

The KICCS Portal

Kentucky's Integrated Child Care System

Completing the Plan of Correction



Quick reference

Completing the Plan of Correction

Slide #3

Need On-Site Assistance/CCA

Slide #35

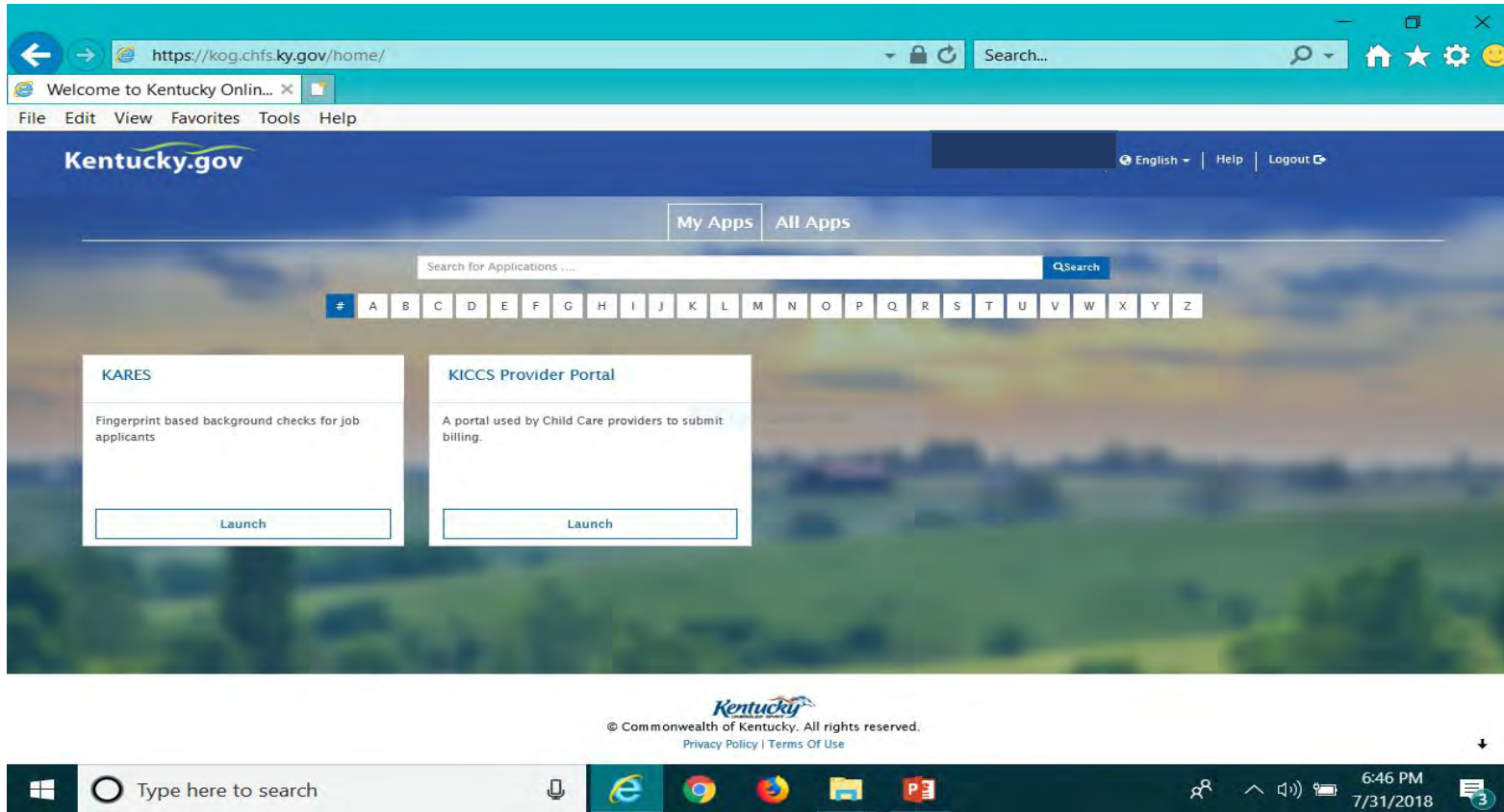
Help Desk and DCC Access to KOG/KICCS

Slide #36

Let's get started....

Child Care providers in Kentucky are required to use The KICCS application (APP) to complete Plan of Corrections online. On the next slides you will learn how to complete and submit your Plan of Correction on the KICCS Portal.

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>



KICCS Provider Portal “Launch Page” provides easy access:

- 1) Link to the Kentucky Online Gateway and the KICCS Portal (see right side of screen)
- 2) The Phone # and email for KICCS Helpdesk
- 3) KICCS Portal User Guide (right side of screen) for new users and for those who already have a KY Online Gateway Account

Here's the address for this page:

<https://chfs.ky.gov/agencies/dcbs/dcc/Pages/kiccsportal.aspx>

CHES > Agencies > Department for Community Based Services > Division of Child Care > KICCS Provider Portal Launch Site

DIVISION OF CHILD CARE

KICCS Provider Portal Launch Site

What It Is

The [KICCS Provider Portal](#) is used by child care providers to submit billing and view documents for the Child Care Assistance Program, complete Plans of Correction for Division of Regulated Child Care and submit documentation and receive correspondence for the All STARS program.

Contact the [KICCS HelpDesk](#) for help creating an account, navigation assistance or system issues related to the Provider Portal.

