Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 10, 2014

Malisa Subdon
333 3rd Street
West Des Moines, IA 50265

Dear Ms Subdon,

This letter is in regards to the May 13, 2014compliance check of your Category 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)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Add doctor's numbers.

☐110.5(1)q Pet birds are purchased from an approved dealer. Examined by a veterinarian to verify free of infectious diseases. Children are not allowed to handle pet birds.

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.

If a current physical cannot be provided, please use the new forms available in the packet provided. These forms are good for three years.

☐110.5(2)c An individual file is maintained for each staff assistant and contains:

☐110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐110.5(2)d An individual file is maintained for each substitute and contains:

☐110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

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

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 on or before July 7, 2014.**

☐Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after _____.

x☐Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into 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 7, 2014.

X_____ _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County

210 N 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
515-725-2899 (fx)
mcrawfo@dhs.state.ia.us

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 (Text field for phone).

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).