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GOVERNOR

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

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**Eric Friedlander**  
SECRETARY

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Northern Kentucky Community Action Commission Head Start - Northern Elementary Center  <b>Provider Address:</b> 925 State Hwy 177 E, Butler, KY, 41006  <b>Owner(s):</b> Northern Kentucky Community Action Commission, Incorporated	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I   <b>Inspection Information</b> <b>Inspection Type:</b> Renewal Application <b>Date Initiated:</b> 11/28/2018 11:00 AM  <b>Date Concluded:</b> 11/28/2018 12:15 PM <b>No. of Children Present:</b> 11	<b>CLR No:</b> L383740   <b>Capacity:</b> 15 <b>Director(s):</b> Wolsing, Laurie Dee  <b>Inspection No:</b> 247455
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Inspection Report	
<b>Background Checks</b>	<b>Not In Compliance</b>
<b>10 - Submit background check</b>  <b>922 KAR 2:280 - Section 4. Procedures and Payments.</b> <b>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</b> <b>(a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;</b> <b>(b) Request that the prospective child care staff member complete and sign the:</b> <b>1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and</b> <b>2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and</b> <b>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</b> <b>1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;</b> <b>2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and</b> <b>3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.</b>	<b>Not In Compliance</b>
<b>Findings:</b>  General: Based on review of documentation, observation and interview, this regulatory requirement was not met. It was found during the survey that an employee (staff person in charge) hired on 1/4/10 was observed working in the classroom with the children along with two (2) additional staff. The staff person had a completed child abuse/neglect check (CAN) and a completed criminal records check (CRC) in her file dated 12/10/09 and 9/23/09; however, required forms for the NBCP had not yet been filled out. The staff person in charge acknowledged the finding and stated, "I was on medical leave from 6/2018 - 10/16/18; therefore, the original application that I filled out for KARES is no longer valid. I have to re-do the application before I can get my fingerprints done".	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>

**Inspection Report****General Administration****Not In Compliance****255 - Notification of Changes****Not In Compliance****922 KAR 2:090. Section 12. Reports.****(4)(a) Written notification of the following shall be:****1. Made to the cabinet, in writing, to allow for approval before implementation:****a. Change of ownership;****b. Change of location;****c. Increase in capacity;****d. Change in hours of operation;****e. Change of services in the following categories:****(i) Infant;****(ii) Toddler;****(iii) Preschool-age;****(iv) School-age;****(v) Nontraditional hours; or****(vi) Transportation; or****f. Addition to or reduction of the square footage of a child-care center's premises;****Findings:**

General: Based on interview, this regulatory requirement was not met. An interview with the staff person in charge during the inspection revealed that the facility is open 8:30AM - 2:30PM (Monday - Friday). The facility's operating hours are listed as 6:00AM - 6:30PM in the DRCC database. The facility did not submit written notification of this change to the cabinet prior to the change.

**Director Requirements****In Compliance****Employee Records****In Compliance****Programming****In Compliance****Premises****In Compliance****Hygienic Practices****In Compliance****First Aid/Medication****In Compliance****Outdoor Play Area****In Compliance****Equipment****In Compliance****Transportation****Not Applicable****Food Service/Food Program****In Compliance****Food Service****In Compliance****Children's Records****In Compliance****Written Documentation****In Compliance****Posted Documentation****In Compliance****Animals****In Compliance**

Signature of Provider/Representative

Title

Date