

Review of Head Start and Early Head Start Health Safety Screener Calendar



Head Start



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 2014

Nov 2014 ▶

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		

Early Head Start



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. 30th 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. 45th 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. 75th DAY	22.	23.	24.	25.	26.
27.	28.	29.	30.	31.		