



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

**Andy Beshear**  
Governor

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203  
Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Eric C. Friedlander**  
Secretary

**Adam Mather**  
Inspector General

**Inspection Report**

<b>Provider Name:</b> Mansfield, Cristal Deneil	<b>Provider Information</b>	<b>CLR No:</b> C71014
<b>Provider Address:</b> 4306 Retreat Rd., Louisville, KY, 40219	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 290761
<b>Date Initiated:</b> 12/16/2019 9:50 AM	<b>Date Concluded:</b> 12/16/2019 11:05 AM	
<b>No. of Children Enrolled:</b> 28	<b>No. of Children Present:</b> 1	

Inspection Report	
<b>Background Checks</b>	<b>Not In Compliance</b>
<b>85 - Employment Status</b>	<b>Not In Compliance</b>
<p><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></p> <p><b>Findings:</b>                      General: Based on interview and review of documentation, the family care home failed to comply with background check requirements. Upon request, the family care home provider did not present verification that she had maintained accurate records of staff who were no longer employed in the home. Review of a KARES report revealed the provider did not maintain the employment status of the employees who no longer worked in the home.</p>	
<b>Supervision</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Provider Requirements</b>	<b>Not In Compliance</b>
<b>225 - Information to Parents</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</b>  <b>The certified family child-care home provider shall:</b>  <b>(2) Make available a copy of the certification standards to each parent;</b>  <b>(3) Provide each parent with the name, address, and telephone number of the cabinet for the purpose of registering a complaint if the parent believes the family child-care home provider is not meeting the standards;</b></p> <p><b>Findings:</b>                      General: Based on interview and review of documentation, the family care home failed to assure compliance with regulatory requirements. Upon request, the family care home provider did not present verification that she maintained a copy of the current regulations and made them available to the parents.</p>	

**Inspection Report**

**Provider Records**

**Not In Compliance**

**250 - Adult in home/Assistant TB**

**Not In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(5) An adult living in the home of the applicant, present during the hours of operation, or having unsupervised contact with a child in care, and the applicant's assistant shall:**

**(b) Submit a copy of negative tuberculin results or a health professional's statement documenting that the adult is free of active tuberculosis.**

**Findings:**

General: Based on interview, the family child care home failed to maintain provider's records in accordance with regulatory requirements. Upon request, the family care home provider did not present verification that the record for the provider with a date of hire of 11/30/2017 contained a copy of a current copy of a statement from a health professional, that the individual is free of active tuberculosis or a copy of negative tuberculin results.

**260 - Orientation/training plan**

**Not In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(9) Within three (3) months of submission to the cabinet of a complete OIG-DRCC-03, an applicant shall:**

**(a) Demonstrate completion of six (6) hours of cabinet-approved training in accordance with KRS 199.8982(1)(a)6; and**

**(b) Develop and implement a written plan for obtaining nine (9) hours of annual cabinet-approved training as required in Section 10(1) of this administrative regulation.**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain employee records in accordance with regulatory requirements. Upon request, the family care provider did not present verification that a written plan for obtaining nine (9) hours of annual cabinet-approved training had been maintained.

**265 - Provider Training Requirements**

**Not In Compliance**

**922 KAR 2:100 - Section 10. Standards for the Provider.**

**(1)(a) A provider shall complete annually at least nine (9) hours of cabinet-approved early care and education training beginning with the second year of operation, including one and one-half (1½) hours of cabinet-approved pediatric abusive head trauma training in accordance with KRS 199.8982(2):**

- 1. Within the second year of employment or operation in child care; and**
- 2. Every subsequent five (5) years of employment or operation in child care.**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain employee records in accordance with regulatory requirements. Upon request, the family home care provider did not provide verification that the provider with the hire date of 11/30/2017 had completed nine (9) hours of cabinet-approved early care and education training. Review of documentation in the ECE-TRIS training system revealed the provider listed above had not met the requirements.

**Programming**

**In Compliance**

**Premises**

**Not In Compliance**

**345 - Harmful Items Inaccessible**

**Not In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**

**(3) The areas of the home that are accessible to children in care shall be free from items harmful to children including the following items:**

- (a) Cleaning supplies, poisons, paints, and insecticides;**
- (b) Knives, scissors, and sharp objects;**
- (c) Power tools, lawn mowers, hand tools, nails, and other equipment;**
- (d) Matches, cigarettes, lighters, combustibles, and flammable liquids;**
- (e) Plastic bags; and**
- (f) Litter and rubbish.**

**Findings:**

General: Based on observation, the family care home provider failed to maintain the premises in accordance with regulatory requirements. The front room area had two (2) gallons of paint sitting on the desk. The paint was being used to repaint a bookshelf. The paint was accessible to the children.

