

January 27, 2023

GENERAL LETTER NO. 12-F-AP-52

ISSUED BY: Bureau of Child Care
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter F Appendix, **Child Development Home Registration Appendix**, Title Page, Contents 1, Contents 2, 1, 2, revised; 2a, 2b-2d, removed; 3-5, 6 and 7, 8-11, 12, revised; 12a, removed; 13-21, 22-25, 26 and 27, 28, 29-31, 32, 33, 34, 35, revised; 36 and 37, removed; and the following forms, revised:

470-5152, *Child Care Provider Physical Examination Report*, revised to update policy and procedure

470-5152(S), *Child Care Provider Physical Examination Report Spanish version*, revised to update policy and procedure

Comm. 095, *Guidelines for Child Care Homes*, revised to update example instances of forms and to update style and formatting throughout

Comm. 143, *Child Development Home Registration Guidelines*, revised to update example instances of forms and to update style and formatting throughout

Summary

This chapter is revised to update forms and update style and formatting throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter F Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	September 23, 2016
Contents 1	February 1, 2019
Contents 2	December 31, 2021
1	September 23, 2016
2	January 27, 2017
2a	January 27, 2017
2b-2d	August 3, 2018
3-5	September 23, 2016
6 and 7	August 25, 2017
8-11	September 23, 2016
12	January 27, 2017
12a	January 27, 2017
13-21	September 23, 2016
22-25	August 3, 2018
26 and 27	February 1, 2019
28	August 3, 2018
29-31	September 23, 2016
32	August 3, 2018
33	December 31, 2021
34	September 23, 2016

35-37	January 27, 2017
470-5152	07/21
470-5152(S)	07/21
Comm. 095	12/21
Comm. 143	12/21

Additional Information

Refer questions about this general letter to your area Child Care Regulatory Program Manager.

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Application for Child Development Home Registration, Form 470-3384 or 470-3384(S)

Purpose	The applicant-provider completes the <i>Application for Child Development Home Registration</i> to certify compliance with the minimum requirements.
Source	<p>The English version of this form may be completed on line through the KinderTrack system.</p> <p>Supplies of the English and Spanish form can also be printed from the sample in the manual.</p>
Completion	<p>The applicant-provider completes the application when:</p> <ul style="list-style-type: none">▪ Applying for a <i>Certificate of Registration</i> for the first time.▪ Applying for a renewal. <p>The provider may also use the application form to report any change of circumstances that may affect the registration.</p>
Distribution	The applicant-provider makes a copy of the completed application and sends the original to the local office for processing. Providers who complete the application through KinderTrack may submit the application electronically and print a copy for their records.
Data	<p>After reading all the instructions and the minimum requirements, the applicant provider must:</p> <ul style="list-style-type: none">▪ Mark the applicable box with an X to indicate a new application, a renewal, or a change.▪ Mark the applicable box with an X to indicate what category of registration the person is applying for.▪ Enter all applicable information on the form.▪ Sign the application and date it. Signature on this application form indicates agreement to comply with all requirements.

Attempted Visit at Non-Registered Child Care Home with a Child Care Assistance Provider Agreement, Form 470-5428

Purpose	The <i>Attempted Visit at Non-Registered Child Care Home with a Child Care Assistance Provider Agreement</i> is a letter used to notify a child care home that an annual inspection was attempted at their home.
Source	<p>The form can be completed on line using the template in the Outlook state-approved forms folder.</p> <p>Supplies of this form may also be printed from the sample in the manual.</p>
Completion	Use form 470-5428 when conducting an annual inspection and are unable to reach the provider.
Distribution	<p>Keep a copy of the form on file.</p> <ul style="list-style-type: none">▪ Data Enter:▪ The date and provider contact information,▪ The date of the attempted visit,▪ Worker contact information, and▪ Provide an end date for non-action. <p>Print the completed letter on local office letterhead.</p>

Attempted Visit at Registered Child Development Home, Form 470-5427

Purpose	The <i>Attempted Visit at Registered Child Development Home</i> is a letter used to notify a child development home provider that an annual inspection was attempted at their home.
Source	The form can be completed on line using the template in the Outlook state-approved forms folder. Supplies of this form may also be printed from the sample in the manual.
Completion	Use form 470-5427 when conducting an annual inspection and are unable to reach the provider.
Distribution	Keep a copy of the form on file. <ul style="list-style-type: none">▪ Data Enter:▪ The date and provider contact information,▪ The date of the attempted visit,▪ Worker contact information, and▪ Provide an end date for non-action. Print the completed letter on local office letterhead.

