



**CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL**

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**Inspection Report**

<b>Provider Name:</b> Spencer County Early Head Start	<b>Provider Information</b>	<b>CLR No:</b> L383473
<b>Provider Address:</b> 520 Taylorsville Road, Taylorsville, KY, 40071	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 24
<b>Owner(s):</b> Spencer County Board Of Education		<b>Director(s):</b> Berry, Mary Allyson

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 292143
<b>Date Initiated:</b> 12/09/2019 7:38 AM	<b>Date Concluded:</b> 01/15/2020 2:00 PM	
	<b>No. of Children Present:</b> 6	

<b>Inspection Report</b>		
<b>Background Checks</b>		<b>Not In Compliance</b>
<b>85 - Employment Status</b>		<b>Not In Compliance</b>
<b>922 KAR 2:280. Section 11. Status of Employment.</b> <b>(1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.</b>		
<b>Findings:</b> General: Based on an interview with the staff-in-charge, staff with a hire date of 08/17/17 and 08/01/16 are no longer employed with the child care center. Review of employee records and the KARES Surveyor Report revealed the status for the staff was not changed to separated employees and still showed the staff as active employees.		
<b>Supervision</b>		<b>In Compliance</b>
<b>Staffing Requirements</b>		<b>In Compliance</b>
<b>General Administration</b>		<b>Not In Compliance</b>
<b>155 - Liability Insurance</b>		<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b> <b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b>		
<b>Findings:</b> General: Based on interview and review of documentation, the child care center failed to provide written proof of liability insurance coverage of at least \$100,000 per occurrence. The documentation presented by the staff-in-charge had expired on 07/01/19.		
<b>180 - Plan of Correction/15 days</b>		<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 14. Statement of Deficiency and Corrective Action Plans.</b> <b>(2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within fifteen (15) calendar days of the date of the statement of deficiency to eliminate or correct the regulatory violation.</b>		
<b>Findings:</b> A PLAN OF CORRECTION WAS DUE ON 02/09/2020 AND AS OF 03/07/2020, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.		

**Inspection Report****Director Requirements****Not In Compliance****320 - Operation instruction/Regulation copy****Not In Compliance****922 KAR 2:090. Section 8. General.****(2) Child-care center staff shall be:**

- (a) Instructed by the child-care center's director regarding requirements for operation; and**
- (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.**

**Findings:**

General: Based on interview and review of documentation, the staff-in-charge failed to provide a current copy of the licensed child care regulations. Interview with the staff-in-charge revealed the regulations presented were the most current reviewed, however, the regulations were dated 2015.

**330 - Regulatory Compliance/Staff in Charge****Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.****(1) A director shall:****(d) Ensure:**

- 1. Compliance with 922 KAR 2:120, 922 KAR 2:280, and this administrative regulation; and**
- 2. The designation of one (1) adult staff person in charge to carry out the director's duties if the director is not present in the child-care center during operating hours. The director shall be responsible for the actions of the designee during the director's absence;**

**Findings:**

General: Based on observation and interview, the child care center director failed to assure compliance with regulatory requirements with regard to staff-in-charge. A renewal inspection was attempted on 12/09/19. Interview with staff present determined there was no staff-in-charge and the staff available were unable to fulfill the duties of the director in his/her absence, during operating hours.

**340 - Staff Meeting****Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.****(1) A director shall:**

- (i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence that the director conducted, managed and documented in writing recurring staff meetings within the review period.

**370 - Parental/Family Involvement Activity****Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.****(1) A director shall:**

- (p) Coordinate at least one (1) annual activity involving parental or family participation;**

**Findings:**

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence that the child care center coordinated at least one (1) annual activity involving the parents or family of children in care.

**Employee Records****Not In Compliance****390 - Educational Requirements****Not In Compliance****922 KAR 2:090. Section 11. Staff Requirements.****(1) Child-care center staff:**

- (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:**

- 1. High school diploma;**
- 2. GED or qualifying documentation from a comparable educational entity; or**
- 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;**

**Findings:**

General: Based on interview and review of documentation, the staff-in-charge failed to provide documentation of a high school diploma, GED or qualifying documentation from a comparable educational entity for staff with a hire date 10/14/19.

**395 - TB Verification****Not In Compliance****922 KAR 2:090. Section 11. Staff Requirements.****(1) Child-care center staff:**

- (b) Shall provide, prior to employment and every two (2) years thereafter:**

- 1. A statement from a health professional that the individual is free of active tuberculosis; or**
- 2. A copy of negative tuberculin results.**

**Findings:**

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence from a medical professional that staff with hire dates 09/28/15 and 08/30/17 are free of active tuberculosis.

# Inspection Report

## 410 - Training

Not In Compliance

### 922 KAR 2:090. Section 11. Staff Requirements.

(16) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:

- (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training; and
- (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

#### Findings:

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence that staff with hire dates 09/03/19, 09/04/19 and 10/14/19 completed six (6) hours of cabinet approved orientation within the first three (3) months of employment. Further review revealed staff with hire dates 09/28/15 and 09/12/16 failed to complete fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment. Additionally, the pediatric abusive head trauma training for staff with hire date 09/28/15, expired and is no longer current.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

Not Applicable

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

Not In Compliance

## 1155 - Policies and Procedures

Not In Compliance

### 922 KAR 2:090. Section 8. General.

(4) Program policies and procedures shall:

- (a) Be in writing; and
- (b) Include:
  - 1. Staff policies;
  - 2. Job descriptions;
  - 3. An organization chart;
  - 4. Chain of command; and
  - 5. Other procedures necessary to ensure implementation of:
    - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;
    - b. 922 KAR 2:120, Child-care center health and safety standards;
    - c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and
    - d. This administrative regulation.

#### Findings:

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence of a current organizational chart and chain of command.

## 1165 - Staff Schedule

Not In Compliance

### 922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (d) A written schedule of staff working hours;

#### Findings:

General: Based on interview and review of documentation, the staff-in-charge failed to provide documented evidence of a current written staff schedule.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of  
Provider/Representative

Title

Date