



**Andy Beshear**  
GOVERNOR

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

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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

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

  

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|---------------------------------------------|-------------------------------------------|------------------------------|
| <b>Inspection Information</b>               |                                           |                              |
| <b>Inspection Type:</b> Renewal Application |                                           | <b>Inspection No:</b> 245225 |
| <b>Date Initiated:</b> 10/10/2018 11:20 AM  | <b>Date Concluded:</b> 10/10/2018 2:40 PM |                              |
| <b>No. of Children Present:</b> 31          |                                           |                              |

| Inspection Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |
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| Background Checks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | In Compliance            |
| Supervision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | In Compliance            |
| Staffing Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | In Compliance            |
| General Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | In Compliance            |
| Director Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | In Compliance            |
| Employee Records                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Not In Compliance        |
| <b>385 - Personnel File</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Not In Compliance</b> |
| <b>922 KAR 2:090. Section 9. Records.</b><br><b>(1) A child-care center shall maintain:</b><br><b>(e) A current personnel file for each child-care center staff person to include:</b><br><b>1. Name, address, date of birth, and date of employment;</b><br><b>2. Proof of educational qualifications;</b><br><b>3. Record of annual performance evaluation;</b><br><b>4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and</b><br><b>5. The results of background checks conducted in accordance with 922 KAR 2:280;</b> |                          |
| <b>Findings:</b><br>General: Based on review of documentation, the surveyor found that the file for a staff (DOH: 10/26/15) contained an employee performance evaluation: however the evaluation was not dated or signed. Therefore, it could not be determined if the evaluation had been completed annually as required.                                                                                                                                                                                                                                                                                  |                          |

**410 - Training**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

- (16) 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

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

1. A staff member (DOH: 10/27/93) has not completed the required fifteen (15) hours of cabinet approved training. A review of ECE-TRIS found that the staff member completed six (6) hours of cabinet approved training. A review of the staff member's file found no additional training hours for the training period.
2. A staff member (DOH: 09/12/05) last completed the one and one half (1 ½) hours of pediatric abusive head trauma training on 08/27/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
3. A staff member (DOH: 03/20/06) last completed the one and one half (1 ½) hours of pediatric abusive head trauma training on 08/28/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
4. A staff member (DOH: 08/13/12) last completed the one and one half (1 ½) hours of pediatric abusive head trauma training on 06/08/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
5. A staff member (DOH: 10/01/11) last completed the one and one half (1 ½) hours of pediatric abusive head trauma training on 09/14/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
6. A staff member (DOH: 10/14/15) last completed the one and one half (1 ½) hours of pediatric abusive head trauma training on 07/24/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.

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| <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>     |
| <b>Outdoor Play Area</b>    | <b>In Compliance</b>     |
| <b>Equipment</b>            | <b>In Compliance</b>     |
| <b>Transportation</b>       | <b>Not In Compliance</b> |

**895 - Vehicle Requirements/Traffic Stop During Loading/Unloading**

**Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**

- (6) A vehicle used to transport children shall meet the following requirements:**
- (b) A vehicle that requires traffic to stop while loading and unloading a child shall be equipped with a system of:**
    - 1. Signal lamps;**
    - 2. Identifying colors; and**
    - 3. Cautionary words.**

**Findings:**

General: Based on observation and interview, the surveyor found that one (1) of the two (2) buses utilized for transporting children has a top left side light not flashing when in use. Upon interview, the Director reported that she was not aware and it would be fixed immediately.

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| <b>Food Service/Food Program</b> | <b>In Compliance</b> |
| <b>Food Service</b>              | <b>In Compliance</b> |
| <b>Children's Records</b>        | <b>In Compliance</b> |
| <b>Written Documentation</b>     | <b>In Compliance</b> |
| <b>Posted Documentation</b>      | <b>In Compliance</b> |
| <b>Animals</b>                   | <b>In Compliance</b> |

Signature of Provider/Representative

Title

Date