Authorization for Release of Child and Dependent Adult Abuse Information, Form 470-3301 or 470-3301(S)

Purpose	<p>Form 470-3301 or 470-3301(S) is used to:</p> <ul style="list-style-type: none">▪ Identify the requester of child or dependent adult abuse information in order to respond to the request.▪ Identify the person whose records are being requested in order to complete a child or dependent adult abuse record check.▪ Document the person's written authorization to release child or dependent adult abuse information about that person.▪ Record the dissemination of information.
Source	<p>Print this form from:</p> <ul style="list-style-type: none">▪ The on-line manual, or▪ SharePoint under Employee Manual/Forms.
Completion	<p>Any person wishing to obtain authorization to access child or dependent adult abuse information may initiate the form. A separate form must be completed for each person whose information is being requested and must be signed by that person to document the written authorization.</p> <p>The person requesting the child or dependent adult abuse information completes Section 1 of the form.</p> <p>The person whose records are to be checked completes Section 2 to authorize the release of information.</p> <p>Central Abuse Registry staff completes the Registry check. Release information to the requester on whether the person checked is named on the Central Abuse Registry as having abused a child or dependent adult.</p>
Distribution	<p>Send the form to the Central Registry at: HHS Central Abuse Registry, PO Box 4826, Des Moines, Iowa 50305. The Registry sends a completed copy to the requester.</p> <p>The Registry retains a photocopy to record the dissemination of information.</p>

Data

Section 1 identifies the requester, the purpose of the request, and the person who is the subject of the request.

Section 2 of the form contains the authorization for the Registry to release the requested information.

Central Registry staff complete Section 3 of the form to record the result of the request.

Certificate of Registration, Form 470-3498

Purpose	The <i>Certificate of Registration</i> is issued to an applicant-provider who has certified compliance with the minimum requirements on the <i>Application for Child Development Home Registration</i> .
Source	This form is generated through the KinderTrack System. (Until the system is functional in your area, the form can be completed on line using the template in the Outlook state-approved forms folder.)
Completion	Staff prepare one copy of the <i>Certificate of Registration</i> when the criminal history, child abuse, and Sex Offender Registry checks are returned as having no criminal convictions or founded abuse records, or the record has been evaluated and found not to prohibit registration.
Distribution	<p>Mail the <i>Certificate of Registration</i> to the applicant-provider.</p> <p>For a <i>Certificate</i> completed on Outlook, attach a seal carrying the expiration date, or for a renewal application, mail only the seal.</p> <ul style="list-style-type: none">▪ Data The <i>Certificate of Registration</i> contains:▪ The name of the provider.▪ The maximum number of children the provider may care for.▪ The address of the child development home.▪ The date the certificate is effective, which is the first of the month in which the application is fully completed, signed, and dated.▪ The requirements applicable to the category of registration.▪ The expiration date. The certificate is valid for 24 months from the beginning date.▪ The registration number of the provider.▪ The signature of the registration authority.

Checklist for Child Development Home Registration, Form 470-0625

Purpose	The <i>Checklist for Child Development Home Registration</i> is used to evaluate a child development home to verify compliance with the minimum requirements for registration.
Supply	This form is printed in single 16-page sets. Order supplies from Iowa Prison Industries at Anamosa.
Completion	<p>Use form 470-0625 when making the visit to verify compliance with minimum requirements.</p> <p>Determine compliance for most requirements by observation and reviewing records. Compliance for a few requirements must be determined through conversation with the provider.</p>
Distribution	Keep the form on file. Send a copy to the provider if the provider requests one.
Data	<p>This form contains all the requirements that a child development home must meet for registration.</p> <p>Before each requirement is a “yes” box and a “no” box. If the child development home meets the requirement, place a check mark in the “yes” box. If the child development home does not meet the requirement, place a check in the “no” box.</p> <p>If a certain requirement does not apply, enter “NA” for “not applicable” in the “yes” box. (For example, a child development home in town may have a city water supply and not a private water supply.)</p> <p>A section is provided for comments on requirements not being met, or on requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p>

Child Care Complaint Intake Report, Form 470-5393

Purpose The *Child Care Complaint Intake Report* is used to outline complaints received regarding child care homes, child development homes, and child care centers.

