



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

Date: 9/25/15

Lisa Wertz  
334 N 7<sup>th</sup> St  
Chariton, IA 50049

Dear Lisa,

This letter is in regards to the 9/23/15 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:

- 441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. 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. (You need to post your emergency and parent contact phone numbers.)
- 441 IAC 110.5(1)“e” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous. (You need to install plastic safety caps on a few of your electrical outlets.)
- 441 IAC 110.5(1)“j” Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas. (You need to post a second copy of your emergency/disaster plan by your back door.)
- 441 IAC 110.5(1)“k” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file. (You need to start recording your fire/tornado drills again. I suggest using the Emergency Drill Record sheet.)
- 441 IAC 110.5(1)“o” Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home’s hours of operation. (There was evidence of smoking in the home during the spot check and you admitted your husband smokes in your bedroom with the door closed. No smoking any time inside the home is permitted. All smoking inside the home must cease.)

441 IAC 110.5(1)“q” Providers shall inform parents of the presence of any pet in the home.

(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice). (You need to obtain current vet statements for your 2 dogs to be kept on file. These need to be renewed every year.)

441 IAC 110.5(1)“r” When there is a swimming or wading pool on the premises:

(3) An uncovered aboveground swimming pool shall be enclosed with an approved fence that is non-climbable and has a minimum height of four feet.

(During the spot check, it was discovered you have purchased and installed a 4 foot high above ground pool and have not installed any fencing around the pool. Though the pool was drained at the time of the spot check, there was evidence the pool had recently been filled and you admitted the pool was filled to test for any leaks or problems. The pool cannot be refilled or used until proper non-climbable fencing has been installed. During my re-check, I will have a safety plan for you to sign agreeing to follow DHS policy for swimming pools.)

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

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 need to obtain current certification in the two hour mandatory child abuse training and CPR/First Aid to be kept on file.)

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. (None of the four children living in your home are active on the Kindertrack system and you report that three additional children will be moving into the home with you. I have included a change application that needs to be completed reporting all the children living in your home. Appropriate background checks will need to be completed for the older children. I will monitor your progress with this on-line.)

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:

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. (Several of your children’s files were missing current physician signed statements of health.)

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. (Several of your children's files were missing current immunization records.)

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:** 12/4/15.

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: 12/4/15.

Please call me if you have any further questions.

Sincerely,



Earl Crow  
Child Development Home Compliance Checks  
DHS, Story County  
(515) 268-7106

*C. Mark Chappelle*  
Social Work Supervisor  
DHS, Dallas County  
(515) 993-1705

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 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://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) 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).