



Health & Safety Screening Plan & Calendar

Early Head Start Program

**First Day of Program Year
8/8/2024**

Purpose: Successfully complete the Health & Safety requirements

Project Start Date: August 20, 2024

Project End Date: October 21, 2024

Key Dates:

August 20, 2024 - Site visits begin

- Within 15 calendar days of each visit – **Findings MUST be corrected**

September 10-18, 2024- Follow up site visits completed

September 25, 2024 – Process Letter to the Mayor

October 18, 2024 - Upload signed Certification of Health & Safety Screener into the Head Start Enterprise System

Approach:

Site Visits:

- EHS Quality Assurance Staff completes each visit.
- Corrective Action completed on-site when possible.
- EHS Quality Assurance Staff will email Service Providers of the released monitoring project in ChildPlus no later than close of business the day following the visit.
- Service Providers have 15 calendar days to submit a corrective action plan response.
- Service Providers will use the ChildPlus online internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 calendar days, Service Provider MUST communicate with the EHS Quality Assurance Staff and include a timeline for completion within 8 calendar days.
- EHS Quality Assurance Staff will work with Service Providers to correct findings and verify corrective action.
- The Head Start Administrator signs Certification of Health & Safety Screener once all corrective actions are completed.

Policy Council:

- Results of the Health & Safety Screener presented to the Head Start Policy Council for their review on **September 24, 2024.**
- Policy Council reviews, and upon approval, Policy Council Chair signs the Certification of Health & Safety Screener on **September 24, 2024**

Mayor Signature:

- Process letter requesting signature of the City of San Antonio Mayor for the completed Health & Safety Screener Certification on **September 25, 2024.**

CAAB: COMMUNITY ACTION ADVISORY BOARD:

- Results of Health & Safety Screener presented to Community Action Advisory Board for their review on **October 17, 2024**. (Dates subject to change)

Submittal:

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 18, 2024**.

Schedule

August 2024						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1.	2.	3.	
4.	5.	6.	7.	8. First Day of Program 2024-2025	9.	10.
11.	12.	13. First Day of EHS Program 2024-2025	14.	15.	16.	17.
18.	19.	20. Health & Safety Screener Healy Murphy	21. Health & Safety Screener BSA	22. Health & Safety Screener Seton Home	23. Health & Safety Screener Inman	24.
25.	26.	27. Health & Safety Screener Ella Austin	28. Health & Safety Screener YWCA	29. Health & Safety Screener EHS Stafford	30.	31.

September 2024						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1.	2.	3.	4.	5.	6.	7.
8. 30 th Day	9. Labor Day Holiday	10. Health & Safety Screener follow up visit Healy Murphy	11. Health & Safety Screener follow up visit BSA, Seton Home	12. Health & Safety Screener follow up visit Inman, YWCA	13.	14.
15.	16.	17. Health & Safety Screener follow up visit Ella Austin	18. Health & Safety Screener follow up visit EHS Stafford	19.	20.	21.
22.	23. 45 th Day	24. Review Health & Safety Screener results to Policy Council	25.	26.	27.	28.
29.	30.					

October 2024

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1.	2.	3.	4.	5.
6.	7.	8.	9.	10.	11.	12.
13.	14.	15.	16.	17. Review Health & Safety Screener results to CAAB	18. Upload Certification Letter in HSES	19.
20.	21. 75 th DAY	22.	23.	24.	25.	26.
27.	28.	29.	30.	31.		