Source Print or photocopy supplies of the form from the sample in the manual.

Completion A *Child Care Complaint Intake Report* must be completed any time a complaint specific to a child care facility is received. This form is primarily completed by the Child Care Resource and Referral Agencies and submitted to the Department.

Distribution Keep a copy of the form in the case file.

Data Enter the following:

- *Date call*: Enter the date of the call.
- *Time of call*: Enter the time received.
- *Person taking call*: Enter your name.

Contact information: Include contact information where you may be reached by the Department.

Reporter Contact Information: Enter the name of the caller, the relationship to the provider, and contact information. Indicate if the caller is a parent to a child in care at the child care facility in which the parent is reporting.

Provider Contact Information: Check the provider type. Indicate the name of the provider or center in which the person is reporting. Include the name of the owner or operator and contact information.

Person Responsible for the Rule Violation: Provide the name and contact information of the person alleged responsible. If any other persons are alleged, also include this information.

Complaint Details: Provide a specific description of the incident, including the date and time and any other persons or children that were present at the time of the incident. Include any necessary medical treatment received, if known.

Additional Information:

- Enter how the reporter is aware of the information.
- Enter information on when the child will next have contact with the person alleged responsible.
- Enter any additional safety concerns for children in care.
- Identify others who may be aware of the concerns and their contact information.
- Identify any known steps taken to address the concern.

Processing Information: Identify the date and time the referral was sent to HHS. If the referral was reported to the Centralized Service Intake Unit, include the incident number.

Child Care Complaint, Form 470-5281

Purpose	The <i>Child Care Complaint</i> , form 470-5281, is used to identify complaints received by the Department regarding a child development home or child care home. The form addresses the findings of the complaint and required resolution or action needed.
Source	This form is available on the CRIS system and as a template on SharePoint, Employee Manual, Forms.
Completion	A <i>Child Care Complaint</i> must be completed if there is a complaint received by HHS regarding a child development home or a child care home that has a <i>Child Care Assistance Provider Agreement</i> . The child care compliance worker completes the form.
Distribution	Keep a copy of the <i>Child Care Complaint</i> in the case file. A copy will be uploaded to the HHS website.
Data	<p>Name of Provider: Enter the name of the provider. Enter the name of the co-provider, if applicable.</p> <p>County: Enter the county name.</p> <p>Care Address/City/Zip Code: Enter the address, city, and zip code where child care is provided.</p> <p>Mailing Address: Enter the address, city, and zip code for the provider's mailing address, if different than the care address.</p> <p>Date of Complaint: Enter the date HHS received the complaint.</p> <p>Date of Visit: Enter the date that HHS followed up with a visit to the child development home regarding the complaint. Identify if the visit was scheduled or unannounced.</p> <p>Identify if compliance with regulations were found.</p> <p>Recommendation for Registration: Identify if a change in registration is recommended.</p>

Category of Care: Identify the category in which the child development home provider is registered.

Complaint Details: Include if serious injury or death to a child occurred.

Summary of Complaint: Give a summary of the complaint received by the Department. Do not include confidential information.

Rule Basis and Findings of Complaints: Document the rule basis by number and statement. Describe the specific information obtained regarding the complaint and cite any relevant concerns.

Describe any other compliance concerns identified during the visit.

Resolution and Action Required: Document required action or the resolution of the complaints reported or identified during the complaint visit. Identify specific action steps if necessary. Note if a *Child Care Home and Child Development Home Safety Plan*, form 470-5280, was completed.

Child Care Full Compliance Letter, Form 470-5432

Purpose	The <i>Child Care Full Compliance Letter</i> , form 470-5432, is used to indicate full compliance after an annual inspection of a child care home.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form may be completed if a child care home is in full compliance at the time of an annual inspection.
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the HHS website.
Data	Complete the following: <ul style="list-style-type: none">▪ Enter the name and address of the child care provider.▪ Enter the date of the visit.▪ Enter the type of program.▪ Enter the applicable rule chapter.▪ Enter the worker's contact information.▪ Enter the worker's signature and date.

