



Andy Beshear
GOVERNOR

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

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 Friedlander
SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Shelby County Early Head Start and Full Day Full Year Head Start Provider Address: 821 College Street, Shelbyville, KY, 40065 Owner(s): Ohio Valley Educational Cooperative	Provider Information Provider Type: LICENSED TYPE I	CLR No: L357736 Capacity: 60 Director(s): Fithian, Kimberly Ann
Inspection Type: Renewal Application Date Initiated: 04/25/2017 10:40 AM	Inspection Information Date Concluded: 04/25/2017 3:08 PM No. of Children Present: 32	Inspection No: 219657

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
190 - Abuse/Neglect Report Procedure	Not In Compliance
922 KAR 2:120. Section 2. Child Care Services. (3)(b) The program shall include: 1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030;	
Findings: General: Based on review of documentation and interview, the child care center failed to comply with regulatory requirements. Review of the center's child abuse reporting procedure revealed the procedure failed to be in compliance with the laws of the Commonwealth pertaining to child abuse or neglect as set forth in KRS 620.030 as the center's procedure stated "after staff has reported suspected abuse-LAM/Supervisor should be notified immediately and 'Report of Suspected Abuse/Neglect' should be completed and mailed to the Head Start/Early Head Start Director." The director and staff-in-charge revealed the center was in the process of addressing the issue with the current policy.	
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, 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 and interview, the child care center director failed to assure compliance with regulatory requirements. An annual written performance evaluation was not presented for review at the time of survey for one (1) staff member hired 7/1/12. The director and staff-in-charge revealed a written evaluation was not completed for this staff member.	

Inspection Report**Employee Records****Not In Compliance****315 - Educational Requirements****Not In Compliance****922 KAR 2:110. Section 5. 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 review of documentation and interview, the child care center failed to maintain employee records in accordance with regulations. Review of staff files revealed the high school transcript presented for review at the time of survey for a staff member hired 4/17/17 did not contain a graduation date or an official stamp indicating the staff member graduated. The staff-in-charge revealed this was the only documentation available for review at the time of survey.

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

Signature of Provider/Representative

Title

Date