

10/10/2022

Lynsi Baker and Eriana Brown  
1716 E Walnut ST  
Des Moines, IA 50316

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 08/01/2022. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

**FINDINGS:**                    **Identify FINDINGS in each area of non-compliance.**

441 IAC 110.6                    Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

**441 IAC 110.8(1)**                    **Facility Requirements**

441 IAC 110.8(1)“ d”                    Approved safety gates at stairways and doors shall be provided and used as needed.

441 IAC 110.8(1)“ h”                    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

441 IAC 110.8(1)“ i”                    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](http://www.iowasmokefreeair.gov))

**441 IAC 110.8(3)**                    **Medications and Hazardous Materials**

441 IAC 110.8(3)“ a”                    All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

**441 IAC 110.8(4)**                    **Emergency Plans**

441 IAC 110.8(4) “b”                    The provider must have procedures in place for the following:

1. evacuation to safely leave the facility
2. relocation to a common, safe location after the evacuation
3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
4. lock down protocol to protect children and providers from an external situation
5. communication plan and plans for reunification with families
6. continuity of operations plans
7. Procedures to address the needs of individual children, including those with functional or access needs

441 IAC 110.9 Files

**441 IAC 110.9(1) A provider file is maintained and shall contain the following:**

441 IAC 110.9(1)“ a” A physician’s examination report for the provider and all members of the provider’s household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”

441 IAC 110.9(1)“ b” (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa’s Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

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 110.9(2)

An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care
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.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

**Findings:**

Per our 8/1/2022 spot check visit, the following corrections need to be made as described in the policy sections above:

1. During the time of my unannounced visit, Co-provider Eriana was the only provider present. Lynsi was at her home, she later told me she was sick that day. There were 10 children present, 2 children more than would be allowed with only one provider present. I addressed problems with Category C-2 over numbers with Lynsi in 2018. However, Eriana was not the co-provider with Lynsi during that time period. I reviewed the State's intolerance of any ongoing over numbers problems and the safety concerns such practices present to the children in care. I will create a new safety plan for Lynsi and Eriana to sign.
2. You need to obtain a child safety gate to use for the stairway leading to your basement.
3. You need to obtain two working battery operated smoke detectors for your living room and nap room in the main house.
4. You need to re-post your no-smoking signs next to the front and back door.
5. You need to install a child safety lock on your lower bathroom cabinet or need to move your chemicals out of reach of children.
6. You need to develop a complete Emergency Preparedness Plan to have on file. (You had one started on a blank template.)
7. You need to obtain a current physician signed statement of health form for yourself, Eriana, and assistant Alexis to have on file. These need to be completed using the State form you have copies of and renewed every three years.
8. You need to obtain current certification in the Mandatory Reporter training for Eriana, and in CPR/First Aid for Lynsi.

**Suggestions/Recommendations:**

I encourage you to work with Kelsey Finke from Child Care Resource and Referral with any ongoing compliance or training needs.

Kelsey can be reached at: (515) 360-7353

**Corrective Action Required:**

Any over numbers practices must cease immediately. I will be presenting a safety plan during a re-check within the coming weeks.

The other corrections need to be in place by 12/30/2022 and will be reviewed during our next visit.

Non-compliance with any of the mandated 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.

Please do not hesitate to contact me at DHS at (515) 291-0008 if you have any questions regarding this letter.

Sincerely,  
Earl Crow



## Social Worker II

Sheila Aunspach

## 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 877-216-8481

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html)

You may also access 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).