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Inspection Report

Provider Name: Telford Community Center YMCA, Inc.	Provider Information	CLR No: L383290
Provider Address: 75 Old Us 25 North, Berea, KY, 40475	Provider Type: LICENSED TYPE I	Capacity: 70
Owner(s): Telford Community Center Young Men's Christian Association, Incorporated		Director(s): Winstead, Calvetta Annette

Inspection Type: Renewal Application	Inspection Information	Inspection No: 231618
Date Initiated: 11/16/2017 2:35 PM	Date Concluded: 11/16/2017 3:56 PM	
	No. of Children Present: 3	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
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 staff files, a staff member (DOH: 8/11/14) did not have an annual performance evaluation available for review; therefore, it could not be confirmed that a current performance evaluation has been completed on this staff member. Based on interview, the staff in charge stated they did not have an evaluation available for review on this staff member.

300 - Background checks/left alone

Not In Compliance

922 KAR 2:090. Section 6. License Issuance.

(5) An individual described in subsection (4) of this section shall:

(a) Submit to background checks described in paragraph (b) of this subsection;

(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:

- 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
- 2. Criminal records check required by KRS 199.896(19);**
- 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**
- 4. An address check of the Sex Offender Registry; and**

(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.

Findings:

General: Based on review of documentation of staff files, the following was found:

- 1) One (1) staff's file (DOH: 5/15/17) did not contain a completed child abuse and neglect (CA/N) check, i.e., the CA/N form was present in the file; however, the results section was not completed.
- 2) The criminal records check (CRC) was not submitted timely for a staff member (DOH: 5/1/17), i.e., the CRC was not submitted until 6/20/17.

Based on interview, neither staff member has been left alone with children at the child care center.

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, a staff's (DOH: 6/18/14) file did not contain a completed child abuse and neglect (CA/N) check, i.e., the file only contained the first page of the form. Based on information provided by the Division of Child Care, it was confirmed that a completed CA/N check for this staff member was completed with no reportable incident on 6/24/14. Therefore, the personnel file for this staff member was not maintained.

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 of staff files, staff hired on 2/26/15 did not have written documentation on file from a health care professional that they were free of active tuberculosis, i.e., the staff's file contained documentation of when the TB skin test was administered; however, it did not contain information on the day and time the results were read or the results of the skin test.

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) A staff with DOH: 5/15/17 has not completed the required six (6) hours of orientation.
- 2) A staff with DOH: 5/1/17 has not completed the required six (6) hours or orientation.
- 3) A staff with DOH: 8/11/14 has not completed the required Pediatric Abusive Head Trauma training.
- 4) A staff with DOH: 8/11/14 completed zero (0) of the required fifteen (15) hours of annual training for the training year 8/11/16 to 8/10/17.
- 5) A staff with DOH: 2/26/15 completed one (1) of the required fifteen (15) hours of annual training for the training year 2/26/16 to 2/25/17.
- 6) A staff with DOH: 6/18/14 completed zero (0) of the required fifteen (15) hours of annual training for the training year 6/18/16 to 6/17/17.

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

Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center 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 review of documentation of children's files, the following items were found:

- 1) A child with DOE: 8/16/17 did not have an immunization certificate in their file for review; therefore, it could not be confirmed that the child's immunizations were up to date.
- 2) A second child with DOE: 8/16/17 did not have an immunization certificate in their file for review; therefore, it could not be confirmed that the child's immunizations were up to date.
- 3) A third child with DOE: 8/16/17 did not have an immunization certificate in their file for review; therefore, it could not be confirmed that the child's immunizations were up to date.

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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 review of documentation of children's files, the following items were found:

- 1) A child with DOE: 8/16/17 did not have the name or phone number of the preferred hospital in their file.
- 2) A second child with DOE: 8/16/17 did not have the name or phone number of the preferred hospital in their file.
- 3) A child with DOE: 8/16/17 did not have the phone number of the preferred hospital in their file.
- 4) A second child with DOE: 8/16/17 did not have the phone number of the preferred hospital in their file.
- 5) A third child with DOE: 8/16/17 did not have the phone number of the preferred hospital in their file.
- 6) A fourth child with DOE: 8/16/17 did not have the phone number of the preferred hospital in their file.
- 7) A fifth child with DOE: 8/16/17 did not have the phone number of the preferred hospital in their file.

Written Documentation

Not In Compliance

1090 - Policies and Procedures

Not In Compliance

922 KAR 2:110. Section 2. General.

(5) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

- 1. Staff policies;**
- 2. Job descriptions;**
- 3. An organization chart;**
- 4. Chain of command; and**
- 5. Other procedures necessary to ensure implementation of:**
 - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
 - b. 922 KAR 2:090, Child-care center licensure;**
 - c. 922 KAR 2:120, Child-care center health and safety standards; and**
 - d. This administrative regulation.**

Findings:

General: Based on observation and review of documentation, the following was found:

- 1) The child care center did not have the children and parent's rights posted or available for public inspection.
- 2) The child care center did not have written job descriptions for the staff.

1105 - Professional Development

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(f) A written annual plan for child-care staff professional development;

Findings:

General: Based on review of documentation of staff files, a staff with DOH: 8/11/14 did not have an annual professional development plan available for review; therefore, it could not be confirmed that this staff member had a current professional development plan. Based on interview, the staff in charge stated they did not have a professional development plan available for review on this staff member.

Inspection Report

1115 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on review of documentation, the following was found:

- 1) There was no written documentation that at least one (1) tornado drill had been completed between January 2017 and March 2017.
- 2) There was no written documentation that at least one (1) tornado drill had been completed between April 2017 and June 2017.
- 3) There was no written documentation that at least one (1) earthquake drill had been completed between January 2017 and March 2017.
- 4) There was no written documentation that at least one (1) earthquake drill had been completed between April 2017 and June 2017.

Based on interview, it was stated that the drills were practiced during these months; however, they were not documented.

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on review of documentation, there was no written documentation that fire drills had been completed for the following months in 2017: January, February, March, April, and May. Based on interview, it was stated that the drills were practiced during these months; however, they were not documented.

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;
- (d) A description of services provided by the child-care center, including:
 - 1. Current rates for child care; and
 - 2. Each service charged separately and in addition to the basic rate for child care;
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (f) Daily schedule.

Findings:

General: Based on observation and review of documentation, the following was found:

- 1) The previous statement of deficiency was not posted in a conspicuous place or made available for public inspection.
- 2) The previous plan of correction submitted by the child care center was not posted in a conspicuous place or made available for public inspection.
- 3) Information on the Kentucky Consumer Product Safety Program and the program's website was not posted in a conspicuous place or made available for public inspection.
- 4) A description of services provided by the child care center including current rates and each service charged separately was not posted in a conspicuous place or made available for public inspection.
- 5) The minimum staff-to-child ratios and group size was not posted in a conspicuous place or made available for public inspection.

Animals

In Compliance

Signature of Provider/Representative

Title

Date