

# Review of Head Start Pre-K Quality Assurance Report





## Quality Assurance Report April 2025

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

- Metro Health Review
- Health Review
- Pedestrian Bus Safety Review
- Transportation Review #1

**\*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.*

Metro Health Review:	
<b>Checklists Utilized:</b> Metro Health Child File Review Metro Health Contractor Interview	
<ul style="list-style-type: none"> <li>• 290 child files were reviewed program wide.               <ul style="list-style-type: none"> <li>○ 231 files (80%) met all requirements.</li> <li>○ 11 checklist indicators/3190 opportunities for compliance.</li> </ul> </li> <li>• 1 Metro Health Contractor interview was conducted program wide.               <ul style="list-style-type: none"> <li>○ 14 interview questions (100%) met all requirements.</li> <li>○ 14 checklist indicators</li> </ul> </li> </ul>	
Area of Non-Compliance	None identified
Areas of Concern	Areas identified: <ul style="list-style-type: none"> <li>• Thirty (30) files did not have documentation in ChildPlus once a month to ensure that treatment had been provided or was in progress when a child's dental status was a Class 1, 2, 3R.</li> <li>• Sixteen (16) files did not have documented attempts in ChildPlus when a dental exam was not obtained within 90 calendar days of the child's enrollment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fifteen (15) files did not have evidence that a current dental exam was obtained within 90 calendar days of the child's enrollment for the current program year, for those children with a signed and complete Metro Health District General Consent and Disclosure form.</li> <li>• Eight (8) files did not have a signed San Antonio Metro Health District General Consent and Disclosure Form.</li> <li>• Seven (7) files did not have evidence that a current dental exam was obtained within 90 calendar days of the child's enrollment for the current program year.</li> <li>• Five (5) files did not have evidence that there was a Parent Acknowledgement of Referral form given to the parent, when the child's dental status was a Class 1, 2, 3R.</li> </ul>
<b>Follow-Up Activity:</b>	
<p>The CoSA QA Team worked with the Metro Health and CoSA Family Support Teams to ensure that all corrections were addressed. In addition, the CoSA QA Team conducted a refresher training for Metro Health on how to address corrections in the ChildPlus On-Line Internal Monitoring System. The CoSA QA and/or Content Teams are available if additional training and/or technical assistance is needed.</p>	
<b>Health Review:</b>	
<p><b>Checklists Utilized:</b>  Health Child File Review  Health Coordinator Interview</p> <ul style="list-style-type: none"> <li>• 290 Health child files were reviewed program wide. <ul style="list-style-type: none"> <li>○ 206 child files (71%) met all requirements.</li> <li>○ 28 checklist indicators/8120 opportunities for compliance</li> </ul> </li> <li>• 2 Health Coordinator Interviews were conducted program wide. <ul style="list-style-type: none"> <li>○ 34 interview questions (100%) met all requirements.</li> <li>○ 17 checklist indicators/34 opportunities for compliance.</li> </ul> </li> </ul>	
Area of Non-Compliance	None identified
Areas of Concern	<p>Areas identified:</p> <ul style="list-style-type: none"> <li>• Forty (40) files did not include documented evidence that child had an up-to-date physical/well child exam.</li> <li>• Sixteen (16) files did not document that monthly follow-up with parent was conducted when the child had an expired physical/well child exam.</li> <li>• Fourteen (14) files did not reflect that parent was given a referral to a medical provider within 15 school days and in accordance with the ChildPlus Data Entry Guide, when a child was identified as "At Risk" ("Yes" or "I don't</li> </ul>

	<p>know” is checked on any question on TB questionnaire).</p> <ul style="list-style-type: none"> <li>• Twelve (12) files did not reflect documentation that a Head Start Nutrition flyer was given to parent according to the ChildPlus Data Entry Guide, when an abnormal Growth Assessment was noted.</li> <li>• Nine (9) files did not reflect documentation that a Head Start Nutrition flyer was given to parent according to the ChildPlus Data Entry Guide, when an abnormal Blood Pressure result was noted.</li> <li>• Seven (7) files did not reflect documented evidence that a physical/well child exam was received within 90 calendar days of the current program year.</li> <li>• Seven (7) files did not document monthly follow-up with parent had been conducted when a physical/well child exam was not received within 90 calendar days after the child first attended the program.</li> <li>• Four (4) files did not include documented evidence in ChildPlus that a child had ongoing sources of continuous, accessible health care and health insurance coverage.</li> </ul>
<b>Follow-Up Activity:</b>	
<p>The CoSA QA Team worked with District Staff and the CoSA Family Support Team to ensure that all corrections had been addressed. In addition, the CoSA QA Team conducted a refresher training for the CoSA Family Support Supervisors on how to address corrections in the ChildPlus On-line Monitoring system. The CoSA QA and/or Content Teams are available if additional training and/or technical assistance is needed.</p>	
<b>Pedestrian Bus Safety Training Review:</b>	
<p><b>Checklist Utilized:</b> Pedestrian Bus Safety Training</p> <ul style="list-style-type: none"> <li>• 34 classrooms were reviewed program wide. <ul style="list-style-type: none"> <li>○ 34 classrooms (100%) met all requirements.</li> <li>○ 3 checklist indicators/102 opportunities for compliance.</li> </ul> </li> </ul>	
Area of Non-Compliance	None Identified
Area of Concern	None Identified
<b>Follow-Up Activity:</b>	
<p>The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	
<b>Transportation Review #1:</b>	

**Checklist Utilized:**

## Transportation Review #1

- 28 bus inspections were conducted program wide.
  - 26 buses inspections (93%) met all requirements.
  - 8 checklist indicators/224 opportunities for compliance

Areas of Non-Compliance	<b>Areas Identified:</b> <ul style="list-style-type: none"><li>• Two (2) bus inspections revealed that updated child rosters and a list of the adults each child is authorized to be released to (and alternates in case of an emergency), were not maintained on the vehicle.</li></ul>
Area of Concern	<b>Area Identified:</b> <ul style="list-style-type: none"><li>• One (1) bus inspection did not have documented evidence that a pre-trip bus inspection was conducted.</li></ul>
<b>Follow-Up Activity:</b>	
<p>The CoSA QA Team met with the District and District's Transportation Staff to review the documentation that was required to be maintained on all bus routes.</p> <p>A Corrective Action Plan (CAP) was submitted to District Staff. District Staff has completed and addressed the additional action steps they will be taking to prevent future reoccurrences. The CoSA QA and/or Content Teams are available if additional technical assistance is needed.</p>	

**For more detailed information:**

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