



## EHS Quality Assurance Report December 2024

**Conducted: ERSEA Attendance Child File Review**  
**November 18 – November 29, 2024**

**Completed: ERSEA Attendance Child File Review**

**\*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.*

ERSEA Attendance Child File Review	
<ul style="list-style-type: none"> <li>• 101 were reviewed program wide.</li> <li>• 84 Files (83%) met all requirements.</li> </ul>	
Area of non-compliance	<p>17 files were identified with one or more areas of concern.</p> <p><b>Areas Identified:</b></p> <ul style="list-style-type: none"> <li>• Documented efforts to reengage the families not entered into ChildPlus</li> </ul>
Areas of concern	<p><b>Areas Identified:</b></p> <ul style="list-style-type: none"> <li>• None noted</li> </ul>
Follow-up Activities	
<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</p>	

in progress. The CoSA Quality Assurance and/or EHS Managers are available if additional training and/or technical assistance is needed.

Corrective Action Plan:

The CoSA QA Teams will be working in collaboration with CoSA ERSE Manager 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 ERSEA requirements. The CoSA QA and are available if additional training and/or technical assistance is needed.

**Conducted: Unannounced Safe Environment Onsite Visit December 3 -17, 2024**

**Completed: Unannounced Safe Environment Onsite Visit**

Unannounced Safe Environments Visits	
<ul style="list-style-type: none"><li>• 39 Classrooms observed<ul style="list-style-type: none"><li>○ 25 Classrooms with no noted findings</li></ul></li><li>• 4 Playgrounds observed with no noted findings</li><li>• 21 HR personnel files reviewed (New Hires only)</li></ul>	
Area of non-compliance	<b>Area identified:</b> <ul style="list-style-type: none"><li>• Staff HR file not available for review</li></ul>
Areas of concern	<b>Areas Identified:</b> <p>14 Classrooms were identified with one or more areas of concern.</p> <ul style="list-style-type: none"><li>• Hand washing procedure not followed.</li><li>• Diaper changing procedure not followed.</li><li>• Classroom roster was not current.</li><li>• EHS Daily Classroom Checklist not completed accurately.</li><li>• Classroom window needs to be fixed.</li></ul>
Follow-up Activities	
<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></p> <p>The CoSA QA Teams will be working in collaboration with center director to provide on-going quality T&amp;TA on current policies, and procedures in place, as well as clear expectations of director roles related to HR staff file requirements. The CoSA QA and Content Teams are available if additional training and/or technical assistance is needed.</p>	

**For more detailed information:**

[Wanda.McMillan@sanantonio.gov](mailto:Wanda.McMillan@sanantonio.gov) or [Dianne.mendez@sanantonio.gov](mailto:Dianne.mendez@sanantonio.gov)