



## EHS Quality Assurance Report March 2025

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

- Wellness Child File Support #1
- Wellness Managers Interview #2
- Wellness Site Visits #3
- Safe Environment Classroom Safety #4
- Safe Environment Facilities #5
- Safe Environment Outdoors #6

**\*Area of Non-Compliance:**

*Systemic or substantial issue that poses an immediate risk or threat to children/staff, or concern in meeting performance standards or policies. Areas of Non-Compliance require a written corrective action plan from the provider to detail systemic changes (i.e. change to procedure or form, agency wide training, etc.)*

**\*Area of Concern:**

*Individual incident that fails to meet performance standard or policy but is not an issue system wide and does not pose an immediate risk or threat to children/staff.*

### Wellness Child File Support - #1:

Checklist Utilized:

**Wellness Child File Support #1:**

- 66 child files were reviewed program wide.
  - 54 Child Files (82% met all requirements)
  - 27 checklist indicators /1,782 opportunities for compliance

Areas of Non-Compliance

- Two (2) child files did not have the referral attached within the 5 business days.

<p style="text-align: center;">Areas of Concern</p>	<ul style="list-style-type: none"> <li>• Referral not completed within Wellness Support procedure timeline</li> <li>• Referral for WATR not attached in ChildPlus within Wellness procedure timeline</li> <li>• There are no documentation notes in the transaction tab in ChildPlus</li> <li>• BOY Multidisciplinary staffing not held for child</li> <li>• Wellness Referral was not submitted for child during program year</li> </ul>
<b>Follow-Up Activity:</b>	
<p>The City of San Antonio (CoSA) Quality Assurance (QA) Team is working with the EHS Managers to ensure these concerns are addressed. Corrections are currently in progress. The CoSA Quality Assurance and/or EHS Managers are available if additional training and/or technical assistance is needed.</p> <p><u>Corrective Action Plan:</u> The CoSA QA Teams will be working in collaboration with CoSA Wellness Manager to provide on-going quality T&amp;TA on current policies, and procedures in place, as well as clear expectations of Content Team roles related to requirements. The CoSA QA and Content Teams are available if additional training and/or technical assistance is needed.</p>	
<b>Wellness Managers Interview #2:</b>	
<p><u>Checklist Utilized:</u> <b>Wellness Managers Interview - #2</b></p> <ul style="list-style-type: none"> <li>• 1 Wellness Manager Interview completed program wide. <ul style="list-style-type: none"> <li>○ 1 Opportunity (100%) met all requirements.</li> <li>○ 14 checklist indicators/14 opportunities for compliance</li> </ul> </li> </ul>	
Areas of Non-Compliance	None identified

Areas of Concern	None identified
<b>Follow-Up Activity:</b>	
No follow ups required.	
<b>Wellness Site Visits - #3</b>	
<p>Checklist Utilized:  <b>Wellness Site Visits #3</b></p> <ul style="list-style-type: none"> <li>• 24 Teacher Interviews were reviewed program wide. <ul style="list-style-type: none"> <li>○ 13 Teacher Interviews (55%) met all requirements.</li> <li>○ 14 checklist indicators/336 opportunities for compliance</li> </ul> </li> </ul>	
Areas of Non-Compliance	<p>Areas Identified:</p> <ul style="list-style-type: none"> <li>• Three (3) logs were missing from the children's file.</li> <li>• Eleven (11) teachers were not able to discuss the process for submitting a family Wellness Referral.</li> <li>• Eleven (11) teachers were not able to discuss the process for submitting a Wellness Referral for themselves.</li> </ul>
Areas of Concern	<p>Areas Identified:</p> <ul style="list-style-type: none"> <li>• A teacher was not able to discuss wellness referral for child.</li> <li>• A teacher did not have the child's strategies documented on contact log</li> </ul>
<b>Follow-Up Activity:</b>	

Corrective Action Plan:

The CoSA QA Teams will be working in collaboration with CoSA Wellness Manger to provide on-going quality T&TA on current policies, and procedures in place, as well as clear expectations of Content Team roles related to requirements. The CoSA QA and Content Teams are available if additional training and/or technical assistance is needed.

**Safe Environments Review #4 – Classroom Safety:**

**Checklist Utilized:**

**Safe Environments Review #4 – Classroom Safety**

- 16 classrooms were reviewed program wide.
  - 14 classrooms (87.5%) met all requirements.
  - 54 checklist indicators/ 864 opportunities for compliance

Areas of Non-Compliance

None identified

Areas of Concern

Areas Identified:

- Two (2) classrooms were identified with one or more of the following:
  - Wall paint is peeling and may cause injury to a child.
- One (1) classroom was identified with:
  - Electrical cord needs securing.

**Follow-Up Activity:**

The City of San Antonio (CoSA) Quality Assurance (QA) Team is working with the EHS – CCP Providers to ensure these concerns are addressed. Corrections are currently in progress. The CoSA Quality Assurance and/or EHS – CCP Center Directors are available if additional training and/or technical assistance is needed.

**Safe Environments Review #5 – Facilities:**

Checklist Utilized:

**Safe Environments Review #5 – Facilities**

- 3 facilities were reviewed program wide.
  - 2 facilities (66.7%) met all requirements.
  - 33 checklist indicators/ 99 opportunities for compliance

Areas of Non-Compliance

Area Identified:

- One (1) facility was identified with:
  - One child's medication expired

Areas of Concern	Non identified
<b>Follow-Up Activity:</b>	
<p>The City of San Antonio (CoSA) Quality Assurance (QA) Team is working with the EHS – CCP Providers to ensure these concerns are addressed. Corrections are currently in progress. The CoSA Quality Assurance and/or EHS – CCP Center Directors are available if additional training and/or technical assistance is needed.</p> <p><u>Corrective Action Plan:</u>  The CoSA QA and/or Content Teams will be working in collaboration with center director to provide on-going quality T&amp;TA on current policies, and procedures in place., Additional support of understanding director roles related to Medication requirements is available on request. The CoSA QA and Content Teams are available if additional training and/or technical assistance is needed.</p>	

<b>Safe Environments Review #6 – Playgrounds:</b>	
<p><u>Checklist Utilized:</u>  <b>Safe Environments Review #6 – Playground</b></p> <ul style="list-style-type: none"> <li>• 3 Playgrounds were reviewed program wide. <ul style="list-style-type: none"> <li>○ 3 Playgrounds (100%) met all requirements.</li> <li>○ 8 checklist indicators/ 24 opportunities for compliance</li> </ul> </li> </ul>	
Area of Non-Compliance	None identified

Areas of Concern	Non identified
<b>Follow-Up Activity:</b>	
No follow up required.	

**For more detailed information:**

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