Local (Frankfort): (502) 564-0104, Option 5
Toll-free: (866) 231-0003, Option 6

HELPDESK

All STARS

Beginning June 25, Licensed and Certified child care providers will be able to do the following using the Provider Portal:

- submit Standards Checklist and upload supporting

Portal Access

[KICCS Provider Portal](#)

Become a KICCS Portal User

- Review the [KICCS Portal User Guide](#) for instructions to create a KY Online Gateway citizen account
- Child care providers print and follow the instructions on the [Provider Portal User Agreement](#)
- University of Kentucky STARS staff (QEI) print and follow the instructions on the [QEI User Agreement](#)

Have an existing KY Online Gateway citizen account?

- Log into your account
- Request access to the KICCS Provider Portal
- Submit the appropriate User

Users may have access to one or more licensed centers; i.e., some licensees own multiple child care centers. How many centers will you need to access?

Note:
Access
to CCAP
and ALL
STARS
In the
sidebar

Example: This user has
access to three licensed
child care centers

Assigned Providers				
	Provider Name	CLB	Address	Type
Her	burg	0	, Ky 40011	LICENSED TYPE I
Her		3	, Ky 40057	LICENSED TYPE I
Her	le	9	le, Ky 40050	LICENSED TYPE I

To begin any process – click on the name of the center you need to access at this time. Then, using the drop down box in the center of the page, you can filter to choose which task you would like to complete; i.e., Plan of Correction.

Hint: Follow steps below to display your Plan of Correction Online. Check out the Workbasket.

KICCS Provider Portal (Release 5.36.3) KY Agencies | KY Services
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Attention CCAP Providers
Civil Penalty (CP) payments can no longer be made on the KICCS Portal through a CCAP recoupment. All CP payments shall be made directly to the Division of Regulated Child Care. Recoupments submitted for a CP through the portal may be returned, which could lead to a loss or delay of CCAP benefits and/or denial of the facility's license. Any questions regarding CP Payments call the Division of Regulated Child Care at (502) 564-7962.

Assigned Providers

Provider Name	CLR	Address	Type
[REDACTED]	L35 [REDACTED]	8 [REDACTED] Louisville, Ky 40214	Licensed Type I
[REDACTED]	L37 [REDACTED]	4 [REDACTED] e, Ky 40241	Licensed Type I
[REDACTED] Academy	L38 [REDACTED]	2 [REDACTED] y 40208	Licensed Type I

Workbasket

Filter By:

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The Drop Down Box in your Workbasket

Plan of Correction Due
Renewal Application Due
CMP Payment Due

Filter the Drop Down Box to choose:

Plan of Correction Due

Your Workbasket will open and display all Plan of Corrections that are due at this time.

Oops....This Workbasket is empty

No Information Found

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CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY INTEGRATED CHILD CARE SYSTEM

KICCS Provider Portal (Release 5.36.2)

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Attention CCAP Providers

Civil Penalty (CP) payments can no longer be made on the KICCS Portal through a CCAP recoupment. All CP payments shall be made directly to the Division of Regulated Child Care. Recoupments submitted for a CP through the portal may be returned, which could lead to a loss or delay of CCAP benefits and/or denial of the facility's license. Any questions regarding CP Payments call the Division of Regulated Child Care at (502) 564-7962.

Assigned Providers

Provider Name	CLR	Address	Type
S. [REDACTED] Academy	L383 [REDACTED]	2 [REDACTED] Louisville, Ky 40208	Licensed Type I

Workbasket

Filter By:

Plan of Corrections Due

No Information Found

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Hint: Once a survey has been completed it takes a few days for the Statement of Deficiencies to be written, reviewed and posted in the portal. Once the Plan of Correction is available you should receive an email from your local DRCC Office.

If the Statement of Deficiencies has not been issued, the work basket will be empty. If you are concerned there is a problem – call your regional DRCC Office.

Now we are ready to get started. When we filtered Plan of Correction, the Workbasket revealed POC #1. Hint: When a word or number is underlined, you can click on it to open the next screen.

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al through a CCAP recoupment. All CP payments shall be made directly to the Division of Regulated Child Care. Recoupments lead to a loss or delay of CCAP benefits and/or denial of the facility's license. Any questions regarding CP Payments call the

Remittance

Assigned Providers

Provider Info	Provider Name	License #	Address	Type
Renewal/Change App.	[REDACTED]	L358	8 [REDACTED] Louisville, Ky 40214	Licensed Type I
	[REDACTED]	L37	4 [REDACTED] le, Ky 40241	Licensed Type I
	[REDACTED] Academy	L38	2 [REDACTED] Ky 40208	Licensed Type I

Workbasket

Filter By: Plan of Corrections Due

POC No	Provider Name	CLR	Inspection Type	Due Date	POC Status	Previous POC Status
<u>1</u>	Jc [REDACTED]	L358 [REDACTED]	Renewal Application	6/6/2016	Requested	

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#1 indicates this is the first time it has been issued

Name of Center

License #

Type of Inspection, i.e., renewal, complaint, change

POC must be submitted by the due date

Current Status; i.e., requested, complete

"REJECTED" – if previously submitted but unacceptable

Hint: Clicking on POC # 1 opened this screen. Remember, if a number or word is underlined, it opens a screen.

CLR [REDACTED]

Approved Capacity: 100

Director(s) [REDACTED]

No. of Children Present: 100

Date Concluded: 06/27/2019 10:17 AM

No. of Children Present: 100

Date Received Status: 06/27/2019

POC Status Date: 06/27/2019

[View Plan of Corrections] [Submit Plan of Corrections] [Upload]

[Home] [Cancel]

Always open the Plan of Corrections first to review all deficiencies.

Hint: Scroll through the whole document to review and identify non compliance deficiencies. You can not type on this form.



