

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

Date: December 2, 2022
Program Name: Birdee Cottage Assisted Living & Memory Care
Address: 2221 Fairway Lane Waterloo, IA 50701
Type of Action: Initial Certification
Date(s) of Action: 9/20/22 - 9/28/22
Citation #: 5936

State Rule #	State Rule	Amount of Civil Penalty
481-67.19(3)	<p>Record Checks</p> <p>67.19(3) Requirements for employer prior to employing an individual. Prior to employment of a person in a program, the program shall request that the department of public safety perform a criminal history check and the department of human services perform child and dependent adult abuse record checks of the person in this state.</p> <p>Based on interview and record review the Program failed to complete background checks for all staff prior to employment. This pertained to 6 of 6 staff reviewed (A, B, C, D, E and F).</p> <p>Findings follow:</p> <p>1. Record review on 9-21-22 of Staff A's file revealed a hire date of 12-23-21. A Single Contact License & Background check was completed on 12-15-21 and revealed no records were found. The Program provided the first date and time Staff A worked as 1-3-22 from 7:00 a.m. to 3:00 p.m.</p> <p>Continued record review of Staff A's file revealed training documents were found dated prior to Staff A's completed background check, prior to the hire date and prior to the first date worked as provided by the Program. Training completed included Food Safety & Sanitation training dated 12-7-21, Resident Rights training dated 12-12-21, Social Media Usage in Health Care training dated 12-12-21, a medication manager Student Practicum Certification dated 12-5-21 and dementia education dated 12-7-21, 12-12-21, 12-13-21 and 12-17-21.</p> <p>2. Record review on 9-21-22 of Staff B's file revealed a hire date of 11-16-21. A Single Contact License & Background check was completed on 12-15-21 and revealed no records were found. The</p>	\$500.00

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	<p>Program provided the first date and time Staff B worked was 11-20-21 at 3:40 p.m.</p> <p>3. Record review on 9-21-22 of Staff C's file revealed a hire date of 8-3-22. A Single Contact License & Background check was completed on 8-4-22 and revealed no records were found. The Program provided the first date and time Staff C worked was 8-6-22 was from 10:00 a.m. to 6:00 p.m.</p> <p>4. Record review on 9-21-22 of Staff D's file revealed a hire date of 8-3-22. A Single Contact License & Background check was completed on 8-4-22 and revealed no records were found. The Program provided the first date and time Staff D worked was 8-13-22 from 10:00 a.m. to 6:00 p.m.</p> <p>5. Record review on 9-21-22 of Staff E's file revealed a hire date of 4-5-22. A Single Contact License & Background check was completed on 6-13-22 and revealed no records were found. The Program provided the first date and time Staff E worked was 6-5-22 10:30 to 6:30 (no a.m. or p.m. designation provided).</p> <p>6. Record review on 9-21-22 of Staff F's file revealed a hire date of 9-10-22. A background check was not completed at the time of the Staff F's file was reviewed or prior to employment. A background check for Staff F was provided after the initial review of her file (provided on 9-28-22). A background check was completed on 9-26-22 and revealed no records were found. The Program provided the first date and time Staff E worked was 9-15-22 from 4:00 p.m. to 10:00 p.m.</p> <p>7. When interviewed on 9-28-22 at 8:00 a.m. the Director said a background check was completed for Staff F. She said all background checks for the staff listed above were provided.</p> <p>CORRECTIVE ACTION:</p>	
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