

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

11/06/2015

Tanja Evans
2305 Snyder Ave
Rose Hill, IA 52586
641-660-0339

Dear Child Care Provider,

This letter is in regards to the 10/23/2015 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:

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

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

All vehicles used to transport children should also have a paper list of emergency contacts for each child in care. Provider shared Provider uses Provider's phone contacts for parent information for children. This list needs to be in paper form wherever the children go as well, in case there is a problem with Provider's phone at the time of an emergency.

Please put this list in your vehicle or take this list with you when you travel or leave the daycare home with the 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 some various items, such as diapers and other bags of items, which were stored directly next to and touching the home's furnace. Please remove all items from the furnace area to assure there is a clear space around it in order to prevent home fires.

441 IAC 110.5(1)"t" Homes with private sewer systems or waste water are tested for efficient functioning and improper leakage. Compliance shall be verified by the local board of health within 12 months of renewal or new registration

Provider shared the home's private sewer has not be inspected or checked by a professional since installation, which occurred around the 1980s. All private sewer or waste water areas need to be evaluated at a minimum of every two years in order to assure efficient functioning and check for improper leakage.

Please have this completed and keep the evaluation report in your files.

PROVIDER FILE:

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.

Provider needs a physical on file for Provider's self, which is signed and dated by a medical provider. This needs to be completed at a minimum of every three years. Provider did have a physical on file, however, this physical was on an outdated form and had no date on the form.

****It is noted SWII Lacey Plants did provide Provider with the updated Child Care Provider Physical Exam Report form.**

CHILDREN FILES:

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

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.

Provider has intake forms for each child in care, however, all intake forms need to be re-viewed for changes, re-signed, and re-dated each year to assure accuracy.

The following children with initials of TH (01/2012), TH (03/2008), TD, AM, KF need their intake forms to be re-viewed, re-signed, and re-dated by parents.

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

Provider has medical consent forms for each child in care, however, all consent forms need to be re-viewed for changes, re-signed, and re-dated each year to assure accuracy.

The following children with initials of TH (01/2012), TH (03/2008), TD, AM, KF need their medical consent forms to be re-viewed, re-signed, and re-dated by parents.

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

All children in care need an admission physical provided to Provider which is signed and dated by a medical provider. The physical must be completed within the last twelve months prior to initiating daycare. It is noted children ages five years old AND attending Kindergarten and higher need either a physical signed by a medical provider, or the parent can also provide a medical statement, wrote out and signed by themselves in replace of this.

Children with initials of ZB, X, BB, EP, MV, PB, KP, LH need to have a medical physical or health statement on file.

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.

All children in care need an annual physical provided to Provider which is signed and dated by a medical provider each year. It is noted children ages five years old AND attending Kindergarten and higher need either a physical signed by a medical provider, or the parent can also provide a medical statement, wrote out and signed by themselves in replace of this.

Children with initials of TH (01/2012), TH (03/2008), TD, AM KF need to have an annual medical physical or health statement on file.

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.

Upon entering school, each child in care age five years old AND in Kindergarten or higher need at least one medical examination report signed and dated by a medical provider on file.

Children with initials of: PB, KP, LH need a physical signed and dated by a medical provider on file.

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.

Children with initials of XP, BB, EB, MV, KP, LH need an immunization record on file.

441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

- (1) Times of departure and arrival.
- (2) Destination.
- (3) Persons who will be responsible for the child

Provider has permission consent forms for each child in care, however, all permission consent forms need to be re-viewed for changes, re-signed, and re-dated each year to assure accuracy.

The following children with initials of TH (01/2012), TH (03/2008), TD, AM, KF need their permission consent forms to be re-viewed, re-signed, and re-dated by parents.

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, 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: 11/21/2015

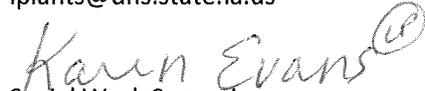
X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-688-5738 if you have any questions regarding this letter.

Sincerely,

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Lacey L. Plants
Social Worker II
411 3rd St SE
Ste 400
Cedar Rapids, IA 52401
319-688-5738
lplants@dhs.state.ia.us


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 Heather Miller (641) 670-1533
hmiller@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 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).