Governor

**DEPARTMENT FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL****Vickie Yates Brown Glisson**
Secretary

Division of Regulated Child Care
Northern Enforcement Branch
908 W. Broadway, 10-W
Louisville, KY 40203
Phone: (502) 595-5781
Fax: (502) 595-5773
<http://chfs.ky.gov/os/oig>

John D. Inman
Acting Inspector General**Inspection Report**

Provider Information		
Provider Name: [REDACTED]	Provider Type: LICENSED TYPE I	License No: L [REDACTED]
Provider Address: [REDACTED] ville, KY, 40214		Capacity: 166
Owner(s): [REDACTED]		Director(s): [REDACTED]

Inspection Information	
Inspection Type: Renewal Application	Visit End Date: 05/12/2016 2:22 PM
Visit Start Date: 05/12/2016 10:01 AM	No. of Children Present: 70

Inspection Report	
Supervision	
5 - Children Supervised	In Compliance
922 KAR 2:120. Section 2. Child Care Services.	
(3)(a) Each center shall maintain a child-care program that assures each child will be:	

Inspection Report

265 - Health, Safety, Comfort

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:

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

Findings:

General: Based on Observation, the child care center director failed to assure compliance with regulatory requirements. Observation of the Four & Five-Year-Old Room revealed one (1) electrical outlet was not covered.

Plan of Corrections:

1) The specific action undertaken to correct a violation:

2) The date action was or is anticipated to be completed:

3) Action utilized to assure ongoing compliance:

Hint: As you review the document, make a note of deficiencies that must be corrected. You can not type on this form.

270 - Parent Notification

In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

(m) Notify the parent immediately of an accident or incident requiring medical treatment of a child;

275 - Caregiver Alone

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:

(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;

Findings:

General: Based on Observation, Review of Documentation, and Interview, the child care center director failed to assure compliance with regulatory requirements. Observation of the 2 Red Room revealed a staff member hired 2/18/15 was the sole caregiver of five (5) one-year-olds from 10:11am-11:01am. Review of staff files revealed the staff member hired

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(4) Each toilet shall:

- (a) Be kept in clean condition;**
- (b) Be kept in good repair;**
- (c) Be in a lighted room; and**
- (d) Have ventilation to outside air.**

Hygienic Practices

595 - Child Personal Care/Handwashing

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(4) A child shall:

- (a) Be helped with personal care and cleanliness based upon their developmental skills; and**
- (b) Wash his or her hands with liquid soap and warm running water:**
 - 1. a. Upon arrival at the center; or**
 - b. Within thirty (30) minutes of arrival for school-age children;**
 - 2. Before and after eating or handling food;**
 - 3. After toileting or diaper change;**
 - 4. After handling animals;**
 - 5. After wiping or blowing nose;**
 - 6. After touching items soiled with body fluids or wastes; and**
 - 7. After outdoor or indoor play time.**

Findings:

General: Based on Observation, the child care center failed to comply with hygienic practices in accordance with regulations. Observation of the 2 Red Room revealed a one-year-old's hands were not washed after a diaper change.

Plan of Corrections:

- 1) The specific action undertaken to correct a violation:**
- 2) The date action was or is anticipated to be completed:**
- 3) Action utilized to assure ongoing compliance:**

Next Step: After reviewing the entire document, close this screen and return to the previous screen.
No need to print the document, yet.

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KICCSPortals (Release 5.36.3)

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Plan Of Corrections

Provider Information

Inspection Information

Plan Of Corrections

Inspection Report

Provider Name:

Provider Type:

Provider Address:

Licensee(s):

License No.:

Approved Capacity:

Director(s):

Inspection No.:

Inspection Type:

Visit Start Date:

No. of Children Enrolled:

Visit End Date:

No. of Children Present:

Plan Of Corrections:

POC Due Date:

POC Status:

POC Received Date:

POC Status Date:

View Plan of Corrections

Submit Plan of Corrections

Upload

View Category Items

Category:

Director Requirements

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Once you have viewed the entire Statement of Deficiencies, you will complete one category at a time.

CATEGORIES

Hint: This is a complete list of categories for licensed centers and certified homes.

We included the name of each category and the range of regulation #'s associated with each category.

For example: licensed Animals category includes regulation # 1175, #1180 and #1185.

On the next screen in our presentation you will learn how to open each category so you can make the correction

- **License**

Animals #1175- #1185
Children's Records #1070 - #1080
Director Requirements #235 - #295
Employee Records #300- #345
Equipment #710 - #770
First Aid/Medication #655 - #670
Food Service #910 - #1065
General Administration #60 - #230
Hygienic Practices #595 - #650
Outdoor Play Area #675 - #705
Posted Documentation #1150 - #1170
Premises #460 - #590
Programming #350 - #455
Staff Requirements #30 - #55
Supervision #5 - #25
Transportation #775 - #905
Written Documentation #1085 - #1145

- **Certified**

Animals #685
Children's Records #590-605
Equipment #420- - #450
First Aid/Medication #380 - #405
Food Service #500 - #585
General Administration #15 - #90
Hygienic Practices #330 - #375
Outdoor Play Area #410 - #415
Posted Documentation #665 - #680 and #690
Premises #220 - #325
Programming #170 - #215
Provider Requirements #95 - #165
Supervision #5 - #10
Transportation #455 - #490 and #700 - #720
Written Documentation #610 - #660



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Plan Of Corrections

Provider Information

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: [REDACTED] sville, KY, 40214
Licensee(s): [REDACTED]

License No.: L35[REDACTED]
Approved Capacity: 166
Director(s): [REDACTED]

Inspection Information

Inspection No.: [REDACTED]
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 10:01 AM
No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1
POC Due Date: 06/06/2016
POC Status: Requested

POC Received Date:
POC Status Date: 05/20/2016

Inspection Report

View Plan of Corrections

Submit Plan of Corrections

Upload

Category: Director Requirements

View Category Items

Step #1: Select the category from the drop down box
Step #2: Click on the "view category items" box.

