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GOVERNOR

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: NKCAC Head Start - Northern Elementary Center	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383740
Provider Address: 925 State Hwy 177 E, Butler, KY, 41006		Capacity: 15
Owner(s): Northern Kentucky Community Action Commission, Incorporated		Director(s): Wolsing, Laurie Dee

Inspection Type: Renewal Application	Inspection Information	Inspection No: 306221
Date Initiated: 09/13/2021 10:04 AM	Date Concluded: 09/13/2021 11:15 AM	
	No. of Children Present: 3	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
360 - Staff Evaluation	Not In Compliance
922 KAR 2:090. Section 10. Director Requirements and Responsibilities. (1) A director shall: (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;	
Findings: General: Based on review of documentation, two staff listed as substitutes did not have documentation on site to verify they have received an annual evaluation.	
Employee Records	Not In Compliance
395 - 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, a staff person who is a substitute did not have a documented date of hire.	

405 - 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 review of documentation, the following was found:

- 1) A staff person hired 10/3/1983 had the results of a T.B. risk assessment dated 8/10/2018.
- 2) A staff person hired 3/19/2021 had the results of a T.B. risk assessment dated 7/30/2019.

These dates exceed the two-year timeframe for a negative T.B. test or documentation from a health professional verifying the individual is free from the symptoms of T.B.

On 9/13/2021 the facility submitted an e-mail containing updated T.B. risk assessments for these individuals. However, at the time of the survey on 9/13/2021, these documents were not available for review.

435 - 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 completed within the first three (3) months of employment in a child-care program;**
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**
- (17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.**

Findings:

General: Based on review of documentation, the following was found:

- 1) A staff member hired on 2/11/2016, completed PAHT training on 4/6/2016; however, did not renew the training due 4/6/2021. The ECE-TRIS system was reviewed.
- 2) A staff member hired on 3/19/2012 completed PAHT training on 7/28/2016; however, did not renew the training due 7/28/2021. The ECE-TRIS system was reviewed.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

Not In Compliance

730 - Diaper Changing Area/Surface

Not In Compliance

922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.

(10) When a child is diapered, the child shall:

(b) Be placed on a surface that is:

- 1. Clean;**
- 2. Padded;**
- 3. Free of holes, rips, tears, or other damage;**
- 4. Nonabsorbent;**
- 5. Easily cleaned; and**
- 6. Free of any items not used for diaper changing.**

Findings:

General: Based on observation and interview, at the time of the survey, soiled diapers were observed in the trashcan located in the bathroom. An interview with the staff person in charge found that when changing a child's diaper, the child is placed on a blanket on the floor in the bathroom. The same blanket is used for all children. When diapering a child they should be placed on a padded, non-absorbent easily cleaned surface. The blanket cannot be sanitized after each use.

Inspection Report

First Aid/Medication

Not In Compliance

760 - First Aid Supplies

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(1) First aid supplies shall:

- (a) Be available to provide prompt and proper first aid treatment;
- (b) Be stored out of reach of a child;
- (c) Be periodically inventoried to ensure the supplies have not expired;
- (d) If reusable, be:
 - 1. Sanitized; and
 - 2. Maintained in a sanitary manner; and
- (e) Include:
 - 1. Liquid soap;
 - 2. Adhesive bandages;
 - 3. Sterile gauze;
 - 4. Medical tape;
 - 5. Scissors;
 - 6. A thermometer;
 - 7. Flashlight;
 - 8. Cold pack;
 - 9. First aid book;
 - 10. Disposable gloves; and
 - 11. A cardiopulmonary resuscitation mouthpiece protector.

Findings:

General: Based on observation, an inspection of the first aid supplies found there was not a CPR mouthpiece or a working flashlight available for use if needed.

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Kitchen Requirements

In Compliance

Food Service

In Compliance

Meal Planning/Center Provides Meals

In Compliance

Meal Planning/Center Does Not Provide Meals

Not Applicable

Children's Records

In Compliance

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date