



2024-2025

**Quality Assurance
Health & Safety Screening
Plan & Calendar**

Required by the Office of Head Start (OHS)

**Calendar may be subject to change at Quality Assurance SPM's discretion.*

Purpose: Successfully complete the Health and Safety Screener requirements outlined in ACF-IM-HS-13-02:
Five-Year Head Start Project Periods

Project Start Date: August 14, 2024

Project End Date: September 27, 2024

Key Dates:

August 13, 2024 – First day of school for EISD and SAISD.

August 14, 2024 - Site Visits begin.

- Within 10 calendar days of each visit – Findings **MUST** be corrected.

September 13, 2024 - Site Visits completed.

September 16- 26, 2024 – Health & Safety Transportation

September 24, 2024 – Submit to Policy Council Chair for signature.

September 25, 2024 – Certification letter forwarded to Mayor for signature.

September 27, 2024 - All findings **MUST** be corrected.

October 17, 2024 – Present to Community Action Advisory Board (CAAB)

October 26, 2024 - Certification due to Office of Head Start (OHS).

Approach:

Site Visits:

- Corrective action will be completed on-site when possible.
- City of San Antonio (CoSA) Quality Assurance Staff will work with providers to correct findings and verify successful and adequate corrective action.
- Corrective action must be complete and finalized within 10 calendar days from date of initial site visit.
- Once all corrective action is completed Head Start Administrator will sign Certification of Health and Safety Screener.

Policy Council:

- Head Start Policy Council Chair will review and sign the Health and Safety Screener on **September 24, 2024**.
- Certification letter will be forwarded to the Mayor on **September 25, 2024**, for signature.
- Certification of Health and Safety Screener will be submitted to OHS on **October 25, 2024**.

Schedule

August 2024						
◀ Sep 2014						Nov 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 QA Team Make-Up Day	10
11	12	13 Head Start Program Begins	14 EISD Health & Safety (Screening) Cardenas	15 EISD Health & Safety (Screening) Stafford	16 QA Team Make-Up Day	17
18	19 EISD Health & Safety (Screening) Loma	20 EISD Health & Safety (Screening) LBJ	21 SAISD Health & Safety (Screening) Crockett Margil	22 SAISD Health & Safety (Screening) De Zavala JT Brackenridge	23 QA Team Make-Up Day	24
25	26 SAISD Health & Safety (Screening) Arnold Neal	27 SAISD Health & Safety (Screening) Madison Maverick	28 SAISD Health & Safety (Screening) Barkley-Ruiz Carvajal	29 SAISD Health & Safety (Screening) Sara King Kelly	30 QA Team Make-Up Day	31

September 2024

◀ Sep 2014

Nov 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day CITY Holiday EISD/SAISD Holiday	3 SAISD Health & Safety (Screening) Hillcrest Graebner [Corrective Action Follow Up]	4 SAISD Health & Safety (Screening) Carroll ECE [Corrective Action Follow Up]	5 SAISD Health & Safety (Screening) MLK @ Gates Smith [Corrective Action Follow Up]	6 QA Team Make-Up Day	7
8	9 SAISD Health & Safety (Screening) Ball Schenck @ Foster [Corrective Action Follow Up]	10 SAISD Health & Safety (Screening) Washington Bowden [Corrective Action Follow Up]	11 30th Day SAISD Health & Safety (Screening) Pershing Cameron [Corrective Action Follow Up]	12 SAISD Health & Safety (Screening) Hirsch [Corrective Action Follow Up]	13 EISD Student Holiday QA Team Make-Up Day All Site Visits Completed	14
15	16 Health & Safety Transportation [Corrective Action Follow Up]	17 Health & Safety Transportation [Corrective Action Follow Up]	18 Health & Safety Transportation [Corrective Action Follow Up]	19 Health & Safety Transportation [Corrective Action Follow Up]	20 SAISD Student Holiday QA Team Make-Up Day	21
22	23 Health & Safety Transportation [Corrective Action Follow Up]	24 Health & Safety Transportation [Corrective Action Follow Up] Certification Letter: HS Policy Council Chair for Signature	25 Health & Safety Transportation [Corrective Action Follow Up] Certification Letter: Mayor for Signature	26 45th Day Health & Safety Transportation [Corrective Action Follow Up]	27 QA Team Make-Up Day All findings MUST be corrected	28
29	30					

October 2024

◀ Sep 2024

Nov 2024 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 QA Team Make-Up Day	5
6	7	8	9	10	11 EISD/SAISD Student Holiday QA Team Make-Up Day	12
13	14 Columbus Day EISD/SAISD Holiday	15	16	17 Health & Safety Presented to CAAB	18 QA Team Make-Up Day	19
20	21	22	23	24	25 SAISD Student Holiday Upload Health & Safety Certification to OHS!	26 75 th Day
27	28	29	30	31		