point of its completion to document their agreement with the safety plan. Enter any additional information.

Child Care Compliance/Supervisor Agreement with Safety Plan: Upon review and approval of the safety plan the supervisor must sign and date the agreement. Enter the date and time of approval.

Child Care Home with a Child Care Assistance Provider Agreement Compliance Letter, Form 470-5430

Purpose	The <i>Child Care Home with a Child Care Assistance Provider Agreement Compliance Letter</i> , form 470-5430, is used to identify regulatory violations as a result of an inspection of a child care program.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form must be completed during the annual inspection of a child care home with a <i>Child Care Assistance Provider Agreement</i> .
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the DHS website.
Data	Complete the following: <ul style="list-style-type: none">◆ Enter the name and address of the child care provider.◆ Enter the date of the visit.◆ Place a check in each of the boxes to indicate an area of non-compliance.◆ Under each area of non-compliance, enter the rationale under FINDINGS.◆ Enter suggestions for improvement, if applicable.◆ Enter recommendations, if applicable.◆ Indicate if a follow up visit is required.◆ Enter the worker's contact information.◆ Enter the worker's signature and date.

Child Care Provider Physical Examination Report, Form 470-5152 or 470-5152(S)

Purpose	The <i>Child Care Provider Physical Examination Report</i> , form 470-5152 or 470-5152(S), is used to satisfy the regulatory mandate that all child care personnel have good health as evidenced by a pre-employment physical examination. All physical examinations must be documented on form 470-5152 or 470-5152(S).
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	The employee, provider, or household member should take the form to an authorized health care provider for completion. A separate form must be completed for each employee, provider, and household member.
Distribution	Licensed child care centers shall have a completed and signed form 470-5152 or 470-5152(S) on file within their mandated center licensing and personnel files. Registered child development home providers shall have a completed and signed form 470-5152 or 470-5152(S) on file within their mandated home regulatory files.

[Child Care Request for Information, Form 470-5392](#)

Purpose	The <i>Child Care Request for Information</i> is used by the Child Care Assistance/Registration Unit when working with people seeking registration as a child development home.
Source	Complete this form on line using the template in the public state-approved folder on Outlook.
Completion	Complete and send the <i>Child Care Request for Information</i> to any person seeking registration as a child development home when information is missing to complete the application process.
Distribution	Send a copy to the Child Development Home applicant. Keep a copy in the case file.
Data	<p>Inside address: Enter the name and address of the applicant.</p> <p>Registered Providers Category:</p> <ul style="list-style-type: none">◆ Applicant type: Check the box that applies◆ Provider type: Check the box that applies. <p>Salutation: Enter the name of the applicant.</p> <p>Body:</p> <ul style="list-style-type: none">◆ Enter the due date of information being requested.◆ Tab into the field and select the optional language that applies.

Child Development Home Pre-Inspection and Compliance Letter, Form 470-5431

Purpose	The <i>Child Development Home Pre-Inspection and Compliance Letter</i> , form 470-5431, is used to identify regulatory violations as a result of an inspection of a child care program.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form must be completed during the pre-inspection or annual inspection of a child development home.
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the DHS website.
Data	Complete the following: <ul style="list-style-type: none">◆ Enter the name and address of the child care provider.◆ Enter the date of the visit.◆ Enter the type of visit, whether it was a pre-inspection or annual visit.◆ Place a check in each of the boxes to indicate an area of non-compliance.◆ Under each area of non-compliance, enter the rationale under FINDINGS.◆ Enter suggestions for improvement, if applicable.◆ Enter recommendations, if applicable.◆ Indicate if a follow up visit is required.◆ Enter the worker's contact information.◆ Enter the worker's signature and date.

[Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, Form 470-5385](#)

Purpose	The <i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement</i> is used to evaluate a child care home with a child care assistance provider agreement to verify compliance with the minimum requirements for participation in a provider agreement.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Complete form 470-5385 when conducting an inspection to verify compliance with minimum requirements.
Distribution	Keep a copy of the form on file.
Data	<p>This form contains all the requirements that a child care home must meet. Before each requirement is a “yes” and “no” box. If the child care home meets the requirement, place a check mark in the “yes” box. If the child care home does not meet the requirement, place a check mark in the “no” box.</p> <p>A section is provided for comments on requirements not being met, on requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p>

[Lead Assessment and Control, Form 470-4755 or 470-4755\(S\)](#)

Purpose	Providers operating in facilities built before 1960 use the <i>Lead Assessment and Control</i> form to document the provider's verification of compliance with 441 IAC 110.5(1)"x." This rule requires visual assessment for lead hazards and application of interim controls.
Source	The English version of this form may be ordered from Iowa Prison Industries. Print supplies of the Spanish version from the sample in the manual.
Completion	<p>A provider operating in a facility built before 1960 shall complete this form before submitting the initial application. The provider shall submit a new form with every application.</p> <p>The provider shall complete the "interim control table" on page 2 upon each visual assessment and application of interim controls throughout the period of registration. At the time of application, the provider shall complete and sign the first page of the form and submit both pages with the application.</p>
Distribution	<p>Send the form to the provider with the initial and renewal application materials.</p> <p>A provider who operates in a facility built before 1960 must submit the completed form to the Department with the initial application and with each renewal application. Supporting documentation must be attached to the form if a certified lead inspector has determined that the paint hazard is lead-free.</p> <p>The Department retains the form in the provider file. The provider may make a copy before submitting the form.</p>
Data	<p>The form records:</p> <ul style="list-style-type: none">◆ The date of completion of each visual assessment,◆ Location and type of hazard,◆ How the hazard is controlled (or includes documentation that a hazard is not lead-based paint),◆ Date of application of interim controls, and◆ Name of person completing work.

Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose	Child care workers use form 470-0602 or 470-0602(S) to notify an applicant-provider of all approvals, denials, or terminations which affect the provider's child development home registration.
Source	Form 470-0602 and 470-0602(S) are available as templates in the state-approved forms folder on Outlook.
Completion	<p>The worker responsible for registration prepares an original and one copy of this notice when:</p> <ul style="list-style-type: none">◆ An application for registration is approved, denied, or withdrawn.◆ Registration is renewed.◆ The Department has completed an evaluation of a criminal or child abuse record.◆ Registration is revoked.
Distribution	<p>Send the original to the applicant-provider and file a copy in the case record. For record check evaluations concluding that the record prohibits registration, also send copies to:</p> <ul style="list-style-type: none">◆ The county attorney.◆ The child care program manager in central office.
Data	<p>The top section of the form is self-explanatory. The case number may be omitted for decisions on applications.</p> <p>In the "Explanation of Action" section, select from the text available in the Outlook template. If the action is for revocation, send the notice by certified mail.</p>

Pet Health Examination Veterinary Health Certificate, Form 470-5153 or 470-5153(S)

Purpose	The <i>Pet Health Examination Veterinary Health Certificate</i> , form 470-5153 or 470-5153(S), is used to satisfy the regulatory mandate that each dog, cat, and pet bird residing in a registered child development home undergo the required health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on form 470-5153 or 470-5153(S).
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Form 470-5153 or 470-5153(S) should be completed by a licensed veterinarian for each applicable animal residing in the registered child development home.
Distribution	Registered child development home providers shall have a completed and signed form 470-5153 or 470-5153(S) for each applicable animal on file within their mandated home regulatory files.

