



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 16, 2014

Janet Simmons  
16385 190<sup>th</sup> Street  
Monticello, Ia. 52310

Dear Janet,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

This letter is in regards to the June 13, 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) d- Medicines are given only with written authorization from the doctor or parent.  
**You reported you do not get written permission from the parents of children in your care to administer non-prescription such as diaper ointment or sunscreen. Make sure you get written authorization from parents of children you have in care to apply all medications including non-prescription.**

110.5(1) i- An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2.  
**The last test you have documentation for was done in May of 2013. You will need to get this testing updated since it is more than a year old.**

110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.  
**You reported you do these drills but have not been keeping a written record of them. Using the form I left with you make sure you record the monthly fire and tornado drills you practice.**

110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.  
**You reported you do test the smoke detector batteries but have not been keeping a written record of this. Using the form I left with you make sure you record the monthly testing of your smoke detector batteries.**

110.5(1) t- Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.  
**Last done 4/23/13, so a new one needs to be done.**

110.5(1) v- The provider has written policies about responding to health-related emergencies. **You need to expand this policy to include the fact you will call 911 in an emergency, that you will not transport a child to the hospital and that you will use your training in first-aid and CPR to stabilize the child until emergency personnel arrive.**

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:

**You have files for the following children that need to have updated information:  
PS, J, PH, D, B, E, C**

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 files for PS and D. When a child begins in your care make sure you get a copy of a physical completed within the past 12 months and place it in their file. Always keep this physical in the file.**

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 any school-aged children files. Get a copy of a physical dated within the past 12 months for all school-aged children starting in your care.**

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 files for J, PS and D. Get a copy of a physical done within the past 12 months and place it in their file.**

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: July 28, 2014**

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,

Dale Garlinghouse  
Social Worker II

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 (Cindy Heck- 319/538-8464)).

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).