



**Quality Assurance Report
March 2024**

Conducted (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- Governance Review
- Health Review
- Metro Health Review
- Family & Community Support Review

Completed (*Project ended and report was officially submitted to providers*):

- Safe Environments Review #1 – Facilities
- Education Review

Safe Environments Review #1 - Facilities:	
Area of Non-Compliance	<p>There was one area of non-compliance noted during this review:</p> <ul style="list-style-type: none"> • Several fire inspections were expired and/or still pending a re-inspection (white tagged).
Area of Concern	<p>There were several areas of concern noted during this review:</p> <ul style="list-style-type: none"> • Expired First Aid Burn Cream in a first aid kit. • First aid kits not being checked monthly. • Fire extinguishers in Head Start pod, and gym were expired. • Carbon Monoxide detector checks were not conducted monthly. • Unflushed toilets.
Follow-Up Activities:	
<p>The CoSA Quality Assurance (QA) Team will work with the District Staff to ensure that these issues are addressed and corrected. A Corrective Action Plan (CAP) was issued for the area of non-compliance. The QA Team will ensure this plan not only addresses the action steps taken to correct said findings, but also addresses how District Staff will prevent</p>	

any future re-occurrences. The CoSA and/or Content Teams are available if training and/or technical assistance is needed.

Education Review:	
Area of Non-Compliance	None
Areas of Concern	<p>There were several areas of concern noted during this review:</p> <ul style="list-style-type: none"> • There was no evidence that the 1st Parent/Teacher Conference was conducted. • The 1st Parent/Teacher Conference form was not scanned into ChildPlus. • Child's caregiver was not invited by teacher to participate in Ready Rosie. • The 1st MDS/MTSS event dates were not entered into ChildPlus according to the ChildPlus Data Entry Guide. • Teacher was not able to describe how he/she used Ready Rosie. • Teacher was not able to describe how parents/family members have opportunities to volunteer in the classroom.
Follow-Up Activities:	
<p>The CoSA QA Team will follow-up with District Staff to ensure that these corrections are made. The CoSA QA and/or Content Teams are available if any training and/or technical assistance is needed.</p>	

For more detailed information:
Cassandra.Bentley@sanantonio.gov