Pre-Inspection Checklist for Child Development Home Registration, Form 470-5384

Purpose	The <i>Pre-Inspection Checklist for Child Development Home Registration</i> is used to evaluate a child development home applicant to verify compliance with the minimum requirements for registration.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Complete form 470-5384 when conducting a pre-inspection visit to verify compliance with minimum requirements.
Distribution	Keep a copy of the form on file.
Data	<p>This form contains all the requirements that a child development home must meet before registration. Before each requirement is a "yes" and "no" box. If the applicant meets the requirement, place a check mark in the "yes" box. If the applicant does not meet the requirement, place a check mark in the "no" box.</p> <p>A section is provided for comments on requirements not being met, or requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p> <p>If a certain requirement does not apply, it is marked as "not applicable" in the comment box. If an area that is not applicable is identified as a concern, you may choose to complete this portion of the checklist.</p>

[Pre-Inspection Referral, Form 470-5394](#)

Purpose	The <i>Pre-Inspection Referral</i> is used to communicate between units when a pre-inspection of a registered child development home applicant is required.
Source	Complete this form on line using the template in the public state-approved folder on Outlook. Supplies of this form can also be printed from the sample in the manual.
Completion	A <i>Pre-Inspection Referral</i> must be completed any time a pre-inspection is required.
Distribution	Keep a copy of the <i>Pre-Inspection Referral</i> in the case file.
Data	Date Submitted: Enter the date the request is being sent to the field office. Provider Service Area: Select the appropriate service area. Provider Name: Enter the name of the child care provider. Provider County: Select the appropriate county. Provider KinderTrack Number: Enter the number assigned to the provider in KinderTrack. Provider Category: Use the dropdown box to assign the category for which the provider is applying. Additional Information: Use as applicable to provide the field office with any additional information. Pre Inspection Results to Registration: Approved or Denied: Indicate the check box if provider is approved or denied for registration.

Additional Information: Use as applicable to provide the registration unit with any additional information.

Child Development Home Compliance Worker: Enter the name of the worker completing the pre-inspection visit.

Date: Enter the date of inspection.

Record Check Authorization, Form 470-5143 or 470-5143(S)

Purpose	<p>The <i>Record Check Authorization</i>, form 470-5143 or 470-5143(S), is used to authorize the Department of Human Services to conduct any or all of the following pursuant to Iowa Code section 237A.5:</p> <ul style="list-style-type: none">◆ A check of the Iowa sex offender registry and the sex offender registries of other states.◆ A check of the Iowa child abuse registry and child abuse registries of other states.◆ An Iowa criminal history record check with the Division of Criminal Investigation and criminal history databases of other states.◆ A check of Iowa public or civil offense records or those of other states.
Source	<p>Complete the English version of this form on line using the template in the public state-approved folder on Outlook.</p> <p>Supplies of the English and Spanish form can also be printed from the sample in the manual.</p>
Completion	<p>Complete and submit a separate form for each person subject to a record check in a child care facility.</p> <p>The Centralized Child Care Assistance Unit (CCAU) sends form 470-5143 or 470-5143(S) to all providers and household members subject to a record check.</p> <p>The form is signed and returned to CCAU staff. CCAU staff conducts the record check search.</p>

Distribution	<p>Licensed child care centers attach the results to completed form 470-5143 or 470-5143(S) and return to:</p> <p>Child Care Center Licensing Staff (Marsha McBee) Department of Human Services Hoover State Office Building 1305 E Walnut St Des Moines, IA 50319-0114</p> <p>Child care regulatory field staff distributes form 470-5143 or 470-5143(S) to providers when necessary.</p> <p>Keep form 470-5143 or 470-5143(S) in the provider file.</p>
Data	<p>The form contains a waiver authorizing the record search from the person subject to the record check. The Department of Criminal Investigation indicates the results of the check and attaches the record if one is found.</p>

Record Check Decision, Form 470-2386 or 470-2386(S)

