



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 16, 2015

Lynda Mackie  
760 Levi Street  
Dubuque, IA 52001

Dear Child Care Provider,

This letter is in regards to the 10/16/15 compliance check of your Level C1, 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) Conditions in the home are safe, sanitary, and free of hazards.
- 441 IAC 110.5(1)"c" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, **disposable tweezers**, and disposable plastic gloves. **I will drop off when I am in your neighborhood.**
- 441 IAC 110.5(1)"j" Emergency plans in case of man-made or natural disaster shall be written and posted by the **primary and secondary exits**. The plans shall clearly map building evacuation routes and tornado and flood shelter areas. **You need to re-hang the sign on your new front door.**
- 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. **You need to show the documentation at my follow up appointment.**
- 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. **You need to show the documentation at my follow up appointment.**
- 441 IAC 110.5(1)"o" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be **posted at every entrance** of the child care home and in every vehicle used to transport children. **You need post on back door. CCRR should have the signs.**  
All signs shall include:
  - (1)** The telephone number for reporting complaints, and
  - (2)** The Internet address of the department of public health ([www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov))
- 441 IAC 110.5(1)"q" Providers shall inform parents of the presence of any pet in the home.

**(1)** Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on **Form 470-5153, Veterinary Health Certificate**. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice). **You stated you will get the form to the vet as Charlie had a current physical.**

441 IAC 110.5(1)"v" The provider shall have written policy and procedures for responding to health-related emergencies. **CCRR can give you ideas for the policy.**

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

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. **For you and Doug.**

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. **Need to locate, if you cannot, contact DHS registration unit at 866/448-4605. If you do not get a copy within 7 days, please let me know.**

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: **Enclosed is the sheet that I used to review the 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.

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.

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

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

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.

441 IAC 110.5(8) "h". For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

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.

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.

**Suggestions for Improvement:**

**You need to go through every file & update forms, be sure each form is signed & dated by the parent. I left blank copies of the form I use to review file, you can use it to make sure all information is in your files. I also left you the web site addresses to download DHS forms that have all the info with places for the parents to complete, sign & date. CCRR also has materials that could help you get more organized.**

**You may want CCRR to go through the home once a year to keep you updated with changes before my checklist each years compliance visits.**

**Also, the materials I found on Amber necklaces will not download so I have asked CCRR to send you information. You do have a right as a provider to refuse the use of an amber necklace. DHS does not approve the use of Amber necklaces in childcare homes or centers as the items have been proven a choking hazard.**

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.

**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: 12/3/15**

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

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

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

**MACHELLE PEZLEY**

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## 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.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001  
563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@epIService.org](mailto:cherie.kennedy@epIService.org) Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@epIService.org](mailto:kacey.wiest@epIService.org) Child Care Consultant, CCRR

Tara Roddick: [tara.roddick@epIService.org](mailto:tara.roddick@epIService.org) Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: [Stephanie.vangroll@epIService.org](mailto:Stephanie.vangroll@epIService.org) Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org) Dubuque Fire Department

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).