

# Review of Head Start Quality Assurance Report





**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

<b>Safe Environments Review #1 - Facilities:</b>	
Area of Non-Compliance	<p>There was one area of non-compliance noted during this review:</p> <ul style="list-style-type: none"> <li>• Several fire inspections were expired and/or still pending a re-inspection (white tagged).</li> </ul>
Area of Concern	<p>There were several areas of concern noted during this review:</p> <ul style="list-style-type: none"> <li>• Expired First Aid Burn Cream in a first aid kit.</li> <li>• First aid kits not being checked monthly.</li> <li>• Fire extinguishers in Head Start pod, and gym were expired.</li> <li>• Carbon Monoxide detector checks were not conducted monthly.</li> <li>• Unflushed toilets.</li> </ul>
<b>Follow-Up Activities:</b>	
<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.

<b>Education Review:</b>	
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"> <li>• There was no evidence that the 1<sup>st</sup> Parent/Teacher Conference was conducted.</li> <li>• The 1<sup>st</sup> Parent/Teacher Conference form was not scanned into ChildPlus.</li> <li>• Child's caregiver was not invited by teacher to participate in Ready Rosie.</li> <li>• The 1<sup>st</sup> MDS/MTSS event dates were not entered into ChildPlus according to the ChildPlus Data Entry Guide.</li> <li>• Teacher was not able to describe how he/she used Ready Rosie.</li> <li>• Teacher was not able to describe how parents/family members have opportunities to volunteer in the classroom.</li> </ul>
<b>Follow-Up Activities:</b>	
<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](mailto:Cassandra.Bentley@sanantonio.gov)