



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 31, 2015

Fanta Doumbouya
3532 28th Street
Des Moines, IA 50310

Dear Child Care Provider,

This letter is in regards to the November 24, 2015 compliance check of your Level A, 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) Conditions in the home are safe, sanitary, and free of hazards.

Although you report the children are not allowed in the kitchen area and you have a child safety gate, you will still need to move the large volume of items stacked against the wall in your kitchen. In the event a child was in the kitchen this could present as a safety hazard if the items fell. You did report they are items of a family member who is moving and the items will be gone shortly.

441 IAC 110.5(1)"a" 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

Please be sure this information is current as you take on more children to care for. You can use the form on page 29 of the packet provided at the time of the spot check. If you need another packet please contact me and that can be sent to you.

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 obtain a first aid kit and make sure to take notice of the new requirements regarding contents. (e.g. disposable tweezers, gloves, etc.)

- 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 are a few items in your basement near or touching your furnace/water heater that will need to be moved. Nothing can be resting against these items due to the fire hazard it can create.

- 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.

Please be sure you have the correct size based on classification. You should also be checking the pressure gage on the front/top of the device to be sure the yellow arrow is in the green area, indicating it has enough pressure to be usable. If it is in the red the extinguisher is empty or low on pressure and will need to be refilled or replaced.

- 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.

Please be sure to obtain a current physical for yourself and keep it on file at all times. You must use the new required form located on page 25 of the packet provided to you; it is good for 3 years.

- 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.)

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 reported you are current with both of these classes but were unable to locate proof of current certification. Please be sure to locate these items and have them on file at all times. You will need to show proof of these classes at the time of your registration renewal in October 2016 and if you are unable to do so, your renewal will not be approved until these are completed. If you do need to take additional classes and you need assistance locating course please contact Megan Kerkmann at Child Care Resource and Referral (CCRR) at 515-246-3560.

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.

You currently have ten hours of training completed for which you are able to show certificates. You reported you are enrolled in training and obtaining the rest will not be an issue. All training must be completed by the end of October 2016.

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 a person by the name of Mama Doumbouya is currently living at your residence. Please be sure to have all adults added to your household through registration. They must comply with a background check and finger printing if they are over the age of eighteen. I have included a change form for your to update your household in this mailing. Please return this form to the Registration unit at ATTN: CCA REGISTRATION UNIT, HOOVER BLDG- 5TH FLOOR, 1305 E. WALNUT STREET, DES MOINES, IA 50319.

441 IAC 110.5(4) The certificate of registration shall be displayed in a conspicuous place.

Please be sure to rehang. I have included a copy of your certificate for your convenience.

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:

In the past you have had files on your daycare children. You reported you only have one child currently and do not have a file on him at this time. Please be sure to obtain the information listed below for the current child. I would also ask you have as much paperwork as possible before a child begins in care for future clients.

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.

You can use and refer to pages 1-2 of the packet of forms.

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 page 1 of the packet.

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

Refer to page 3 of the packet.

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 parents.

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. You can also use page 4 of the packet for older children who are school age.

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. You can also contact Kara Wall at Visiting Nurse Services for assistance if you are struggling to get this document from the child's parent.

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

Refer to 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 ____

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: March 1, 2016.

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 Crawford
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 1-800-722-7619.

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 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).