



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

5/8/15

Tabitha Scheffert  
403 East St.  
Grinnell, IA

Dear Child Care Provider,

This letter is in regards to the 5/6/15 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)g Safety barriers are at stairways and doors as needed.  
**Need to latch or baby proof knob on basement door and gate at base of stairway.**
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.  
**Need to document monthly tests for provider file.**
- 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.  
**Smoke detector in front room needs to be replaced.**
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.  
**Need to test monthly and document for provider file.**
- 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).  
**Sign needs posted at front door. CCRR may be able to assist with this if you choose to contact them.**
- 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.  
**Certification expires this month. Please update and place certificate in file.**
- 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.  
**Your records need to be updated. Please use form 470-5153 for statement of health.**

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

110.5(8)c A signed medical consent from the parent authorizing emergency treatment.  
**BM, LT, NT, SK, JK and DK need this form updated for their file.**

110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.  
**SK, JK, and DK need this for each of their 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 within the next 45 days.**

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: June 15, 2015**

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

Please do not hesitate to contact me at DHS at 641 684 3937 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Irene A. Holzwarth, electronically signed  
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 : Brenda O'Halloran (641) 820-1923  
bohalloran@orchardplace.org

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).