



**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  
Southern Branch  
116 Commerce Ave  
London, KY 40744

**Adam Mather**  
INSPECTOR GENERAL

Phone: (606) 330-2030 Fax: (606) 330-2056  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Campbellsville/Taylor County Head Start	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L350860
<b>Provider Address:</b> 1951 Old Columbia Road, Campbellsville, KY, 42718		<b>Capacity:</b> 120
<b>Owner(s):</b> Lake Cumberland Community Action Agency, Inc.		<b>Director(s):</b> Brown, Elizabeth Ellen

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242290
<b>Date Initiated:</b> 12/07/2017 11:15 AM	<b>Date Concluded:</b> 12/07/2017 2:40 PM	
	<b>No. of Children Present:</b> 79	

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>

**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 contained in staff files, the surveyor found the following:

1. The file for a staff (DOH: 03/19/07) did not contain an annual written performance evaluation.
2. The file for a staff (DOH: 10/02/09) contained an annual written performance evaluation dated 02/22/16. An updated performance evaluation was not available for surveyor review.
3. The file for a staff (DOH: 10/18/06) contained an annual written performance evaluation dated 12/09/15. An updated performance evaluation was not available for surveyor review.
4. The file for a staff (DOH: 09/01/10) contained an annual written performance evaluation dated 11/01/16. An updated performance evaluation was not available for surveyor review.

Inspection Report

Employee Records

Not In Compliance

315 - Educational Requirements

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(1) Child-care center staff:

- (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:
  - 1. High school diploma;
  - 2. GED or qualifying documentation from a comparable educational entity; or
  - 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

Findings:

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

- 1. A staff's (DOH: 07/05/17) file did not contain verification of a High School Diploma, GED or Commonwealth Child Care Credential.
- 2. A staff's (DOH: 12/08/16) file did not contain verification of a High School Diploma, GED or Commonwealth Child Care Credential.

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, the surveyor found that a staff's (DOH: 09/09/05) file contained a copy of a negative tuberculin result that was no longer current as of 09/25/17.

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 1/2) 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 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on review of documentation and ECE-TRIS, the surveyor found that a staff (DOH: 08/28/15) obtained only seven (7) hours of cabinet-approved early care and education annual training for the review period of 08/28/16 through 08/27/16.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not In Compliance

900 - Children's Transportation Records

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

(a) Be recorded in writing and include:

- 1. The first and last name of the child transported; and
- 2. The time each child gets on and the time each child gets off;
- (b) Be completed by a staff member other than the driver; and
- (c) Be kept for five (5) years.

Findings:

General: Based on review of documentation, the surveyor found that the childcare center uses five (5) buses to transport the children. The children's transportation records were not available for surveyor review for one (1) bus.

Food Service

In Compliance

Children's Records

In Compliance

**Inspection Report**

**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 contained in staff files, the surveyor found the following:

1. A staff's (DOH: 03/09/00) file contained a plan for professional development dated 01/21/16. An updated professional development plan was not available for surveyor review.
2. A staff's (DOH: 07/14/14) file contained a plan for professional development dated 03/08/16. An updated professional development plan was not available for surveyor review.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date