



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

7/14/14

SuEllen Pennell  
802 Wylde Green Rd.  
Iowa City, Iowa 52246

Dear SuEllen,

This letter is in regards to the July 11, 2014 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) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance: I observed a hazardous material under the kitchen sink (Pet treatment for ticks and fleas) accessible to a child the cabinet did not have a safety lock. You did not have a first-aid kit sufficient to treat a minor injury or trauma.**

**When I entered your home I noticed a smell of pet urine. You will need to determine the cause for this and take measures to eliminate manage this and make sure there is not pet urine on the carpet. Regular shampooing of the carpet is probably needed.**

**How to correct: You immediately removed the hazardous material and placed it in an area that was not accessible to a child. Add supplies to your first-aid kit to from the list I left with you are what the minimum requirements are for a first-aid kit. Correct all items determined out of compliance before my follow up visit in 30 days.**

110.5(1) a Numbers for police, fire, ambulance, poison information posted by phone.

110.5(1) a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Reason determined out of compliance: You did not have these numbers posted or available for review.**

**How to correct: Post these numbers in an area that is easily accessible so you can refer to them in the event of an emergency.**

110.5(1) b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Reason determined out of compliance: I found a bottle for pet treatment for fleas/ticks under the kitchen sink which had a warning it was hazardous if it got in your eyes. The cabinet did not have a safety lock so this bottle was accessible to a child.**

**How to correct: You moved the bottle to an area that is not accessible to a child.**

**This item is now in compliance.**

110.5(1) c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Reason determined out of compliance: Your first-aid kit did not have the required items in it and is not sufficient to treat as minor injury or trauma.**

**How to correct: Using the list I left with you add required supplies to your first-aid kit.**

110.5(1) h A safe outdoor play area is maintained in good condition throughout the year.

110.5(1) h Is fenced off when located on a busy thoroughfare or near a hazard.

**I am unable to determine compliance until I have clarification from our Central Office regarding the need for a fence due to living on a busy thoroughfare.**

110.5(1) h Is kept free from litter, rubbish and flammable materials.

**Reason determined out of compliance: I observed a pile of tree limbs and branches in your outdoor play area.**

**How to correct: Remove this debris from the outdoor play area.**

110.5(1) j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

**Reason determined out of compliance: I observed there was no Emergency and Disaster plan posted at the primary exit (front door) of your home.**

**How to correct: Make a copy of the plan posted at the secondary exit and post it by the front door.**

110.5(1) k Fire and tornado drills are practiced monthly and documentation kept.

**You did not have any documentation you have been doing these drills. If your application is approved and you become registered you will need to do these drills monthly and document them on the form you have for this. You need to start practicing these drills monthly and recording the dates on the form you have.**

110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**You did not have any documentation you have been testing your smoke detector batteries monthly. If your application is approved and you become registered you will need to do these drills monthly and document them on the form you have for this. You need to start testing the smoke detector batteries monthly and recording the dates on the form you have.**

110.5(1) q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Reason determined out of compliance: You did not have any documentation your pets are free of endo and ecto parasites. Kit's rabies vaccination expired 7/7/14.**

**How to correct: Use the Pet Health form I left with you and have your vet complete and sign it based on the information from the exam of your pets on the last visit (4/2/14).**

**Make sure Kit gets vaccinated for rabies.**

110.5(1) v The provider has written policies about responding to health-related emergencies.

**Reason determined out of compliance: You stated you did not have a written policy for Health-related emergencies.**

**How to correct: Use the sheet I left with you as a reference to write your policy for this.**

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.

**Reason determined out of compliance: You did not have current physicals available for review for any family members with the exception of Raymond. I did not find immunization records for you and Hunter in your provider file.**

**How to correct: Get a copy of the physicals for all family members dated within the last 2 years. You can use the Provider Health Statement I left with you to meet this requirement. Your doctor can complete and sign this form when he does a physical.**

110.5(2) b Certificates or training verification documentation for:

110.5(2) b Within the first three months of registration:

110.5(2) b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. 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.

**You stated your certificate for Infant and Child First-aid and CPR has expired. You will need to complete this requirement as soon as possible. You can contact CCR&R, 4 C's or the Red Cross for trainings in your area.**

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) 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.

**I did not find this information in the file for S.**

110.5(8) d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**I did not find this information in the file for Me.**

110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**I did not find this information in the file for S.**

110.5(8) e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**I did not find this information in the file for either school aged child.**

110.5(8) h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**I did not find this information in the file for either school aged child.**

**Get copies of this required information and place it in the children's files.**

110.5(9) The provider meets the following requirements:

110.5(9) c Is capable of handling emergencies.

**You need to complete the training in Infant and Child First-aid and CPR as soon as possible so you are prepared to manage a medical emergency for children in your care.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the denial of your application, 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, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 30 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free at 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Social Worker II

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 563/362-8228 (Shannon Dostal).

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://cmis.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).