

Review of Head Start Program Monitoring





City of San Antonio Head Start Program Monitoring Report – January 2023

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*):

HR Review
Health Review
Disabilities Review

Monitoring Projects Completed (*Project ended and report was officially submitted to providers*):

Education Review
Safe Environments Review #1 (50%) – Medication Administration
Safe Environments Review #1 (50%) – Facilities
Safe Environments Review #1 (50%) – Outdoor/Gym
Safe Environments Review #1 (50%) – Classroom Safety

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

Safe Environments Review #1 (50%) – Facilities:

Two (2) non-compliances were noted during this review.

- One (1) site had an expired fire extinguisher.
- One (1) site had an expired fire inspection panel.

Safe Environments Review #1 (50%) – Classroom Safety:

Non-compliances noted during this review.

- Classrooms were not free from pollutants, hazards, and/or toxins that were accessible to children and could endanger children's safety. These were corrected on-site.
- Several campuses were not implementing toothbrushing.
- Classrooms did not have a documented arrival/departure log which included:
 - Sign-in of child's arrival
 - Visual Checks

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

Education Review:

Concerns noted during this review.

- The 1st and 2nd MDS meeting documents did not include a discussion of the strengths and needs of the child/family.
- The 1st and 2nd MDS forms were not scanned into ChildPlus within two weeks of the MDS/URS meeting.
- The child's caregiver had not been invited to Ready Rosie.
- Documentation did not reflect that the teacher and parent reviewed child's work samples.
- Documentation did not reflect that the teacher and parent reviewed educational assessment outcomes or screenings.
- There was no documented evidence that the 2nd Parent/Teacher Conference was conducted on or before date referenced on the ChildPlus Date Entry & Benchmark Due Date Guide.
- If a Parent/Teacher Conference did not occur, the reason was not documented in ChildPlus.
- There was no documented evidence that the 2nd Parent/Teacher Conference was conducted.
- The 1st MDS Event dates were not entered into ChildPlus according to the ChildPlus Data Entry Guide.

Safe Environments Review #1 (50%) – Medication Administration:

One concern noted for this review.

- The Nurse's clinic had a stained ceiling tile and was observed to have a strong odor of sewage coming from the floor drain.

Safe Environments Review #1 (50%) - Facilities:

Concerns noted during this review.

- A posted evacuation route did not contain the current location with the correct highlighted pathway to safety. This was corrected on-site.
- Boy's restroom on one campus had a strong odor of urine.

Safe Environments Review #1 (50%) – Outdoor/Gym:

Concerns noted during this review.

- Three (3) campuses had outdoor activity space and equipment which was not clean and/or free of undesirable and hazardous materials and conditions.

Safe Environments Review #1 (50%) – Classroom Safety:

Concerns noted during this review.

- There was a first-aid kit accessible to children in the gross motor room. This was corrected on-site.
- Restroom in one classroom had a strong odor of urine. This was corrected on-site.
- One classroom arrival/departure log did not have a visual check conducted for one child. This was corrected on-site.
- Two classrooms were not free from pollutants, hazards and toxins that were either accessible to the children or could endanger their safety.
- Once classroom did not have a completed Daily Safety Classroom checklist.

For more detailed information:

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Review of EHS and EHS-CCP Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – January 2023

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:

<p>Monitoring Projects Conducted:</p> <p><u>Unannounced Safe Environment Visits</u></p> <ul style="list-style-type: none"> • Ella Austin • Inman • Seton Home <p><u>90 Day Health File Review</u></p>	<p>January 2023</p>
<p>Non-Compliances –</p> <p>There were two non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the health and education services.</p> <ul style="list-style-type: none"> • Newly hired staff training certificates not available for HR file review • Substantial lack of evidence that the medical PIR questions were answered in ChildPlus 	
<p>Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):</p> <p><u>Unannounced Safe Environment Visit</u></p> <ul style="list-style-type: none"> • Bleach bottle not in a locked cabinet • Diaper changing procedure not followed • Classroom daily checklist not completed accurately • Classroom roster not current • Classroom flashlight not available • Changing table disinfecting process not completed accurately • Classroom toothbrushes not labeled accurately <p><u>90 Day Health File Review</u></p> <ul style="list-style-type: none"> • 152 child files were reviewed with noted findings regarding data entry 	
<p>Follow-up Activities:</p> <p>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</p>	



once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for 90 Day Health File Review.

For more detailed information:

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