Child Care Home and Child Development Home Safety Plan, Form 470-5280

Purpose	The <i>Child Care Home and Child Development Home Safety Plan</i> , form 470-5280, is used to identify safety concerns and involve the provider in addressing safety needs and documenting actions to be taken to ensure the health and safety of the children in care.
Source	The form is printed as a two-part carbonized set. Order supplies from Iowa Prison Industries in Anamosa.
Completion	Develop the <i>Child Care Home and Child Development Home Safety Plan</i> if there is determined to be a significant concern of non-compliance of health and safety standards. The child care compliance worker completes the form with the provider.
Distribution	Keep a copy of the safety plan in the case file. Provide a copy to the child care provider.
Data	<p>Provider name: Enter the name of the provider.</p> <p>Worker and county: Enter the worker's name. Enter the county name or number.</p> <p>Date/time Safety Plan completed: Enter the date and time the safety plan was completed.</p> <p>Safety concerns: Enter the cause for concern for present or impending danger using the <i>Safety Assessment</i>.</p> <p>Tasks which assure safety and are done by, for how long, and how often:</p> <ul style="list-style-type: none">▪ Participant: Enter the name of each participant (provider, co-provider, assistant) who will have responsibility in the safety plan.▪ Agreed upon actions: Enter the actions that each participant has agreed to be responsible for to ensure the safety of the children in care.▪ How long: Enter the length of time the participant is agreeing to actions to ensure the safety of the children in care.▪ How often: Enter the frequency the participant is agreeing to actions to ensure the safety of the children in care.▪ How the plan is monitored: Enter how the plan will be monitored. <p>Back-up plan: Enter the specific back-up plan for each action to ensure compliance and safety of the children in care.</p>

Family and Participant Agreement: The provider of the children in care must sign and date the form at the point of its completion to document their agreement with the safety plan. Enter any additional information.

Child Care Compliance/Supervisor Agreement with Safety Plan: Upon review and approval of the safety plan the supervisor must sign and date the agreement. Enter the date and time of approval.

Child Care Home with a Child Care Assistance Provider Agreement Compliance Letter, Form 470-5430

Purpose	The <i>Child Care Home with a Child Care Assistance Provider Agreement Compliance Letter</i> , form 470-5430, is used to identify regulatory violations as a result of an inspection of a child care program.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form must be completed during the annual inspection of a child care home with a <i>Child Care Assistance Provider Agreement</i> .
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the HHS website.
Data	Complete the following: <ul style="list-style-type: none">▪ Enter the name and address of the child care provider.▪ Enter the date of the visit.▪ Place a check in each of the boxes to indicate an area of non-compliance.▪ Under each area of non-compliance, enter the rationale under FINDINGS.▪ Enter suggestions for improvement, if applicable.▪ Enter recommendations, if applicable.▪ Indicate if a follow up visit is required.▪ Enter the worker's contact information.▪ Enter the worker's signature and date.

Child Care Illegal Operations Complaint, Form 470-5429

Purpose	The <i>Child Care Illegal Operations Complaint</i> is a letter used to notify a child care provider when a complaint has been made that they are illegally operating a child development home due to overcapacity.
Source	<p>The form can be completed on line using the template in the Outlook state-approved forms folder.</p> <p>Supplies of this form may also be printed from the sample in the manual.</p>
Completion	Use form 470-5429 when a complaint is received about an illegal child care provider.
Distribution	Keep a copy of the form on file.
Data	<p>Enter:</p> <ul style="list-style-type: none">▪ The date and provider contact information.▪ Information on how to contact the Department.

Child Care Provider Physical Examination Report, Form 470-5152 or 470-5152(S)

Purpose	The <i>Child Care Provider Physical Examination Report</i> , form 470-5152 or 470-5152(S), is used to satisfy the regulatory mandate that all child care personnel have good health as evidenced by a pre-employment physical examination. All physical examinations must be documented on form 470-5152 or 470-5152(S).
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	The employee, provider, or household member should take the form to an authorized health care provider for completion. A separate form must be completed for each employee, provider, and household member.
Distribution	Licensed child care centers shall have a completed and signed form 470-5152 or 470-5152(S) on file within their mandated center licensing and personnel files. Registered child development home providers shall have a completed and signed form 470-5152 or 470-5152(S) on file within their mandated home regulatory files.

