Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 11, 2014

DeVonda Cropp
1847 NW 90th Street
Clive, IA 50325

Dear Ms Cropp,

This letter is in regards to the February 27, 2014 compliance 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 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.

Posted and/or programmed into a cell phone.

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

Need a child safety lock for lower kitchen cabinet where cleaning supplies are kept.

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

☐110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reference page 14 in the packet of forms that was left for you at the time of the spot check. Go to the assessors website located at the bottom of page 14 to print off a copy of your floor plan, making this step easier.

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

Refer to page 8.

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

Refer to page 8.

☐110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

Need to renew. If you need assistance scheduling a class please call Child Care Resource and Referral at 1-800-722-7619.

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

☐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.

☐110.5(2)b 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. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Contact CCR&R at 1-800-722-7619 for assistance scheduling classes. There are also some online training opportunities listed on page 12 for your reference.

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

☐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.

Please use new forms on pages 33 and 34.

☐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.

This can be completed online. The website is listed on page 16.

☐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.

Refer to pages 33 and 34

☐110.5(2)d 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 Certification in infant and child first aid that includes mouth-to-mouth resuscitation. 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.

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:

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☐110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
Refer to page 4. Request from parent.

☐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.

Could use school physical, request from parent.

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

Refer to page 4. Request from parent.

110.9(1) **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY "B"**

☐110.9(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

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 April 11, 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: April 11, 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)
515-564-4033 (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).