- Home
- View/Process
BFBs
- Print BFBs
- Print
Remittance
- Provider
Info
- Renewal/Change
App.

Plan Of Corrections

Provider Information

Provider Name: [REDACTED] License No.: [REDACTED]
Provider Type: LICENSED TYPE I Approved Capacity: 166
Provider Address: [REDACTED] d, Louisville, KY, 40214
Licensee(s): [REDACTED] Director(s): [REDACTED]

Inspection Information

Inspection No.: 215379
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 10:01 AM Visit End Date: 05/12/2016 2:22 PM
No. of Children Enrolled: 0 No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1
POC Due Date: 06/06/2016
POC Status: Requested
POC Received Date:
POC Status Date: 05/20/2016

Inspection Report

Category: Director Requirements

View Plan of Corrections Submit Plan of Corrections Upload

View Category Items

Reg No.	Regulation Title	Regulation Subtitle	Result	POC Completed
235	Operation instruction/Regulation copy		C	N/A
245	Regulatory Compliance/Staff in Charge		C	N/A
250	Staff Management/Policy Development/Supervision		C	N/A
255	Staff Meeting		C	N/A
260	Staff Evaluation		C	N/A
265	Health, Safety, Comfort		NC	Not Completed
270	Parent Notification		C	N/A
275	Caregiver Alone		NC	Not Completed
280	Altered/Falsified Records		C	N/A
285	Parental/Family Involvement Activity		C	N/A

NC means not in compliance and
Not Completed means we need to
submit a response

To begin, click on NC and a new
screen will open.

Inspection Report

View Plan of Corrections

Submit Plan of Corrections

Upload

Category: Director Requirements

View Category Items

Reg No.	Regulation Title	Regulation Subtitle	Result	POC Completed
235	Operation instruction/Regulation copy		C	N/A
245	Regulatory Compliance/Staff in Charge		C	N/A
250	Staff Management/Policy Development/Supervision		C	N/A
255	Staff Meeting		C	N/A
260	Staff Evaluation		C	N/A
265	Health, Safety, Comfort		NC	Not Completed
270	Parent Notification		C	N/A
275	Caregiver Alone		NC	Not Completed
280	Altered/Falsified Records			
285	Family Involvement Activity			

1) Why was this regulation cited?

2) What was done to make the correction? Not why it happened! Do not use identifying information; name or date of birth

Hint: You can type your response in the box. Be sure to click on SAVE CORRECTION when you have completed the 3 boxes.

1) The specific action undertaken to correct a violation :

2) The date action was or is anticipated to be completed:

3) Action utilized to assure ongoing compliance:

3) Some corrections must be made immediately.

All completion dates must be prior to expiration of license.

4) Be sure to indicate who will assure correction is implemented in the future and/or how you will assure the correction is implemented in the future.

Save Correction

Cancel Correction

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Plan Of Corrections

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: [REDACTED] 40214
Licensee(s): [REDACTED]

License No.: L355 [REDACTED]
Approved Capacity: 166
Director(s): [REDACTED]

Inspection No.: [REDACTED]
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 10:01 AM
No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1
POC Due Date: 06/06/2016
POC Status: Requested

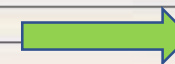
POC Received Date:
POC Status Date: 05/20/2016

Inspection Report

[View Plan of Corrections](#)[Submit Plan of Corrections](#)[Upload](#)Category: Director Requirements[View Category Items](#)

Reg No.	Regulation Title	Regulation Subtitle	Result	POC Completed
235	Operation instruction/Regulation copy		C	N/A
245	Regulatory Compliance/Staff in Charge		C	N/A
250	Staff Management/Policy Development/Supervision		C	N/A
255	Staff Meeting		C	N/A
260	Staff Evaluation		C	N/A
265	Health, Safety, Comfort		NC	Completed
270	Parent Notification		C	N/A
275	Caregiver Alone		NC	Not Completed
280	Altered/Falsified Records		C	N/A
285	Parental/Family Involvement Activity		C	N/A

Once you have SAVED your response the screen will reflect that the response is COMPLETED.
Repeat steps until all deficiencies on this screen are COMPLETED.



Hint: Be sure to complete all NC Regulations before closing this category.

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BFS](#)

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[Print
Remittance](#)

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[Renewal/Change
app.](#)

Plan Of Corrections

Provider Information

Provider Name: [REDACTED]

Provider Type: LICENSED TYPE I

Provider Address: [REDACTED] d, Louisville, KY, 40214

Licensee(s): [REDACTED] c.

License No.: [REDACTED]

Approved Capacity: 166

Director(s): [REDACTED]

Inspection Information

Inspection No.: [REDACTED]

Inspection Type: Renewal

Visit Start Date: 05/10/2016

No. of Children Enrolled: 0

05/20/2016 2:22 PM

Then, select Your Next Category and repeat the steps to provide responses. Let's choose hygienic practices as our next category.

