



**Andy Beshear**  
GOVERNOR

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

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Western Branch  
901 B South Main Street  
Hopkinsville, KY 42240

**Adam Mather**  
INSPECTOR GENERAL

Phone: (270) 889-6052 Fax: (270) 889-6089  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

|  |                                       |                                     |
|--|---------------------------------------|-------------------------------------|
| <b>Provider Name:</b> North Butler Head Start                        | <b>Provider Information</b>           | <b>CLR No:</b> L383573              |
| <b>Provider Address:</b> 5539 Brownsville Rd., Morgantown, KY, 42261 | <b>Provider Type:</b> LICENSED TYPE I | <b>Capacity:</b> 20(Bldg 1: 34)     |
| <b>Owner(s):</b> Community Action Of Southern Kentucky, Incorporated |                                       | <b>Director(s):</b> Brown, Carla Y. |

|   |  |                              |
|---|--|------------------------------|
| <b>Inspection Type:</b> Renewal Application | <b>Inspection Information</b>              | <b>Inspection No:</b> 242839 |
| <b>Date Initiated:</b> 01/11/2018 10:30 AM  | <b>Date Concluded:</b> 01/11/2018 12:30 PM |                              |
|   | <b>No. of Children Present:</b> 16         |                              |

| Inspection Report  |                          |
|--|--------------------------|
| <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>Not In Compliance</b> |
| <b>260 - Staff Evaluation</b>  | <b>Not In Compliance</b> |
| <b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b><br><b>(1) Effective with the adoption of this administrative regulation, a director shall:</b><br><b>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b>   |                          |
| <b>Findings:</b>   |                          |
| General: Based on Review of Documentation, a caregiver hired on 7/28/14, did not have an evaluation available for review.  |                          |
| <b>Employee Records</b>  | <b>Not In Compliance</b> |
| <b>300 - Background checks/left alone</b>  | <b>Not In Compliance</b> |
| <b>922 KAR 2:090. Section 6. License Issuance.</b><br><b>(5) An individual described in subsection (4) of this section shall:</b><br><b>(a) Submit to background checks described in paragraph (b) of this subsection;</b><br><b>(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:</b><br><b>1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;</b><br><b>2. Criminal records check required by KRS 199.896(19);</b><br><b>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</b><br><b>4. An address check of the Sex Offender Registry; and</b><br><b>(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.</b> |                          |
| <b>Findings:</b>   |                          |
| General: Based on Review of Documentation, a caregiver hired on 8/7/17, child abuse and neglect check was not available for review.  |                          |
| <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**

**In Compliance**

**Children's Records**

**In Compliance**

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

---

Signature of Provider/Representative

Title

Date