Child Care Request for Information, Form 470-5392

Purpose	The <i>Child Care Request for Information</i> is used by the Child Care Assistance/Registration Unit when working with people seeking registration as a child development home.
Source	Complete this form on line using the template in the public state-approved folder on Outlook.
Completion	Complete and send the <i>Child Care Request for Information</i> to any person seeking registration as a child development home when information is missing to complete the application process.
Distribution	Send a copy to the Child Development Home applicant. Keep a copy in the case file.
Data	<p>Inside address: Enter the name and address of the applicant.</p> <p>Registered Providers Category:</p> <ul style="list-style-type: none">▪ Applicant type: Check the box that applies▪ Provider type: Check the box that applies. <p>Salutation: Enter the name of the applicant.</p> <p>Body:</p> <ul style="list-style-type: none">▪ Enter the due date of information being requested.▪ Tab into the field and select the optional language that applies.

Child Development Home Pre-Inspection and Compliance Letter, Form 470-5431

Purpose	The <i>Child Development Home Pre-Inspection and Compliance Letter</i> , form 470-5431, is used to identify regulatory violations as a result of an inspection of a child care program.
Source	Complete this form in the Childcare Regulatory Information System (CRIS).
Completion	This form must be completed during the pre-inspection or annual inspection of a child development home.
Distribution	A copy of the form will be maintained in CRIS. A copy will be uploaded to the HHS website.
Data	Complete the following: <ul style="list-style-type: none">▪ Enter the name and address of the child care provider.▪ Enter the date of the visit.▪ Enter the type of visit, whether it was a pre-inspection or annual visit.▪ Place a check in each of the boxes to indicate an area of non-compliance.▪ Under each area of non-compliance, enter the rationale under FINDINGS.▪ Enter suggestions for improvement, if applicable.▪ Enter recommendations, if applicable.▪ Indicate if a follow up visit is required.▪ Enter the worker's contact information.▪ Enter the worker's signature and date.

Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement, Form 470-5385

Purpose	The <i>Health, Safety, and Fire Standards Checklist for Child Care Homes with a Child Care Assistance Provider Agreement</i> is used to evaluate a child care home with a child care assistance provider agreement to verify compliance with the minimum requirements for participation in a provider agreement.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Complete form 470-5385 when conducting an inspection to verify compliance with minimum requirements.
Distribution	Keep a copy of the form on file.
Data	<p>This form contains all the requirements that a child care home must meet. Before each requirement is a “yes” and “no” box. If the child care home meets the requirement, place a check mark in the “yes” box. If the child care home does not meet the requirement, place a check mark in the “no” box.</p> <p>A section is provided for comments on requirements not being met, on requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p>

Lead Assessment and Control, Form 470-4755 or 470-4755(S)

Purpose	Providers operating in facilities built before 1960 use the <i>Lead Assessment and Control</i> form to document the provider’s verification of compliance with 44 IAC 110.5(1)“x.” This rule requires visual assessment for lead hazards and application of interim controls.
Source	The English version of this form may be ordered from Iowa Prison Industries. Print supplies of the Spanish version from the sample in the manual.
Completion	<p>A provider operating in a facility built before 1960 shall complete this form before submitting the initial application. The provider shall submit a new form with every application.</p> <p>The provider shall complete the “interim control table” on page 2 upon each visual assessment and application of interim controls throughout the period of registration. At the time of application, the provider shall complete and sign the first page of the form and submit both pages with the application.</p>
Distribution	<p>Send the form to the provider with the initial and renewal application materials.</p> <p>A provider who operates in a facility built before 1960 must submit the completed form to the Department with the initial application and with each renewal application. Supporting documentation must be attached to the form if a certified lead inspector has determined that the paint hazard is lead-free.</p> <p>The Department retains the form in the provider file. The provider may make a copy before submitting the form.</p>
Data	<p>The form records:</p> <ul style="list-style-type: none">▪ The date of completion of each visual assessment,▪ Location and type of hazard,▪ How the hazard is controlled (or includes documentation that a hazard is not lead-based paint),▪ Date of application of interim controls, and▪ Name of person completing work.

