



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

11/30/15

Elizabeth Davis
959 N Lincoln Ave
Davenport, IA 52804

Dear Child Care Provider,

This letter is in regards to the 11/30/15 compliance check of your Level B, Registered Child Development Home. Lisa Hilsenbeck was present for the compliance check. 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)“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
Need to have a written copy of emergency contact numbers for all children in care accessible by the telephone.

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 outlets or change to universal(child proof) outlet covers.

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.
Need a gate at the top of the deck stairs or cover your grill. A barrier is needed for your fire pit. Need to remove the brush pile and wooden fence posts.

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 and disaster plans by your primary and secondary exits.(Front, back and downstairs doors)

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

Unable to locate drill records at visit. Need to complete fire and tornado drills monthly and document.

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.

Need to post fire extinguisher sign on the outside of the kitchen sink cabinet.

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 detector at the top of the stairs. Unable to locate documentation of monthly smoke detector testing. Need to test smoke detectors monthly and document.

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. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

- (1) The telephone number for reporting complaints, and
 - (2) The Internet address of the department of public health (www.iowasmokefreeair.gov)
- Need a no smoking sign on basement garage door.***

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).

Need pet records for 2 dogs. Records need to be documented on required form 470-5153. DHS provided required form.

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 print handbook to have a hard copy available for review.

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

Need to print handbook to have a hard copy available for review.

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 Elizabeth and Evan. Physicals for Elliott, Ehyden and Easton need to be transferred to required form 470-5152. All household physicals must be documented on required form 470-5152. DHS provided required form.

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.)

Unable to locate Mandatory Reporter certificate, but Elizabeth has reported taking training in the past. Need to locate certificate or re-take the training. Online training can be found at <http://dhs.training-source.org>

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 corrective action plan hours (24) plus hours for current registration.

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

Need to complete corrective action plan hours (24) plus hours for current registration.

441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:

(2)

A completed 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 approval to assist or be a household member; 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 Evan and Jaqueline on required form 470-5152. DHS provided required form.

(3) 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.

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

441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:

(2) A completed 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 approval to assist or be a household member; 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 Evan and Jaqueline on required form 470-5152. DHS provided required form.

(3) 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.

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

(4) 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.

Evan and Jaqueline need to complete CPR and First Aid 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:

4 children enrolled + 3 of her own children.(2 preschool age children or younger)Updates needed.

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 updates for FA and own children.

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 updates for FA and own children. Need emergency contact for EK.

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

Need updates for FA and own children. Need signature and date for AP.

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 updates for FA and own children. Need emergency contact for EK.

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 updates for FA and own children.

Suggestions for Improvement:

Print CPR and First Aid confirmation. Contact Kathy Yoke at CCR&R (563-324-3239 x 1432) for assistance with non-compliant items.

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 **1/15/16**.

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 PERLEN

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 .

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).