



Andy Beshear
GOVERNOR

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

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Information		
Provider Name: Metcalfe Enrichment Center	Provider Type: LICENSED TYPE I	CLR No: L357254
Provider Address: 770 Industrial Park, Edmonton, KY, 42129		Capacity: 80
Owner(s): Community Action Of Southern Kentucky, Incorporated		Director(s): Brown, Carla Yvonne

Inspection Information		
Inspection Type: Renewal Application		Inspection No: 220426
Date Initiated: 08/28/2017 10:30 AM	Date Concluded: 08/28/2017 12:45 PM	
No. of Children Present: 27		

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
190 - Abuse/Neglect Report Procedure	Not In Compliance
922 KAR 2:120. Section 2. Child Care Services. (3)(b) The program shall include: 1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030;	
Findings: General: Based on review of documentation, the surveyor observed that the staff handbook did not contain policies or procedures for reporting abuse or neglect.	
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 documentation, the surveyor observed that a staff member's (DOH: 3/20/17) file did not contain a performance evaluation. During an interview with the director, the surveyor was informed that performance evaluations are normally completed four (4) months from the staff member's date of hire.	

Inspection Report**Employee Records****Not In Compliance****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, the surveyor observed a staff member's (DOH: 11/14/16) Child Abuse/Neglect (CAN) check was not submitted timely. The CAN check was signed and dated on 11/29/16, therefore, the CAN check was not submitted within five (5) days of hire. During an interview with the director, the surveyor was informed that the staff member was not left alone with children until the CAN check was returned on 12/6/16.

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****Not In Compliance****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, the surveyor observed that a staff member's (DOH: 3/20/17) file did not contain a professional development plan. During an interview with the director, the surveyor was informed that professional development plans are normally completed within the month of the staff member's date of hire and annually thereafter.

Posted Documentation**In Compliance****Animals****In Compliance**

Signature of Provider/Representative

Title

Date