Notice of Decision: Services, Form 470-0602 or 470-0602(S)

Purpose	Child care workers use form 470-0602 or 470-0602(S) to notify an applicant-provider of all approvals, denials, or terminations which affect the provider's child development home registration.
Source	Form 470-0602 and 470-0602(S) are available as templates in the state-approved forms folder on Outlook.
Completion	<p>The worker responsible for registration prepares an original and one copy of this notice when:</p> <ul style="list-style-type: none">▪ An application for registration is approved, denied, or withdrawn.▪ Registration is renewed.▪ The Department has completed an evaluation of a criminal or child abuse record.▪ Registration is revoked.
Distribution	<p>Send the original to the applicant-provider and file a copy in the case record. For record check evaluations concluding that the record prohibits registration, also send copies to:</p> <ul style="list-style-type: none">▪ The county attorney.▪ The child care program manager in central office.
Data	<p>The top section of the form is self-explanatory. The case number may be omitted for decisions on applications.</p> <p>In the "Explanation of Action" section, select from the text available in the Outlook template. If the action is for revocation, send the notice by certified mail.</p>

Pet Health Examination Veterinary Health Certificate, Form 470-5153 or 470-5153(S)

Purpose	The <i>Pet Health Examination Veterinary Health Certificate</i> , form 470-5153 or 470-5153(S), is used to satisfy the regulatory mandate that each dog, cat, and pet bird residing in a registered child development home undergo the required health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on form 470-5153 or 470-5153(S).
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Form 470-5153 or 470-5153(S) should be completed by a licensed veterinarian for each applicable animal residing in the registered child development home.
Distribution	Registered child development home providers shall have a completed and signed form 470-5153 or 470-5153(S) for each applicable animal on file within their mandated home regulatory files.

[Pre-Inspection Checklist for Child Development Home Registration, Form 470-5384](#)

Purpose	The <i>Pre-Inspection Checklist for Child Development Home Registration</i> is used to evaluate a child development home applicant to verify compliance with the minimum requirements for registration.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	Complete form 470-5384 when conducting a pre-inspection visit to verify compliance with minimum requirements.
Distribution	Keep a copy of the form on file.
Data	<p>This form contains all the requirements that a child development home must meet before registration. Before each requirement is a “yes” and “no” box. If the applicant meets the requirement, place a check mark in the “yes” box. If the applicant does not meet the requirement, place a check mark in the “no” box.</p> <p>A section is provided for comments on requirements not being met, or requirements where improvement is needed, or other observations that you may feel important to include. These notes shall be factual and objective.</p> <p>If a certain requirement does not apply, it is marked as “not applicable” in the comment box. If an area that is not applicable is identified as a concern, you may choose to complete this portion of the checklist.</p>

Pre-Inspection Referral, Form 470-5394

Purpose	The <i>Pre-Inspection Referral</i> is used to communicate between units when a pre-inspection of a registered child development home applicant is required.
Source	Complete this form on line using the template in the public state-approved folder on Outlook. Supplies of this form can also be printed from the sample in the manual.
Completion	A <i>Pre-Inspection Referral</i> must be completed any time a pre-inspection is required.
Distribution	Keep a copy of the <i>Pre-Inspection Referral</i> in the case file.
Data	Date Submitted: Enter the date the request is being sent to the field office. Provider Service Area: Select the appropriate service area. Provider Name: Enter the name of the child care provider. Provider County: Select the appropriate county. Provider KinderTrack Number: Enter the number assigned to the provider in KinderTrack. Provider Category: Use the dropdown box to assign the category for which the provider is applying. Additional Information: Use as applicable to provide the field office with any additional information. Pre Inspection Results to Registration: Approved or Denied: Indicate the check box if provider is approved or denied for registration. Additional Information: Use as applicable to provide the registration unit with any additional information. Child Development Home Compliance Worker: Enter the name of the worker completing the pre-inspection visit. Date: Enter the date of inspection.

