



Andy Beshear
GOVERNOR

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

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SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Carroll County Head Start	Provider Information	License No: L358456
Provider Address: 619 Ninth Street, Carrollton, KY, 41008	Provider Type: LICENSED TYPE I	Capacity: 120
Owner(s): Carroll County Board of Education		Director(s): McNeal, Pam

Inspection Type: Investigation	Inspection Information	Inspection No: 14621
Visit Start Date: 11/01/2012 1:35 PM	Visit End Date: 11/01/2012 3:30 PM	
	No. of Children Present: 72	

Inspection Report

General Administration

140 - Reports to Cabinet

922 KAR 2:110 - Section 6 Reports.

(1) The following shall be reported to the cabinet or designee and other agencies specified in this section within twenty-four (24) hours from the time of discovery:

- (a) Communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010;
- (b) An accident or injury to a child that requires medical care;
- (c) An incident that results in legal action by or against the child-care center that affects a child or staff person; or
- (d) An incident involving fire or other emergency.

2) Accident/Injury;

In Compliance

140 - Reports to Cabinet

922 KAR 2:110 - Section 6 Reports.

(1) The following shall be reported to the cabinet or designee and other agencies specified in this section within twenty-four (24) hours from the time of discovery:

- (a) Communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010;
- (b) An accident or injury to a child that requires medical care;
- (c) An incident that results in legal action by or against the child-care center that affects a child or staff person; or
- (d) An incident involving fire or other emergency.

3) Legal Action;

Not In Compliance

Findings:

General: Based on review of documentation, per the media, legal action was filed againsts Carroll County Board of Education, the licensee of Carroll County Head Start, in result of an incident that occurred on October 29, 2012 and the Cabinet was not notified within 24 hours from the time of discovery.

Director Requirements

118 - Health, Safety, Comfort

In Compliance

922 KAR 2:110 - Section 4 (1)

- (I) Provide for the health, safety, and comfort of each child;

Inspection Report

Transportation

302 - Transportation Notification and Policies/ Procedures

922 KAR 2:120 - Section 12

(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:

- (a) Type of transportation offered;
- (b) Type of vehicle used for transportation;
- (c) Plan for ensuring staff perform duties relating to transportation properly;
- (d) Full insurance coverage for each vehicle;
- (e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
- (f) Contracts, agreements, or documents detailing arrangements with any third party for services; and
- (g) Safety procedures for:
 - 1. Transporting a child;
 - 2. Loading and unloading a child; and
 - 3. Providing adequate supervision of a child.

6) Third party agreements

Not In Compliance

Findings:

General: Based on interview, per the director, the facility arranges transportation using a third party transportation agreement with Carroll County Board of Education. Documentation of the third party transportation agreement failed to be provided.

Written Documentation

100 - Daily Attendance Records

922 KAR 2:110 - Section 3

(5) Daily attendance records documenting the arrival and departure time of each child;

1) Arrival

Not In Compliance

Findings:

General: Based on review of documentation, the arrival time for each child was not documented on the attendance records for 10/29/12.

2) Departure

Not In Compliance

Findings:

General: Based on review of documentation, the departure time for each child was not documented on the attendance records for 10/29/12.

Signature of
Provider/Representative

Title

Date