Plan Of Corrections

Plan Of Corrections: 1

POC Due Date: 06/06/2016

POC Status: Requested

POC Received Date:

POC Status Date: 05/20/2016

Inspection Report

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Category:

[View Category Items](#)

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KICCIS Provider Portal (Release 5.36.3)

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Plan Of Corrections

License No.: L3

Approved Capacity: 166

Director(s):

Inspection Information

Inspection No.: 2

Inspection Type: Renewal Application

Visit Start Date: 05/12/2016 10:01 AM

No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM

No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1

POC Due Date: 06/06/2016

POC Status: Requested

POC Received Date:

POC Status Date: 05/20/2016

Inspection Report

View Plan of Corrections

Submit Plan of Corrections

Upload

Category: Hygienic Practices

View Category Items

Reg No.	Regulation Title	Regulation Subtitle	Result	POC Completed
595	Child Personal Care/Handwashing		NC	Not Completed
600	Staff Hygiene/Handwashing		NC	Not Completed
610	Diapers/Clean Clothing Supply		C	N/A
615	Training Chair		C	N/A
620	Soiled Diapers/Clothing		C	N/A
625	Diaper Changing Area/Surface		C	N/A
630	Wipes		C	N/A
635	Diapering Practice		NC	Not Completed
640	Children's Individual Items		C	N/A

Repeat the steps to provide responses. Open each Reg No. that is NC and complete the Plan of Correction for that deficiency.

Select One: Hygienic Practices

View Category Items

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Hint: Repeat the steps for each deficiency in each category.

Click on NC, provide the response and **SAVE CORRECTION**.

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Plan Of Corrections

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: [REDACTED] Louisville, KY, 40214
Licensee(s): [REDACTED]

License No.: L3 [REDACTED]
Approved Capacity: 166

Director(s) [REDACTED] e

Inspection Information

Inspection No.: 2 [REDACTED]
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 10:01 AM
No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1
POC Due Date: 06/06/2016
POC Status: Requested

POC Received Date
POC Status Date

Hint: There are three NC (non-compliance) deficiencies to be completed in this category.

Inspection Report

[View Plan of Corrections](#)

[Submit Plan of Corrections](#)

[Upload](#)

Category: Hygienic Practices

[View Category Items](#)

Reg No.	Regulation Title	Regulation Subtitle	Result	POC Completed
595	Child Personal Care/Handwashing		NC	Not Completed
600	Staff Hygiene/Handwashing		NC	Not Completed
610	Diapers/Clean Clothing Supply		C	N/A
615	Training Chair		C	N/A
620	Soiled Diapers/Clothing		C	N/A
625	Diaper Changing Area/Surface		C	N/A
630	Wipes		C	N/A
635	Diapering Practice		NC	Not Completed
640	Children's Individual Items		C	N/A

View Plan of Corrections

Submit Plan of Corrections

Category: Hygienic Practices

Reg No.	Regulation Title	Regulation	Vi
595	Child Personal Care/Handwashing		
600	Staff Hygiene/Handwashing		
610	Diapers/Clean Clothing Supply		
615	Training Chair		
620	Soiled Diapers/Clothing		
625	Diaper Changing Area/Surface		
630	Wipes		
635	Diapering Practice	NC	Not Completed
640	Children's Individual Items	C	N/A

1) Why was this regulation cited?



Hint: Never use personal identifying information like names or date of birth when writing your response.

Findings: General: Based on Observation, the child care center failed to comply with hygienic practices in accordance with regulations. Observation of the 2 Red Room revealed a one-year-old's hands were not washed after a diaper change.

2) What was done to make the correction? Not why it happened!

1) The specific action undertaken to correct a violation :

3) Some corrections must be made immediately.

2) The date action was or is anticipated to be completed:

3) Action utilized to assure ongoing compliance:

All completion dates must be prior to expiration of license.

Hint: You can type your response in the box. Be sure to click on SAVE CORRECTION when you have completed the 3 boxes.

4) Be sure to indicate who will assure correction is implemented in the future; and/or how you will assure the correction is implemented in the future

Save Correction

Cancel Correction

- Home
- View/Process PBFs
- Print PBFs
- Print Remittance
- Provider Info
- Renewal/Change PPF

Plan Of Corrections

Provider Information

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: 8 [REDACTED] Louisville, KY, 40214
Licensee(s): J [REDACTED]

License No.: L355 [REDACTED]
Approved Capacity: 166
Director(s): C [REDACTED]

Inspection Information

Inspection No.: 215379
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 2:22 PM
No. of Children Enrolled: 70

Plan Of Corrections

Plan Of Correction: [REDACTED]
POC Due Date: 05/20/2016
POC Status: [REDACTED]

Inspection Report

Catego

Reg No.		Result	POC Completed
595	Child Personal Care/Handwashing	NC	Completed
600	Staff Hygiene/Handwashing	NC	Not Completed
610	Diapers/Clean Clothing Supply	C	N/A
615	Training Chair	C	N/A
620	Soiled Diapers/Clothing	C	N/A
625	Diaper Changing Area/Surface	C	N/A
630	Wipes	C	N/A
635	Diapering Practice	NC	Not Completed
640	Children's Individual Items	C	N/A

Hint: As you complete each response, click SAVE CORRECTION.

If you must leave this project and return later, all work will be saved and you will be able to resume writing your Plan of Correction.

Home

View/Process
BFS

Print PBFs

Print
Remittance

Provider
Info

Renewal/Change
app.

Plan Of Corrections

Provider Information

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: [REDACTED]
Licensee(s): [REDACTED]

License No.: L35 [REDACTED]
Approved Capacity: 166
Director(s): [REDACTED]

Inspection Information

Inspection No.: [REDACTED]
Inspection Type: Renewal App.
Visit Start Date: 05/12/2016 1:00 PM
No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1
POC Due Date: 06/06/2016
POC Status: Requested

POC Received Date:
POC Status Date: 05/20/2016

Inspection Report

Category: Select One

View Plan of Corrections

Submit Plan of Correction

Upload

Category Items

When all categories are
COMPLETE, open the Plan of
Corrections to review the
deficiencies to assure it is
ready to submit.



