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GOVERNOR

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**Inspection Report**

<b>Provider Name:</b> Louisa Head Start	<b>Provider Information</b>	<b>CLR No:</b> L352034
<b>Provider Address:</b> 305 Franklin Street, Louisa, KY, 41230	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 32
<b>Owner(s):</b> Northeast Kentucky Community Action Agency, Inc.		<b>Director(s):</b> Hammond, Alyce Faye

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 290392
<b>Date Initiated:</b> 09/16/2019 11:00 AM	<b>Date Concluded:</b> 09/16/2019 1:21 PM	
	<b>No. of Children Present:</b> 24	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>

**385 - Personnel File** **Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(e) A current personnel file for each child-care center staff person to include:**  
 1. Name, address, date of birth, and date of employment;  
 2. Proof of educational qualifications;  
 3. Record of annual performance evaluation;  
 4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and  
 5. The results of background checks conducted in accordance with 922 KAR 2:280;

**Findings:**

General: Based on observation, interview and review of documentation, this regulatory requirement was not met. The facility did not have written documentation of the staff hire dates listed on all of the staff files or on a printed list. The staff in charge verbally gave the surveyor the staff hire dates.

<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>In Compliance</b>
<b>Food Service/Food Program</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>In Compliance</b>

**Inspection Report**

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

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Signature of Provider/Representative

Title

Date