Purpose	The DHS evaluation team completes form 470-2386 or 470-2386(S), to summarize any reports of criminal conviction or founded child abuse and to recommend whether the reports merit prohibition of registration.
Source	The English version is available as a template through the public state-approved forms folder on Outlook. The Spanish version can be printed from the on-line manual.
Completion	<p>The DHS evaluation team completes the form any time there is a founded report of child abuse or a record of a criminal conviction. A single form may be completed for more than one criminal conviction or founded child abuse report. In the Summarization of the Evaluation Information (page 2) be certain that each criteria is explained in detail.</p> <p>Two copies are needed if no adverse action is recommended. Three copies are required if denial or revocation is recommended.</p>
Distribution	Keep one copy in a confidential administrative file in the county office.
Data	<p>Check the kind of reports being evaluated and the evaluation decision.</p> <p>Enter the name and address of the person being evaluated and detail the rationale for the decision.</p> <p>Each person on the evaluation team should sign and date the form.</p>

Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 or 470-2310(S) is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form on line using the template available in the public state-approved forms folder on Outlook. Print supplies of the Spanish version from the sample in the manual.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	<p>The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. This information is reviewed by the Department.</p> <p>On approved evaluations, a copy of the completed <i>Record Check Evaluation</i> will be sent to the requesting entity.</p> <p>On denied evaluations, a copy of the completed <i>Record Check Evaluation</i> will be sent to the requesting entity and the person subject to the evaluation.</p>
Data	<p>Part A: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information.</p> <p>Part B: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for.</p> <p>Part C: The Department will evaluate and approve or deny a person's involvement in the role they have requested.</p>

Part D: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.

[Request for Child and Dependent Adult Abuse Information, Form 470-0643](#)

Purpose	<p>Form 470-0643 is used to:</p> <ul style="list-style-type: none">◆ Request registered child or dependent adult abuse information.◆ Verify the identity of the person filing the request.◆ Respond to the request for information.◆ Record the dissemination of information.
Source	<p>DHS staff can complete this form on line using the template available through the public state-approved forms folder on Outlook.</p>
Completion	<p>The form is initiated by any person wishing to obtain child or dependent adult abuse information from the Central Abuse Registry. A separate form must be completed for each family about whom information is requested (or each individual, for employment checks).</p> <p>Section 1 and either Section 2 or Section 3 is completed by the individual or agency staff person requesting the information.</p> <p>Section 4 is completed by the Central Abuse Registry staff or a staff person designated by the service area manager as approved to relay founded child or dependent adult abuse information to any authorized requester.</p> <p>All local offices are authorized to release information to the subjects of a child abuse investigation or assessment (or to a subject's legal representative) upon verification of identity and subject status.</p>
Distribution	<p>For requests originating outside the Department and employment checks from Department institutions, send the form to the Central Abuse Registry. The Registry returns the completed form to the requester and retains a copy to record dissemination if a record of founded child abuse exists.</p>

Forms transmitted by the Registry to a Department personnel office are handled according to policy in 16-E(1) on registered reports.

For **internal DHS requests** from licensing, registration or placement approval record checks and requests for the written report, provide the form to the field staff designated in the service area to do child or dependent adult abuse record checks and release of **registered reports**:

- ◆ Send one copy to the Registry to record any dissemination of information. (Submit only if there is information on a registered incident or a registered written summary has been released.)
- ◆ Keep one copy of the completed form for the local office records.
- ◆ Send one copy to the requester with the result of the check. The Registry provides the local office with the Iowa Code reference in recording the result of the check. When a report is released, the name of the reporter must always be deleted.

Data

Section 1 identifies the requester and attests that the requester understands the legal provisions for handling child and dependent adult abuse information.

Section 2 is completed by a person who is responsible for the placement or licensure, registration, or approval for payment of facilities and is seeking child or dependent adult abuse record checks for applicants or employees.

In Section 2, enter the information on the person whose record is being checked.

Section 3 is completed by a subject, mandatory reporter, or agency staff person requesting a copy of the written summary.

Section 4 gives the outcome of the request.

