

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:

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

Family & Community Support
Human Resources Review
ERSEA Attendance
45-Day Health Screening

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

Disabilities Review
Health Review
45-Day Education Screening

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

Health Review:

Non-compliances noted for this review:

- Files did not have a completed TB Questionnaire and an event in ChildPlus in accordance with the ChildPlus Data Entry Guide.
- Files did not have documentation reflecting that a High Blood Pressure packet was given to parent according to the ChildPlus Data Entry Guide.
- Files did not have documentation reflecting that a Head Start Nutrition packet was given to parent according to the ChildPlus Data Entry Guide.
- Files did not have documentation reflecting that a Head Start Nutrition packet was given to parent within 30 school days after the screening.

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

Disabilities Review:

Concerns noted during this review:

- Teacher was unable to explain and provide evidence that the progress of the children in her classroom was monitored and documented.
- The parent consent form was not scanned into ChildPlus.

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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