Hint: Once you Submit the Plan of Correction you are no longer able to access this document. **DO NOT SUBMIT THE PLAN YET.** See next slides.....

Inspection Report.pdf_fileName=Inspection Report.pdf_fileName=Inspection R

File Edit View Window Help

Open

Tools Fill & Sign Comment

340 - Training

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

(14) In accordance with KRS 199.896(15) and:

(a) Six (6) hours of cabinet-approved orientation;

(b) Nine (9) hours of cabinet-approved early care and education training; and

(c) Fifteen (15) hours of cabinet-approved early care and education training, including one and one-half (1 ½) hours of pediatric abusive head trauma training; and

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

Findings:

General: Based on review of documentation, a caregiver hired on 4/25/14, lacked six and a half (6 1/2) hours of training during her first year of employment. Also, a caregiver hired on 4/30/13, lacked seven and a half (7 1/2) hours of training during her subsequent year of employment.

Plan of Corrections: Accepted

1) The specific action undertaken to correct a violation:

Director will meet with caregivers to educate on mandatory 15 hours due to be completed before Anniversary hire of date. Director will assure all employees are familiar with ETRIS.

2) The date action was or is anticipated to be completed:

07/10/15

3) Action utilized to assure ongoing compliance:

Director will set individual goals to have the hours completed this will help caregivers to have hours completed by Anniversary date.

Programming

350 - Program of Activities Followed

922 KAR 2:120. Section 2. Child Care Services.

(4) The child-care center shall provide a daily planned program:

(a) Posted in writing in a conspicuous location with each age group and followed;

(b) Of activities that are individualized and developmentally appropriate for each child served;

(c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth;

(d) That offers a variety of creative activities including the following:

1. Art;
2. Music;
3. Dramatic play;
4. Stories and books;
5. Science;
6. Block building;
7. Tactile activity;
8. Culture;
9. Indoor or outdoor play in which a child makes use of both small and large muscles;
10. A balance of active and quiet play, including group and individual activity;
11. An opportunity for a child to:

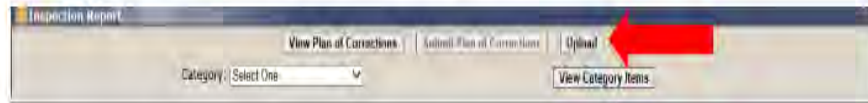
Important: If you are happy with the responses you provided, print the Plan of Correction before you close the screen.
(Almost Done!)

Hint: If you are unhappy with the response you provided, close the screen and return to the category to make the correction to your response. If you go back and make a change, don't forget to SAVE!

Upload required documents, if applicable

To upload a document:

Click the "Upload" button. This will display the "Document Upload" section.



Internet Explorer: Click the "Browse" button in the "Document Upload" section

Chrome: Click the "Choose File" button in the "Document Upload" section

Locate the document on your machine that is to be uploaded. Once the document is selected, click the "Upload File" button.



Internet Explorer



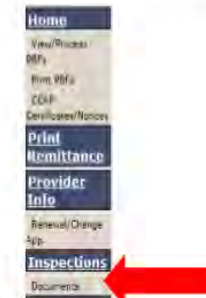
Chrome

A message will be displayed at the top of the "Plan of Corrections" screen when the document has been successfully uploaded.



To view an uploaded document:

Click on the "Documents" link under the "Inspections" tab on the left menu bar.



Page 1 of 2

Uploading/Viewing Supporting Documents for Plan of Correction

Click on the "Inspection ID" in the "Inspection Documents Information" section.

Inspection Documents Information			
Inspection ID	Inspection Type	Inspection Date	Submission Date
120331	Initial Application	1/21/2019	

Click on the "View" link beside the desired document in the "Inspection Documents" section.

Inspection Documents				
	Document Name	Document Type	Uploaded From	Upload Date
View	Consent.pdf	PCR	Provider Portal	6/12/2019
View	Consent.pdf	PCR	Provider Portal	6/12/2019

A document that has been uploaded for a plan of correction can be viewed before and after the plan of correction is submitted.

Home
View/Process
Fs
Print PBFs
Print
Emittance
Provider
Info
Renewal/Change
p.

Plan Of Corrections

Provider Information

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: [REDACTED] Louisville, KY, 40214
Licensee(s): [REDACTED] Inc.

Inspection Information

Inspection No.: [REDACTED] 9
Inspection Type: Renewal Application
Visit Start Date: 05/12/2016 10:01 AM
No. of Children Enrolled: 0

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

Plan Of Corrections

Plan Of Corrections: 1

POC Received Date:
POC Status Date: 05/20/2016

Hint: When you have successfully provided a response to all NC Regulations, the **Submit Plan of Correction** button is ready for use. Once you Submit the Plan of Correction you are no longer able to access this document.

STOP!!!!

Did you PRINT A COPY OF THE PLAN OF CORRECTION and UPLOAD DOCUMENTS? After your Plan has printed, click SUBMIT PLAN OF CORRECTION.

Plan Of Corrections Submit Plan of Correction Upload View Category Items

WHAT HAPPENS NEXT?

Did you forget to upload a document or print a copy of the Plan of Correction? Contact DRCC Call Center to obtain a copy through Open Records (502) 564-7962 ext. 0

- The submitted Plan of Correction is reviewed at the DRCC Office.
- If acceptable, you will receive an email/letter stating that the Plan was received and accepted
- If the submitted Plan of Correction (POC) fails to meet the minimum regulatory requirement, the Plan will be rejected and will appear in your Workbasket POC #2, Rejected.
- Contact the DRCC Call Center (502) 564-7962 ext. 0 if you have questions about the status of a Plan of Correction.

