



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 13, 2015

Patricia Sanchez  
3019 Shadow Creek Ln  
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regards to the September 18, 2015 compliance check of your Level C-1, 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)"b" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

***The lower kitchen cabinets need safety devices to prevent access into the cleaning supplies. The other option is to relocate the supplies to a high location that is out of the children's reach.***

441 IAC 110.5(1)"c" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.

***Please add disposable tweezers to your first aid kit.***

441 IAC 110.5(1)"m" The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

***You will need to refill or replace your fire extinguisher as the gauge is indicating low pressure which will cause the extinguisher to not work properly. You will need to have the proper classification size of extinguisher in your basement area as well as your upstairs since these areas are both used for child care purposes.***

441 IAC 110.5(1)"p" Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.

***Please be sure to discontinue the use of blankets for children under one year of age when sleeping. There were no other items in the sleep area of this particular child, but please be advised no toys, pillows, or other items should be present during sleep.***

441 IAC 110.5(2) A provider file is maintained and contains:

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.

***You indicated your household needs current physicals. Please be sure to use the new required form provided on page 25 of the packet given to you at the time of the spot check. This form is mandatory for all adult household members as well as any potential substitutes or assistants. Other physical documents from a physicians office are accepted for minor household members.***

441 IAC 110.5(2)"b" (1) Certificates or training verification and record check documentation.

Within the first three months of registration :

Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

***You believe you have a current certification however were unable to locate your certificate. If you cannot find verification the course was taken it will need to be redone. You can take this online if needed; the website is provided on page 22 of the packet. Child Care Resource and Referral can assist you in taking the course in person if you prefer. Their number is 515-246-3560.***

Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date

***You believe you have a current certification however were unable to locate your certificate. If you cannot find verification the course was taken it will need to be redone.***

***Please be advised CPR/First Aid and Mandatory Abuse Reporting verifications are required for a renewal of your registration when that time comes in February 2016. Please do not wait until the last minute as registration will deny renewal until these courses can be verified as completed, no exceptions.***

During the first year of registration, the provider shall receive a minimum of 12 hours of training from one or more of the following content areas. The provider shall receive at least 6 of these hours

in a group setting. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting.

***Please contact CCRR at 515-246-3560 for assistance locating classes. You can also complete some online courses, located on page 21. Please be advised many of the online courses come with a fee.***

441 IAC 110.5(2)“b”(2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care.

***You reported that a relative, Jesus Sanchez, recently moved into your home. Please be sure to complete and submit a change form to update registration on the composition change in your household. I have included a change form in this mailing for your convenience. It is preferred household members are cleared through Registration before they reside in the residence as finger printing and proper background checks are required. Please update this information immediately. I will be able to verify in our computer system if an application has been submitted and processed, a follow up may be needed.***

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

***You report you have files on all the children but were unable to locate them at the time of my visit. Please locate the files and keep them in an easily accessible location. The following are the required elements in the files. Be sure to update files annually.***

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.

***Refer to pages 1-2 in the packet.***

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.

***Refer to pages 1-2 of the packet.***

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

***Refer to page 3.***

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

***Request from parent.***

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.

***Request from parent. Can use form on page 4 if convenient but not required.***

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.

***Request from parent.***

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.

***Request from parent. If you are having difficulty obtaining, you can also contact Visiting Nurse Services, Kara Wall, at 515-468-3770, and request assistance obtaining these records.***

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.

***Refer to page 1.***

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

441 IAC 110.5(8) "j". Injury report forms documenting injuries requiring first aid or medical care

**See page 5.**

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. This visit will occur on/or after January 1, 2016.

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: December 1, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 if you have any questions regarding this letter.

Sincerely,

*Melissa Cranford*  
Social Worker II

***C. Mark Chappelle***  
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 515-246-3560 or 1-800722-7619.

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).