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**Inspection Report**

<b>Provider Name:</b> Owen County Head Start	<b>Provider Information</b>	<b>CLR No:</b> L355334
<b>Provider Address:</b> 1925 Highway 22 East, Owenton, KY, 40359	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 17
<b>Owner(s):</b> Ohio Valley Educational Cooperative		<b>Director(s):</b> Fithian, Kim

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 290368
<b>Date Initiated:</b> 08/28/2019 11:18 AM	<b>Date Concluded:</b> 08/28/2019 1:30 PM	
	<b>No. of Children Present:</b> 10	

Inspection Report	
<b>Background Checks</b>	<b>Not In Compliance</b>
<b>85 - Employment Status</b>	<b>Not In Compliance</b>
<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>	
<b>Findings:</b>	
General: Based on interview and review of documentation, the child care center failed to comply with regulations for background checks. Upon review of a KARES surveyor report that revealed two (2) staff members with the hire date of 2/6/2019 and 3/25/2019 were listed as, "current employees". Interview with the staff in charge revealed the two (2) aforementioned staff members are no longer employed with the child care center.	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>390 - Educational Requirements</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:</b> 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;	
<b>Findings:</b>	
General: Based on interview and review of documentation, the child care center failed to maintain employee records in accordance with regulations. Review of staff files revealed a staff member with the hire date of 07/15/2019 did not have proof of educational documentation (high school diploma, GED, or Commonwealth Child Care Credential). Interview with the staff in charge revealed this information was not available at the time of survey.	
<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>

**Inspection Report**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**Children's Records**

**Not In Compliance**

**1140 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center 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 child-care center; and**

**3. To contain:**

**a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;**

**b. Contact information to enable a person in charge 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 child-care center;**

**e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;**

**f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;**

**Findings:**

General: Based on interview and review of documentation, the child care center failed to maintain children's records in accordance with regulatory requirements. The children's records for a child with the enrollment date of 8/26/2019 did not contain information for an emergency contact. Interview with the staff in charge revealed the requested documentation was unavailable at the time of survey.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date