Iowa Department of Inspections and Appeals
Health Facilities Division
Adult Services Civil Penalty Citation

Date: February 6, 2025
Program Name: Bickford Cottage Cedar Falls
Address: 5101 University Avenue Cedar Falls, IA 50613
Type of Action: recertification
Date(s) of Action: 11/12/24 - 12/10/24
Citation #: 10730

State Rule #	State Rule	Amount of Civil Penalty
67.19	67.19(5) Employment prohibition. A person who has committed a crime or has a record of founded child or dependent adult abuse shall not be employed in a program unless an evaluation has been performed by the department of human services. Based on interview and record review the Program failed to ensure evaluations were completed prior to hire by the Department of Health and Human Services for 4 of 5 staff reviewed whose background checks revealed criminal histories (Staff A, D, X and Z). Findings follow: 1. Review of Staff A's file on 11/13/24 revealed a hire date of 8/19/24. A Single Contact License & Background Check document was completed dated 7/29/24. It indicated further research was required for the criminal history background check. The Iowa Criminal History Record Check Request SING form S indicated an Iowa Criminal History Record was found. An evaluation of the criminal history record was not completed prior to hire or at the time of the review on 11/13/24. 2. Review of Staff D's file on 11/13/24 revealed a hire date of 7/8/24. A Single Contact License & Background Check document was completed dated 7/5/24. It indicated further research was required for the criminal history background check. The Iowa Criminal History Record Check Request form S indicated a record was found. An evaluation of the criminal history record was not completed prior to hire or at the time of the review on 11/13/24. 3. Review of Staff X's file on 12/5/24 revealed a hire date of 3/4/24. A Single Contact License & Background Check document was completed dated 3/5/24. It indicated further research was required for the criminal history background check. The Iowa Criminal History Record Check Request form S indicated a record was found. An evaluation was completed and an approval notice was received on 3/11/24 that indicated Staff could work at the program; however, it was after Staff X's hire date. 4. Review of Staff Z's file on 12/5/24 revealed a hire date of 2/19/24. A Single Contact License & Background Check document was completed dated 2/10/24. It indicated further research was required for the criminal history background check. An evaluation was completed and an approval notice was received on 2/28/24 that	**$500.00**

	indicated Staff could work at the program; however, it was after Staff Z's hire date. 5. When interviewed on 12/10/24 at 2:51 p.m. the Executive Director confirmed all background checks were provided for the staff reviewed.	