Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Oct 5, 2015

Barb Zaugg
2216 Chandler St. SW
Cedar Rapids, Iowa 52404

Dear Child Care Provider,

This letter is in regards to the 10/2/15 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:

☐ 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

You have a list of emergenfcy phone numbers posted. You need to add the emergency phone numbers for the new children that have started to attend your program. You also need to make sure a copy of this updated list is also in your travel vehicle when transporting children.

☒ 441 IAC 110.5(1)"f" Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers.

There were plastic bags and other items within 3 feet of your furnace during this worker's visit. You moved these items away from the furnace immediately so this is no longer a concern.

☐ 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 state that you complete monthly fire and tornado drills but were unable to locate your form for documentation. You need to find this documentation and keep it with your files.

☐ 441 IAC 110.5(1)"x" A provider operating in a facility built before 1960 shall assess and control lead hazards before being issued an initial child development home registration or a renewal of the registration. To comply with this requirement, the provider shall:

(1) Conduct a visual assessment of the facility for lead hazards that exist in the form of peeling or chipping paint;

(2) Apply interim controls on any chipping or peeling paint found, using lead-safe work methods in accordance with and as defined by department of public health rules at 641—Chapters 69 and 70, unless a certified inspector as defined in 641—Chapter 70 determines that the paint is not lead-based paint; and
(3) Submit Form 470-4755, Lead Assessment and Control, as verification of the visual assessment and completion of interim controls, if necessary.

You shared that your home was built in 1956. There was some paint chipped around kitchen door frame. You need to remove any other loose paint and paint over this area.

☐ 441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes.

You need to se up a file for your new child, M.P.

☐ 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.

You have this information for all of your children but MP. You need to make sure that this form is signed and dated by parents. This information needs to be reviewed on a yearly basis.

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

Need for MW, RW, TW and GW.

☐ 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

Need admission physicals for MP, CC, GW, CM and TW.

☐ 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.
Need for CC, MW, RW, and GW.

☐ 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.
Need for CM and TW.

☐ 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.
Need for MP

☐ 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.
Need for for MP

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: November 20, 2015

X_____ _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6803 if you have any questions regarding this letter.

Sincerely,

Cheryl Sytsma-Sellner
Social Worker II

Karen Andrew
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 319-321-7809.

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).