Record Check Decision, Form 470-2386 or 470-2386(S)

Purpose	The HHS evaluation team completes form 470-2386 or 470-2386(S), to summarize any reports of criminal conviction or founded child abuse and to recommend whether the reports merit prohibition of registration.
Source	The English version is available as a template through the public state-approved forms folder on Outlook. The Spanish version can be printed from the on-line manual.
Completion	<p>The HHS evaluation team completes the form any time there is a founded report of child abuse or a record of a criminal conviction. A single form may be completed for more than one criminal conviction or founded child abuse report. In the Summarization of the Evaluation Information (page 2) be certain that each criteria is explained in detail.</p> <p>Two copies are needed if no adverse action is recommended. Three copies are required if denial or revocation is recommended.</p>
Distribution	Keep one copy in a confidential administrative file in the county office.
Data	<p>Check the kind of reports being evaluated and the evaluation decision.</p> <p>Enter the name and address of the person being evaluated and detail the rationale for the decision.</p> <p>Each person on the evaluation team should sign and date the form.</p>

Record Check Evaluation, Form 470-2310 or 470-2310(S)

Purpose	Form 470-2310 or 470-2310(S) is used to collect additional information about a criminal conviction or a child abuse report. The worker and the evaluation team then use this information to evaluate the report's effect on the licensing or registration recommendation.
Source	Complete the English version of this form on line using the template available in the public state-approved forms folder on Outlook. Print supplies of the Spanish version from the sample in the manual.
Completion	The person subject to the evaluation and/or the requesting entity completes sections A, B, and D for each founded report of child abuse or criminal conviction. Section C is the evaluation determination and is completed by the Department.
Distribution	<p>The person subject to the evaluation completes the form and sends the form to the Department within ten calendar days of the date on the form. This information is reviewed by the Department.</p> <p>On approved evaluations, a copy of the completed <i>Record Check Evaluation</i> will be sent to the requesting entity.</p> <p>On denied evaluations, a copy of the completed <i>Record Check Evaluation</i> will be sent to the requesting entity and the person subject to the evaluation.</p>
Data	<p>Part A: The agency, provider, or person requesting the evaluation completes this section. Include the requesting entity, requestor's name, and contact information.</p> <p>Part B: The person completing the form verifies who is being evaluated, previous or maiden names, and the position they are applying for.</p> <p>Part C: The Department will evaluate and approve or deny a person's involvement in the role they have requested.</p> <p>Part D: The applicant must complete information regarding each crime or incident of abuse, changes made to assure safety in working with others, and whether the Department has evaluated the applicant in the past.</p>

[Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review, Form 470-5496](#)

Purpose	Form 470-5496, <i>Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review</i> , is used to document that the source of CPR or First Aid certification training is approved by the Department.
Source	Complete this form electronically on the Department's Workforce Registry system.
Completion	<p>A professional development providing organization completes the form when the organization wants to market CPR, First Aid, or Universal Precautions certification training to:</p> <ul style="list-style-type: none">▪ Child care center staff; or▪ Child development home providers; or▪ Child care home providers with a Child Care Assistance Provider Agreement.
Distribution	<p>The organization submits the application to the email address listed on the form along with:</p> <ul style="list-style-type: none">▪ Documentation regarding how the curriculum meets curriculum requirements,▪ An example of the card or certificate issued to participants that successfully complete the course,▪ Copies of instructors' certification cards.
Data	The form identifies the organization, describes the requirements, and provides the agreement that the organization must enter into.

Request for Child Care Professional Development Approval Review, Form 470-4528

Purpose	Form 470-4528, <i>Request for Child Care Professional Development Approval Review</i> , is used to document that the source of professional development is approved by the Department.
Source	The form is available on the Department's website at the link above.
Completion	<p>A professional development providing organization completes the form when:</p> <ul style="list-style-type: none">▪ A child care center plans to provide professional development conducted by the organization; or▪ The organization wants to market professional development to child care center staff; or▪ The organization wants to market professional development to child development home providers.
Distribution	<p>The organization submits the application to the email address listed on the form along with:</p> <ul style="list-style-type: none">▪ The organization's table of organization.▪ The organization's mission and vision statement and objectives.▪ The organization's adult educator approval and review process. (The documented process that your organization uses to accept and deny adult educators based on their qualifications and the criteria in the Adult Educator Approval and Review Process Assurances section below.)▪ The organization's curricula approval and review process. (The documented process that your organization uses to accept and deny curricula based on the content and the criteria in the Curricula Approval and Review Process Assurances section below.)▪ An example of an evaluation participants complete for the adult educator to evaluate whether the participant met the objectives of the class or series.▪ The organization's evaluation form participants complete to evaluate the adult educator and the class or series.▪ The organization's certificate of completion template.
Data	The form identifies the organization, describes the requirements, and provides the agreement that the organization must enter into.

Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, Comm. 95

Purpose	Comm. 95 explains the minimum requirements that a nonregistered child home must commit to meeting in order to participate in the Child Care Assistance (CCA) program.
Source	Print or photocopy supplies from the sample in the manual.
Distribution	Provide these guidelines to nonregistered child care providers that are selected as a care provider by a child care assistance applicant or member.
Data	These guidelines explain: <ul style="list-style-type: none">▪ Provider qualifications,▪ Provider responsibilities,▪ Fire, health, and safety requirements for the home,▪ Information required to be kept about the child, and▪ How to apply to become a CCA provider.

Child Development Home Registration Guidelines, Comm. 143 or Comm. 143(S)

Purpose	This handbook contains information and instructions for a person wishing to register a child development home.
Source	Order supplies of the English version of this handbook from Iowa Prison Industries. Print supplies of the Spanish version of the handbook from the on-line manual.
Completion	Local office staff or child care resource and referral agency staff distribute the handbook and provide basic information to applicant-providers who request an <i>Application for Child Development Home Registration</i> .
Distribution	Give one copy to each applicant-provider along with: <ul style="list-style-type: none">▪ Form 470-3384 or 470-3384(S), <i>Application for Child Development Home Registration</i>.▪ Form 470-3301 or 470-3301(S), <i>Authorization for Release of Child and Dependent Adult Abuse Information</i>.▪ Form 470-4755 or 470-4755(S), <i>Lead Assessment and Control</i>.
Data	The handbook contains: <ul style="list-style-type: none">▪ The minimum requirements for registration in each category.▪ Practice recommendations.▪ An explanation of the use of the Parent Guide to Child Development Home Registration.

Classification of Criminal Offenses, RC-0042

Purpose	Use reference chart RC-0042 as a guide to interpreting records of criminal convictions. The chart lists the particular offenses that are classified in each category.
Source	Print the chart from the on-line manual or photocopy it if additional copies are needed.

How Do I? Guide: Pre-Inspections for Child Development Home Registration, RC-0136

Purpose	Use RC-0136 as a desk aid for Department staff regarding general procedural steps in pre-inspections of child development homes.
Source	Print or photocopy supplies of the <i>How Do I? Guide: Pre-Inspections for Child Development Home Registration</i> , as needed, from the sample in the manual.
Data	<p>The information is divided into the areas of policy, procedure, and practice guidance, and covers:</p> <ul style="list-style-type: none">▪ HHS Centralized Registration Unit▪ Compliance supervisor and compliance worker assignment▪ Approval of pre-inspection▪ Denial of pre-inspection▪ Option to correct

How Do I? Guide: On-Site Yearly Compliance and Complaint Visits, RC-0137

Purpose	Use RC-0137 as a desk aid for Department staff regarding general procedural steps during on-site yearly compliance and complaint visits of child development homes and child care assistance provider agreement homes.
Source	Print or photocopy supplies of the <i>How Do I? Guide: On-Site Yearly Compliance and Complaint Visits</i> , as needed, from the sample in the manual.
Data	<p>The information is divided into the areas of policy, procedure, and practice guidance, and covers:</p> <ul style="list-style-type: none">▪ Activities before an inspection▪ Visit▪ Compliance outcomes▪ Safety plans▪ Revocation or cancellation decisions

How Do I? Guide: Revocation and Cancellation, RC-0138

Purpose	Use RC-0138 as a desk aid for Department staff regarding general procedural steps in revocations and cancellations of child development home registrations and child care assistance provider agreement.
Source	Print or photocopy supplies of the <i>How Do I? Guide: Revocation and Cancellation</i> , as needed, from the sample in the manual.
Data	<p>The information is divided into the areas of policy, procedure, and practice guidance, and covers:</p> <ul style="list-style-type: none">▪ Child development home revocation▪ Child development home child care assistance provider agreement cancellation▪ Nonregistered child care assistance provider agreement cancellation▪ Voluntary relinquishment▪ Appeals