



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

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Governor

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Eric C. Friedlander
Secretary

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Inspector General

Inspection Report

Provider Name: Longbranch Elementary ASP	Provider Information	CLR No: L359257
Provider Address: 2805 Longbranch Road, Union, KY, 41091	Provider Type: LICENSED TYPE I	Capacity: 75
Owner(s): Children, Inc.		Director(s): Pfirman, Cindy Jane

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219147
Date Initiated: 04/27/2017 3:50 PM	Date Concluded: 04/27/2017 4:45 PM	
	No. of Children Present: 12	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
75 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings:	
General: Based on Review of Documentation, there was no documentation made available at the time of the survey regarding current liability insurance.	
Director Requirements	In Compliance

Inspection Report

Employee Records

Not In Compliance

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation, staff person hired 11/14/16 did not have a personnel file on file in the facility. The staff person's information was texted to the staff person, however, there was no physical personnel file in the facility.

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

In Compliance

Children's Records

In Compliance

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of
Provider/Representative

Title

Date