



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

9/21/15

Tina Crockett
4541 Canterbury Lane
Davenport, IA 52806

Dear Child Care Provider,

This letter is in regards to the 9/17/15 compliance check of your Level B, Registered Child Development Home. Lisa Hilsenbeck was also present. 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.

Non-compliance items marked below.

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

Need to cap all outlets.

441 IAC 110.5(1)“h” A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

Currently leveling yard and putting up a wall/fence. Bobcat was observed during visit. Outdoor space is unsafe right now. Safety Plan written. Grills need covers.

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.

Need to complete and post emergency plans at primary and secondary exits. Sample form provided.

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

Need to resume practicing fire and tornado drills monthly and document.

441 IAC 110.5(1)“n” The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer’s recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

Need smoke detectors in all child-occupied rooms. Resume testing monthly and document.

441 IAC 110.5(1)“u” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

Need to write a policy for caring for mildly ill children. Provided a handout on policies.

441 IAC 110.5(1)“v” The provider shall have written policy and procedures for responding to health-related emergencies

Need to write a policy for responding to health-related emergencies. Provided a handout on policies.

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.

Need physicals for Tina, Felipe, Sarah and Jackson. All physicals for household members are required to be documented on form 470-5152.

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.)

Need to complete Mandatory Reporter training. Online training can be found at <http://dhs.training-source.org>

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

Need to complete CPR and First Aid training. DHS will send some dates of upcoming trainings.

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

Need to complete 12 hours of training.

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.

Need to complete 12 hours of training.

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

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:

3 children enrolled. File for each child, but only contained CCA billing information.

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.

Need to complete for all children in care. Provided sample form.

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.

Need to complete for all children in care. Provided sample form.

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

Need to complete for all children in care. Provided sample form.

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

Need to complete for all children in care. Provided sample form.

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.

Need to complete for all children in care. Provided sample form.

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.

Need to complete for all children in care. Provided sample form.

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.

Need to complete for all children in care. Provided sample form.

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.

Need to complete for all children in care. Provided sample form.

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

Need to complete for all children in care. Provided sample form.

Suggestions for Improvement:

Lisa Hilsenbeck will view Sarah's bedroom and the garage at the follow up visit. If you decide to transport in the future, you will need a first aid kit in your vehicle along with a list of emergency contacts for all children. Contact Kathy Yoke (563-324-3239 X 1432) at CCR&R to help you complete the items that are currently not in compliance.

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 on or after **11/9/15**.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter. Sincerely,

Kathy Hinker, SWII
Social Worker II

MACHELLE PEZLEN
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 563-324-3239 X 1432 (Kathy Yoke).

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).