[Request for Child Care Professional Development Approval Review, Form 470-4528](#)

Purpose	Form 470-4528, <i>Request for Child Care Professional Development Approval Review</i> , is used to document that the source of professional development is approved by the Department.
Source	The form is available on the Department's website at http://dhs.iowa.gov/sites/default/files/470-4528.pdf .
Completion	<p>A professional development providing organization completes the form when:</p> <ul style="list-style-type: none">◆ A child care center plans to provide professional development conducted by the organization; or◆ The organization wants to market professional development to child care center staff; or◆ The organization wants to market professional development to child development home providers.
Distribution	<p>The organization submits the application to the email address listed on the form along with:</p> <ul style="list-style-type: none">◆ The organization's table of organization.◆ The organization's mission and vision statement and objectives.◆ The organization's adult educator approval and review process. (The documented process that your organization uses to accept and deny adult educators based on their qualifications and the criteria in the Adult Educator Approval and Review Process Assurances section below.)◆ The organization's curricula approval and review process. (The documented process that your organization uses to accept and deny curricula based on the content and the criteria in the Curricula Approval and Review Process Assurances section below.)

- ◆ An example of an evaluation participants complete for the adult educator to evaluate whether the participant met the objectives of the class or series.
- ◆ The organization's evaluation form participants complete to evaluate the adult educator and the class or series.
- ◆ The organization's certificate of completion template.

Data

The form identifies the organization, describes the requirements, and provides the agreement that the organization must enter into.

Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, Comm. 95

Purpose	Comm. 95 explains the minimum requirements that a nonregistered child home must commit to meeting in order to participate in the Child Care Assistance (CCA) program.
Source	Print or photocopy supplies from the sample in the manual.
Distribution	Provide these guidelines to nonregistered child care providers that are selected as a care provider by a child care assistance applicant or member.
Data	These guidelines explain: <ul style="list-style-type: none">◆ Provider qualifications,◆ Provider responsibilities,◆ Fire, health, and safety requirements for the home,◆ Information required to be kept about the child, and◆ How to apply to become a CCA provider.

[Child Development Home Registration Guidelines, Comm. 143 or Comm. 143\(S\)](#)

Purpose	This handbook contains information and instructions for a person wishing to register a child development home.
Source	Order supplies of the English version of this handbook from Iowa Prison Industries. Print supplies of the Spanish version of the handbook from the on-line manual.
Completion	Local office staff or child care resource and referral agency staff distribute the handbook and provide basic information to applicant-providers who request an <i>Application for Child Development Home Registration</i> .
Distribution	Give one copy to each applicant-provider along with: <ul style="list-style-type: none">◆ Form 470-3384 or 470-3384(S), <i>Application for Child Development Home Registration</i>.◆ Form 595-1396 or 595-1396(S), <i>DHS Criminal History Record Check (Form B)</i>.◆ Form 470-4755 or 470-4755(S), <i>Lead Assessment and Control</i>.
Data	The handbook contains: <ul style="list-style-type: none">◆ The minimum requirements for registration in each category.◆ Practice recommendations.◆ An explanation of the use of the <i>Parent Guide to Child Development Home Registration</i>.

[Parent Guide to Child Development Home Registration, Comm. 469 or Comm. 469\(S\)](#)

Purpose	The <i>Parent Guide to Child Development Home Registration</i> gives some explanation about the registration process and parental responsibilities. It also includes information on the requirements for child development home registration.
Source	The English version is printed in six-page sets. Order supplies from Iowa Prison Industries in Anamosa. The Spanish version may be printed from the on-line manual.
Completion	The provider gives each parent a copy of the <i>Parent Guide to Child Development Home Registration</i> when a child is enrolled in a registered child development home.
Distribution	When mailing the <i>Certificate of Registration</i> to the child development home provider enclose 12 copies of the <i>Parent Guide to Child Development Home Registration</i> . Furnish additional copies when the provider requests them.

[Classification of Criminal Offenses, RC-0042](#)

Purpose	Use reference chart RC-0042 as a guide to interpreting records of criminal convictions. The chart lists the particular offenses that are classified in each category.
Source	Print the chart from the on-line manual or photocopy it if additional copies are needed.