



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

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Inspection Report

Provider Name: Owsley County Early Head Start/ Head Start	Provider Information Provider Type: LICENSED TYPE I	CLR No: L354877
Provider Address: 122 Baker Lane, Booneville, KY, 41314		Capacity: 164
Owner(s): Owsley County Board Of Education		Director(s): Chandler, Pamela Lee

Inspection Type: Renewal Application	Inspection Information	Inspection No: 221305
Date Initiated: 09/28/2017 10:11 AM	Date Concluded: 09/28/2017 1:24 PM	
	No. of Children Present: 84	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
250 - Staff Management/Policy Development/Supervision	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:
(e) Manage the staff in their individual job descriptions;
(f) Develop child-care center plans, policies, and procedures;
(g) Supervise staff conduct to ensure implementation of program policies and procedures;

Findings:

General: Based on review of documentation, the director failed to assure compliance with the implementation of program policies, i.e., a volunteer's (start date: 10/20/15) file contained a copy of a negative tuberculin test with results dated 9/11/15; therefore, the result was no longer current. Based on interview, the director stated that the child care center has a policy that all staff working with children, including volunteers, must maintain current written documentation from a health care professional that they are free of active tuberculosis.

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 of staff files, the child care center was unable to produce the completed child abuse and neglect (CA/N) background check for a volunteer (start date: 11/28/12); therefore, the child care center failed to maintain a personnel file for this volunteer.

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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, it was found that a staff's (DOH: 9/24/97) file contained a copy of a negative tuberculin results dated 7/31/15; therefore, the result was no longer complaint with regulatory requirements.

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

- (14) 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 within the first three (3) months of employment;**
 - (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 ½) hours of pediatric abusive head trauma training; and**
 - (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 ½) hours of pediatric abusive head trauma training completed once every five (5) years.**

Findings:

General: Based on review of documentation of ECE-TRIS and staff files, the following was found:

- 1) Staff with DOH: 4/14/15 completed twelve (12) of the required fifteen (15) hours of annual training for the training year 4/14/16 to 4/13/17.
- 2) Staff with DOH: 4/14/15 has not completed the required Pediatric Abusive Head Trauma training.
- 3) Staff with DOH: 7/12/16 has not completed the required Pediatric Abusive Head Trauma training.

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

Inspection Report

Posted Documentation

In Compliance

Animals

In Compliance

Signature of
Provider/Representative

Title

Date