

# **Review of 2022-2023 Head Start Program Monitoring Reports**





## City of San Antonio Head Start Program Monitoring Report – December 2022

The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings during the time period indicated above:

**Monitoring Projects Conducted** *(Project is either still in progress OR has ended, but report has not yet been officially submitted to providers):*

Education Review

Safe Environments Review #1 (50%)

HR Review

Health Review

**Areas of Non-Compliance** *(Systemic or substantial issue or concern in meeting performance standards or policies):*

There were no Areas of Non-Compliance noted during this review period.

**Areas of Concern** *(Individual incident(s) that fail to meet performance standard or policy):*

There were no Areas of Concern noted during this review period.

**For more detailed information:**

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## City of San Antonio Head Start Program

### Monitoring Report – December 2022

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues, so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the during the time indicated above:

#### **Monitoring Projects Conducted: December 2022**

##### Unannounced Safe Environment Visits

- Blessed Sacrament Academy
- Healy Murphy
- Stafford
- YWCA

ERSEA Attendance File Review

#### **Non-Compliances –**

There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.

#### **Areas of Concern** (Individual incident(s) that fail to meet performance standard or policy):

##### Unannounced Safe Environment Visit

- Daily classroom checklist not completed accurately
- Cleaning supplies not in a locked cabinet
- Electrical utility closet door was not locked
- Kitchen Knife observed in an unlocked drawer
- Pillows need to be cleaned
- Evacuation Route not posted
- Diaper changing procedure not posted
- First Aid kit missing cotton balls
- Electrical cords not secured
- Ceiling tile needs to be replaced
- Diaper procedure and handwashing procedure not followed
- Classroom roster not current
- Classroom did not have a working flashlight

##### ERSEA Attendance File Review

- 101 child files were reviewed with noted findings regarding data entry

**Follow-up Activities:**

EHS Child Care Director's will provide corrective action responses and evidence supporting the actions taken in the ChildPlus Data System. Follow up verification will be completed once CAP responses are entered to close the monitoring projects.

Monitors will follow up on CAP responses for ERSEA Attendance File Review

**For more detailed information:**

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