**355 - Covered Outlets**

**Not In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**

**(6) Electrical outlets not in use shall be covered.**

**Findings:**

General: Based on observation, the family care home provider failed to maintain premises in accordance with regulatory requirements. Several outlets in the area identified for use for programming were missing outlet covers.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**Not In Compliance**

**525 - Outdoor Play Area Safe**

**Not In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**

**(13) An outdoor play area shall be free of unavoidable danger or risk.**

**Findings:**

General: Based on observation, the family care home failed to maintain the outdoor play area in accordance with regulatory requirements. The back yard located at the rear of the home revealed several pieces of broken tree limbs, boards, and a discarded tire. In addition, the fence had several broken wooden slats. All of which was accessible to the children.

**Inspection Report**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**Not In Compliance**

**695 - Weekly Menu**

**Not In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(10) A weekly menu shall be:**

- (a) Prepared;**
- (b) Dated;**
- (c) Available to a parent of a child in care or the cabinet upon request; and**
- (d) Kept on file for thirty (30) calendar days.**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain food service in accordance with regulatory requirements. Upon request, the family home care provider did not present a dated menu for review.

**Children's Records**

**Not In Compliance**

**730 - Immunization**

**Not In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

**(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain children's records in accordance with regulatory requirements. Upon request, the family home care provider did not present verification that the record of the child with the enrollment date of 2/28/2019 contained a copy of an immunization certificate.

**735 - Children's information**

**Not In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

**(b) A written record for each child:**

- 1. Completed and signed by the child's parent;**
- 2. Retained on file on the first day the child attends the family child-care home; and**
- 3. To contain:**
  - a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;**
  - b. Contact information to enable the provider to contact the child's:**
    - (i) Parent at the parent's home or place of employment;**
    - (ii) Family physician; and**
    - (iii) Preferred hospital;**
  - c. The name of each person who is designated in writing to pick-up the child;**
  - d. The child's general health status and medical history including, if applicable:**
    - (i) Allergies;**
    - (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and**
    - (iii) Permission from the parent for third-party professional services in the family child-care home;**
  - e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;**
  - f. Authorization by the parent for the provider to seek emergency medical care for the child in the parent's absence; and**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain children's records in accordance with regulatory requirements. Upon request, the family home provider did not present verification that a written record for the three (3) children with the enrollment date of 2/28/2019, included pertinent information identifying a physician, hospital, emergency authorization, pick-up list, medical history, allergies and signed by a parent.

**745 - Written child care agreement**

**Not In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall:**

**(9) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child; and**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain children's records in accordance with regulatory requirements. Upon request, the family care home provider did not present for review a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child for three (3) of the three(3) files reviewed.

**Inspection Report**

**Written Documentation**

**Not In Compliance**

**785 - Fire Drills**

**Not In Compliance**

**922 KAR 2:100 - Section 18. Records.**

- (5) A certified family child-care home provider shall maintain a written record of:**
- (b) Monthly practiced fire drills detailing the date, time, and participants in accordance with Section 11(19) of this administrative regulation; and**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to maintain written documentation in accordance with regulatory requirements. Upon request, the family home care provider did not present for review that fire drills conducted in the last twelve (12) months that included the names of the children and staff that participated in the drills.

**800 - Policies**

**Not In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall:**

- (1) Develop written information that specifies the:**
- (a) Rate for child care;**
- (b) Expected frequency of payment for the program;**
- (c) Hours of operation; and**
- (d) Policy regarding:**
  - 1. Late fees;**
  - 2. Holidays;**
  - 3. Vacation;**
  - 4. Illness; and**
  - 5. Emergency pick up;**

**Findings:**

General: Based on interview and review of documentation, the family child care home failed to maintain written documentation in accordance with regulatory requirements. Upon request, the family home care provider did not present verification that the provider maintained a policy regarding holidays, vacations, illness and emergency pick-up.

**Posted/Available Documentation**

**Not In Compliance**

**820 - Diapering/Handwashing Procedures**

**Not In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (8) The proper methods of diapering and hand-washing shall be available at each diaper changing area.**

**Findings:**

General: Based on interview and review of documentation, the family care home failed to post or make available documentation. Upon request, the family care home provider did not provide verification that the proper methods of diapering were available at each diaper changing area.

**825 - Posted Documentation**

**Not In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall:**

- (7) Make available to a parent upon request:**
- (a) The staff to child ratios described in Section 10 of this administrative regulation;**
- (b) The planned program of activities;**
- (c) Each statement of deficiency issued by the cabinet during the current certification period;**
- (d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and**
- (e) Daily schedule including any trips outside the family child-care home;**

**Findings:**

General: Based on interview and review of documentation, the family child care home failed to post documentation in accordance with regulatory requirements. Upon request, the family care home provider did not present verification that each statement of deficiency issued by the cabinet during the current certification period was available for review.

**Animals**

**Not Applicable**

**Posted Requirements**

**In Compliance**

Signature of  
Provider/Representative

Title

Date