Hint: Rejected Plan of Corrections will be returned to your Workbasket. It's a good idea to check your workbasket every 4 or 5 days, just in case!

Workbasket						
Filter By: Plan of Corrections Due						
<u>POC No</u>	<u>Provider Name</u>	<u>CLR</u>	<u>Inspection Type</u>	<u>Due Date</u>	<u>POC Status</u>	<u>Previous POC Status</u>
2		L3	Change of Space/Change in Capacity	10/4/2013	Requested	Rejected

POC #2 is the second version of this same Plan of Correction

The status is Rejected

Rejected: Plan of Correction Details

The rejected Plan of Correction contains only categories and deficiencies that were not acceptable.

Note: coaching tip to help you determine what was needed.

1) The specific action undertaken to correct a violation :

Provider Response

Item 1: Reason for Non-Acceptance

2) The date action was or is anticipated to be completed:

9/26/2013

Item 2: Reason for Non-Acceptance

3) Action utilized to assure ongoing compliance:

Provider Response

Item 3: Reason for Non-Acceptance

More detail needed

Save Correction

Cancel Correction

Be sure to
SAVE the
correction

Home

View/Process

FS

Print PBFs

Print

Remittance

Provider

Info

Renewal/Change

sp.

Plan Of Corrections

Provider Information

Provider Name: [REDACTED]
Provider Type: LICENSED TYPE I
Provider Address: 6018 Old Third Street
Licensee(s): [REDACTED] Inc.

License No.: L35 [REDACTED]
Capacity: 166

Director(s): [REDACTED]

Hint: When you have successfully provided a response to all Rejected Responses, Submit Plan of Correction is available for use.

Inspection Information

Inspection No.: [REDACTED] 9

Visit End Date: 05/12/2016 2:22 PM
No. of Children Present: 70

STOP!!!!

PRINT A COPY OF THE REVISED PLAN OF CORRECTION! Once your Plan has printed, click SUBMIT PLAN OF CORRECTION.

POC Received Date:
POC Status Date: 05/20/2016

Inspection Report

View Plan of Corrections

Submit Plan of Correction

Upload

Category: Select One

View Category Items

Hint: Once you Submit the Revised Plan of Correction you are no longer able to access this document.

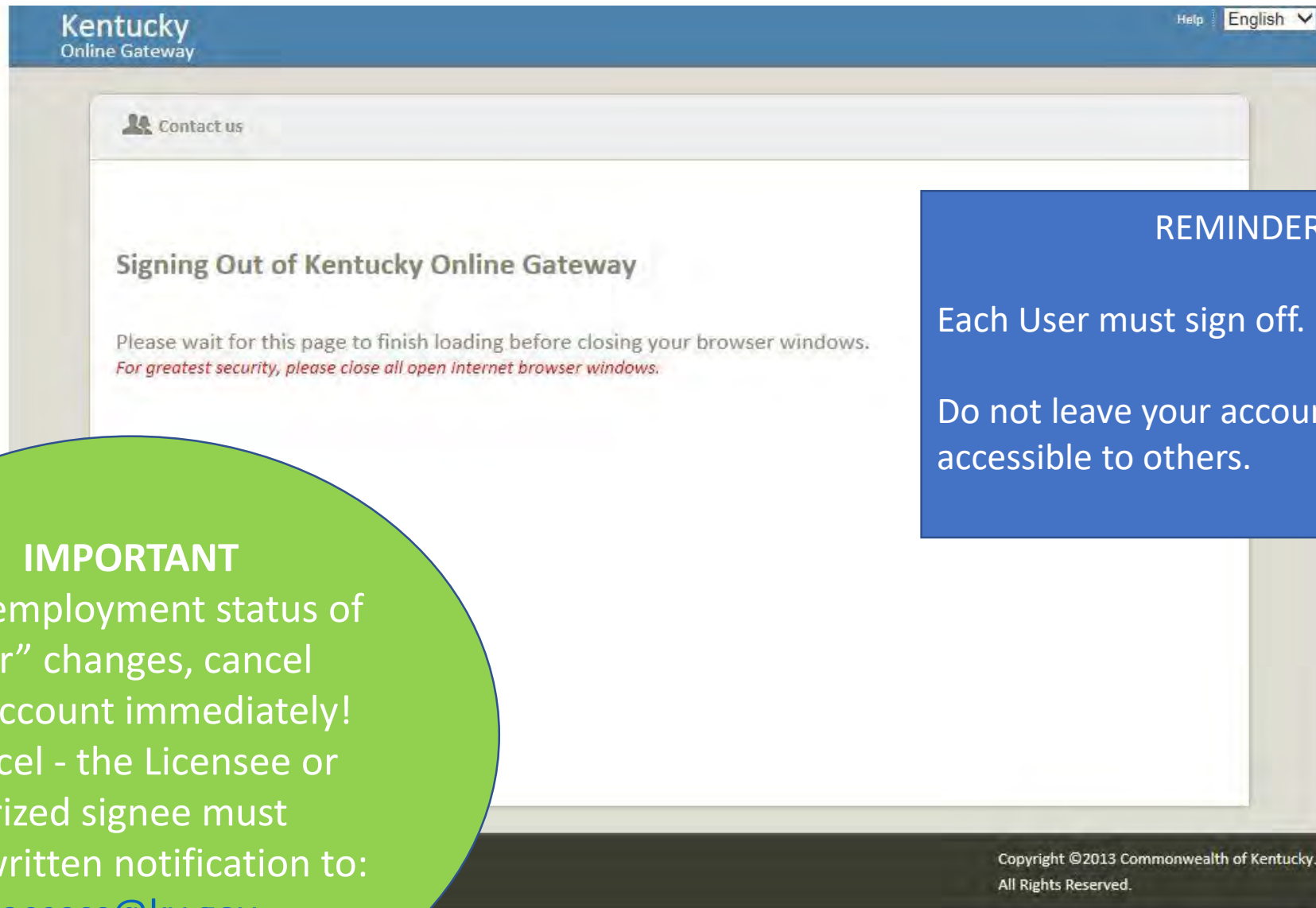
Be sure to post for review the corrected Plan (POC #2) along with your original Plan (POC #1).

