



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10-21-13

Jennifer Benjamin
409 Barnard
Sloan, IA 51055

Dear Child Care Provider,

This letter is in regards to the 10-10-13 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:

- 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
- 110.5(1)h Is kept free from litter, rubbish and flammable materials.
- 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.
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
- 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.
- 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- 110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.

[Type text]

110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

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.

110.5(2)b Certificates or training verification documentation for:

110.5(2)b Within the first three months of registration:

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

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 first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

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.

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.

[Type text]

- 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 completed DHS Criminal History Record Check, form B, 595-1396.
 - 110.5(2)d A completed Request for Child Abuse Information, form 470-0643
 - 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(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:
 - 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.
 - 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.
 - 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
 - 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.
 - 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.
 - 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
 - 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.

[Type text]

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

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

110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

110.5(9) The provider meets the following requirements:

110.5(9)a Gives careful supervision at all times.

110.5(9)b Frequently exchanges information with the parent of each child to enhance the quality of care.

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

110.9(3) Facility requirements

110.9(3)a There is a minimum of 35 square feet of child use floor space indoors for each child in care. Need to submit a floor plan of child care floor space with measurements.

110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools.

110.9(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.

110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

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 within the next 45 days.**

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 after the 45 day time period has elapsed.

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

[Type text]

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: 12-06-13.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 712-255-2913 ex 2083 if you have any questions regarding this letter.

Sincerely,

Jana Drew
Social Worker II

I have made a referral to Child Care Resource and Referral to assist you in getting into compliance. You can also reach Child Care Resource and Referral at 712-541-3314.

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).

[Type text]