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Inspection Report

Provider Name: Louisa Head Start	Provider Information	CLR No: L352034
Provider Address: 305 Franklin Street, Louisa, KY, 41230	Provider Type: LICENSED TYPE I	Capacity: 32
Owner(s): Northeast Kentucky Community Action Agency, Inc.		Director(s): Smith, Shawnda

Inspection Type: Renewal Application	Inspection Information	Inspection No: 304504
Date Initiated: 09/23/2020 11:15 AM	Date Concluded: 09/23/2020 1:40 PM	
	No. of Children Present:	

Inspection Report	
Background Checks	Not In Compliance
20 - Out of state background checks	Not In Compliance
<p>922 KAR 2:280. Section 5. Checks of Other States. (1) In accordance with 45 C.F.R. 98.43(b)(3), a prospective child care staff member who resides in or has resided in another state within the last five (5) years shall: (a) Request from each state of current or prior residency, in accordance with the state's laws, policies, and procedures, with a courtesy notice to the cabinet: 1. An in-state criminal records check by: a. Means of fingerprints for the state of residence; or b. Any means accepted by a state of prior residency; 2. A check of the state's sex offender registry or repository; and 3. A check of the state-based child abuse and neglect registry and database; and (b) Direct results of the checks required in paragraph (a) of this subsection to the Department for Community Based Services, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40601.</p>	
Findings:	
<p>General: Based on interview and review of documentation, it was found that a staff person hired 8/27/2020, lives in West Virginia. There was no documentation on file to verify that an out of state background check for the state of West Virginia had been completed for this individual. An interview with the staff person in charge found that the children have not been in attendance as they have been doing virtual learning. Therefore, the staff person has not been left alone with children.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance

Inspection Report

Employee Records

Not In Compliance

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 review of documentation, the following was found:

- 1) Only the application for background checks on all staff were found in their personnel files. The results of the background checks were not present.
- 2) There was no documented date of hire for a staff person listed as a mentor and a staff person listed as a driver.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

Not In Compliance

750 - Playground Conditions

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(20) An outdoor play area shall be:

- (d) Safe from foreseeable hazard;**
- (e) Well drained;**
- (f) Well maintained;**
- (g) In good repair; and**
- (h) Visible to staff at all times.**

Findings:

General: Based on observation of the outdoor play area, there were numerous weeds in the mulch under the climbing structure as well as the grassy areas around the equipment.

Equipment

In Compliance

Transportation

In Compliance

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Emergency Regulation

In Compliance

Signature of Provider/Representative

Title

Date