922 KAR 2:110. Section 2 General.

(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;*
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;*
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;*
- (d) A description of services provided by the child-care center, including:*
 - 1. Current rates for child care; and*
 - 2. Each service charged separately and in addition to the basic rate for child care;*
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and*
- (f) Daily schedule.*

Did you forget to print a copy of the Plan of Correction? Contact the DRCC Call Center to obtain a copy through Open Records (502) 564-7962 ext. 0



IMPORTANT

If the employment status of a "User" changes, cancel their account immediately! To cancel - the Licensee or authorized signee must send written notification to: portal.access@ky.gov

REMINDER

Each User must sign off.

Do not leave your account open and accessible to others.

Need on-site assistance?



Child Care
Aware Health
and Safety
Coaches are
available
statewide to
provide
technical
assistance

Region	Health & Safety Coach	Phone Number	Health & Safety Specialist	Counties Served
The Lakes	Jill Stahr Jill.Stahr@uky.edu	270-534-3173		Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Lyon, McCracken & Marshall
The Lakes	Carol Ware carol.ware@uky.edu	270-824-1844		Caldwell, Christian, Crittenden, Hopkins, Muhlenberg, Todd & Trigg
Two Rivers	Emily Coulter Emily.Coulter@uky.edu	270-901-1173		Allen, Barren, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson & Warren
Two Rivers	Tracy Sizemore tracy.marshall@uky.edu	270-831-9816.		Butler, Daviess, Hancock, Henderson, McLean, Ohio, Union & Webster
Salt River Region	Alice Brewer Alice.Brewer@uky.edu	270-706-8418.		Breckinridge, Grayson, Hardin, Larue, Marion & Meade,
Salt River Region	Elizabeth Baez Elizabeth.Baez@uky.edu	859-246-6859		Anderson, Franklin, Nelson, Spencer, Washington & Woodford
Salt River Region		502-876-9267	Brummal Murphy Brummal.murphy@uky.edu	Bullit, Henry, Oldham, Shelby & Trimble
Jefferson	Carey Starr carey.starr@uky.edu	502 213-4033 ext. 3		GSCC for all Providers All YMCA CDC Programs All YMCA School Age Programs
Jefferson	Torri Kiefer Klain torri.klain@uky.edu	502 213-4033 ext. 2		All Certified Homes in Jefferson County All Southside Facilities All Facilities owned by Jo Clifford 40216 Every zip code within 40241-40299 (except for 40228 and 40229)
Jefferson	Phoenix Peeler Phoenix.Peeler@uky.edu	502 213-4033 ext. 4		Every zip code within 40026-40218 (except for 40216)
Jefferson	Holly Norsworthy holly.norsworthy@uky.edu	502 213-4033 ext. 5		Kentucky All Stars transition coach for all zip codes All Catholic Facilities All JCPS Programs 40219-40229 Kayfield I, II, III
Northern Bluegrass	Stefani Whaley Stefani.Whaley@uky.edu	859-246-6336		Bourbon, Carrol, Gallatin, Grant, Harrison, Nicholas, Owen, Pendleton, Scott Counties (For Campbell, Kenton and Boone Counties: all Type II and Certified)
Northern Bluegrass	Stephanie Ganson Stephanie.Ganson@uky.edu	859-442-4125		Campbell, Kenton, Boone Counties (Type I Providers only)
Eastern Mountain	Holly Grass holly.grass@uky.edu	606-264-1815		Bath, Boyd, Bracken, Carter, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson & Rowan
Eastern Mountain	Pat Hites patricia.hites@uky.edu	606-434-1801		Elliot, Floyd, Johnson, Lawrence, Magoffin, Martin, & Pike
Eastern Mountain	Brenda Hunter brenda.hunter@uky.edu	606-477-9944		Breathitt, Knott, Lee, Leslie, Letcher, Menifee, Morgan, Owsley, Perry & Wolfe
Cumberland	Rachael Corriveau rachael.corriveau@uky.edu	606-677-8322		Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, & Wayne
Cumberland	Michelle Lowe michelle.lowe@uky.edu	606-878-4972		Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle & Whitley
Southern Bluegrass	Linda Fowles linda.fowles@uky.edu	859-246-6481		Boyle, Estill, Fayette, Garrard, Lincoln, Madison, & Powell (Fayette - 40502, 40505, 40508, 40509, 40511 & 40516)
Southern Bluegrass	Darlene Kisler darlene.kisler@uky.edu	859-246-6954		Fayette, Clark, Jessamine & Mercer (Fayette - 40503, 40504, 40506, 40507, 40510, 40513, 40514, 40515 & 40517)

Who Do You Call For Help?

Access to KICCS or the Kentucky Online Gateway

For KICCS system and technical issues:

KICCS Portal Help Desk

Phone:

(866) 231-0003, Option 6 (toll free)

(866) 231-0023 Option 6 (toll free)

(502) 564-0104, Option 6 (in Frankfort)

KICCS Portal Help Desk Email:

CHFS.KICCSHelpDesk@ky.gov

For questions on access approval or to remove a user from the account:

portal.access@ky.gov

(502) 564-2524 Lahoma or Amber