

# *Review of Head Start Program Monitoring*





**City of San Antonio Head Start Program  
Monitoring Report – March 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:

<p><b>Monitoring Projects Conducted</b> (<i>Project is either still in progress OR has ended, but report has not yet been officially submitted to providers</i>):</p> <ul style="list-style-type: none"> <li>Family &amp; Community Support</li> <li>Human Resources Review</li> <li>ERSEA Attendance</li> <li>45-Day Health Screening</li> </ul> <p><b>Monitoring Projects Completed</b> (<i>Project ended and report was officially submitted to providers</i>):</p> <ul style="list-style-type: none"> <li>Disabilities Review</li> <li>Health Review</li> <li>45-Day Education Screening</li> </ul>
<p><b>Areas of Non-Compliance</b> (<i>Systemic or substantial issue or concern in meeting performance standards or policies</i>):</p> <p><b>Health Review:</b></p> <p>Non-compliances noted for this review:</p> <ul style="list-style-type: none"> <li>• Files did not have a completed TB Questionnaire and an event in ChildPlus in accordance with the ChildPlus Data Entry Guide.</li> <li>• Files did not have documentation reflecting that a High Blood Pressure packet was given to parent according to the ChildPlus Data Entry Guide.</li> <li>• Files did not have documentation reflecting that a Head Start Nutrition packet was given to parent according to the ChildPlus Data Entry Guide.</li> <li>• Files did not have documentation reflecting that a Head Start Nutrition packet was given to parent within 30 school days after the screening.</li> </ul>
<p><b>Areas of Concern</b> (<i>Individual incident(s) that fail to meet performance standard or policy</i>):</p> <p><b>Disabilities Review:</b></p> <p>Concerns noted during this review:</p> <ul style="list-style-type: none"> <li>• Teacher was unable to explain and provide evidence that the progress of the children in her classroom was monitored and documented.</li> <li>• The parent consent form was not scanned into ChildPlus.</li> </ul>

**Health Review:**

Concerns noted for this review:

- No documented evidence of an up to date/non-expired physical/well-child exam.
- There was no documented evidence that child had an ongoing source of continuous, accessible health care and health insurance coverage.
- No documented evidence in ChildPlus that follow-up with parents occurred once a month to bring the child up to date.
- No documented evidence that a physical/well-child exam was received within 90 calendar days of the current program year.
- No documented evidence that a Head Start Blood Pressure packet (HBP) was given to the parent within 30 school days after the screening.

**45-Day Education Screening:**

Concerns noted for this review:

- The ASQ:SE-2 and ASQ-3 tools were not properly completed.
- There is no evidence that the ASQ:SE-2 and ASQ-3 tools were completed.
- The information entered in the ChildPlus module did not match the information on the ASQ-3 and/or the ASQ:SE-2 Information Summary page.
- There was no evidence that the ASQ:SE-2 was completed within 45 calendar days after the child first attended the program.
- The correct follow-up action taken was not documented according to the ChildPlus Data Entry Guide.
- The correct ASQ-3 and/or ASQ:SE-2 event date was not entered into ChildPlus.

**For more information:**

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# ***Review of EHS and EHS-CCP Program Monitoring***





**City of San Antonio Head Start Program**

**Monitoring Report – March 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><b>Monitoring Projects Conducted:</b> <span style="float: right;"><b>March 2023</b></span></p> <p><u>Midyear Health &amp; Safety Screener</u></p> <ul style="list-style-type: none"> <li>• YWCA</li> </ul> <p><u>Unannounced Safe Environment Visits</u></p> <ul style="list-style-type: none"> <li>• BSA</li> <li>• Healy Murphy</li> </ul> <p><u>Education Child File, Manager Interview and Site Visits</u></p> <p><u>Family and Community PCC Meetings, Activities and Events</u></p>
<p><b>Non-Compliances –</b></p> <p>There were no non-compliances noted that showed a systemic concern in meeting performance standards or policy relating to the Safe Environment service area.</p>
<p><b>Areas of Concern</b> (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"> <li>• Toothbrush process not completed accurately</li> </ul> <p><u>Education Review</u></p> <ul style="list-style-type: none"> <li>• (60) files, (1) Manager Interview and (14) Classroom site visits were reviewed with noted findings regarding classroom documentation and ChildPlus data entry</li> </ul> <p><u>Family and Community PCC Meetings, Activities and Events</u></p> <ul style="list-style-type: none"> <li>• Reviewed documentation of Parent Surveys, PCC agenda, sign in sheets, Parent Engagement Monthly Activity Reports and community resources for 7 sites with one noted finding regarding data entry</li> </ul>
<p><b>Follow-up Activities:</b></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 once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for Education and Family and Community review.</p>



For more detailed information:

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