

# ***Review of Head Start, EHS, and EHS-CCP Health Safety Screener Calendar***



***HEAD START***



# **Quality Assurance Team Health & Safety Screening Plan & Calendar**

*Required by the Office of Head Start (OHS)*

## **August 2023**

**Purpose:** Successfully complete the Health and Safety requirements outlined in ACF-IM-HS-13-02:  
Five-Year Head Start Project Periods

**Project Start Date:** August 8, 2023

**Project End Date:** October 20, 2023

**Key Dates:**

**August 7, 2023** – First day of school for EISD.

**August 15, 2023** – First Day of school for SAISD.

**August 8, 2023** – Site Visits begin.

- Within 10 calendar days of each visit – Findings **MUST** be corrected.

**August 31, 2023** – Site Visits completed.

**September 5-8, 2023** – ISD Transportation

**September 22, 2023** – All findings **MUST** be corrected.

**September 26, 2023** – Submit to Policy Council Chair for signature.

**September 27, 2023** – Certification letter forwarded to Mayor for signature.

**October 20, 2023** – 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 26, 2023**.
- Certification letter will be forwarded to the Mayor on **September 27, 2023**, for signature.
- Certification of Health and Safety Screener will be submitted to OHS on **October 20, 2023**.

## **Schedule**

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 EISD Program Begins	8 EISD Health & Safety (Screening)	9 EISD Health & Safety (Screening)	10 EISD Health & Safety (Screening)	11 QA Team Make-Up Day	12
13	14 EISD Health & Safety (Screening)	15 SAISD Program Begins	16 SAISD Health & Safety (Screening)	17 SAISD Health & Safety (Screening)	18 QA Team Make-Up Day	19
20	21 SAISD Health & Safety (Screening)	22 SAISD Health & Safety (Screening)	23 SAISD Health & Safety (Screening)	24 SAISD Health & Safety (Screening)	25 EISD Early Release QA Team Make-Up Day	26
27	28 SAISD Health & Safety (Screening)	29 SAISD Health & Safety (Screening)	30 SAISD Health & Safety (Screening)	31 SAISD Health & Safety (Screening)  All Site Visits Completed		
September 2023						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Team Make-Up Day	2
3	4 Labor Day CITY Holiday EISD/SAISD Holiday	5 EISD 30 <sup>th</sup> Day Health & Safety [Corrective Action] ISD Transportation	6 Health & Safety [Corrective Action] ISD Transportation	7 Health & Safety [Corrective Action] ISD Transportation	8 QA Team Make-Up Day ISD Transportation	9
10	11 Health & Safety [Corrective Action]	12 Health & Safety [Corrective Action]	13 SAISD 30 <sup>th</sup> Day Health & Safety [Corrective Action]	14 Health & Safety [Corrective Action]	15 SAISD Student Holiday QA Team Make-Up Day	16
17	18 Health & Safety [Corrective Action]	19 Health & Safety [Corrective Action]	20 EISD 45 <sup>th</sup> Day Health & Safety [Corrective Action]	21 Health & Safety [Corrective Action]	22 EISD Early Release QA Team Make-Up Day All Corrections Due	23
24	25	26 Certification Letter to HS Policy Council Chair for Signature	27 Certification Letter to Mayor for Signature	28 SAISD 45 <sup>th</sup> Day	29 QA Team Make-Up Day	30

October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

October 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6 QA Team Make-Up Day	7	
8	9 SAISD Holiday/ EISD Intercession	10 EISD Intercession	11 EISD Intercession	12 EISD Intercession	13 EISD Intercession  QA Team Make-Up Day	14	
15	16 SAISD Holiday	17	18	19	20 EISD Early Release QA Team Make-Up Day Upload Certification Letter to OHS!	21	
22	23	24	25	26	27 SAISD Holiday  QA Team Make-Up Day	28	
29	30	31					

# ***EHS & EHS-CCP***





# **Health & Safety Screening Plan & Calendar**

*Early Head Start Program*

**First Day of Program Year  
8/7/2023**

**Purpose:** Successfully complete the Health & Safety requirements

**Project Start Date:** August 15, 2023

**Project End Date:** October 20, 2023

**Key Dates:**

**August 15, 2023** - Site visits begin

- Within 15 calendar days of each visit – **Findings MUST be corrected**

**September 6-14, 2023-** Follow up site visits completed

**September 26, 2023** – Process Letter to the Mayor

**October 20, 2023** - 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 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 on **September 26, 2023**, for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health & Safety Screener on **September 26, 2023**

**Mayor Signature:**

- Process letter and obtain City of San Antonio Mayor signature of the completed Health & Safety Screener Certification on **September 26, 2023**.

**CAAB: COMMUNITY ACTION ADVISORY BOARD:**

- Results of Health & Safety Screener presented to Community Action Advisory Board on **October 26, 2023**, for their review. (Dates subject to change)

**Submittal:**

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 20, 2023**.

**Schedule**

August 2023						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1.	2.	3.	4.	5.
6.	7. First Day of Program 2023- 2024	8.	9.	10.	11.	12.
13.	14.	15. Health & Safety Screener Healy Murphy	16. Health & Safety Screener BSA	17. Health & Safety Screener Seton Home	18. Health & Safety Screener Inman	19.
20.	21.	22. Health & Safety Screener Ella Austin	23. Health & Safety Screener YWCA	24. Health & Safety Screener EHS Stafford	25.	26.
27.	28.	29.	30.	31.		

**September 2023**

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1.	2.
3.	4. Labor Day Holiday	5.	6. Health & Safety Screener follow up visit <b>Healy Murphy</b> 30 <sup>th</sup> Day	7. Health & Safety Screener follow up visit <b>BSA, Seton Home</b>	8.	9.
10.	11.	12. Health & Safety Screener follow up visit <b>Inman, YWCA</b>	13. Health & Safety Screener follow up visit <b>Ella Austin</b>	14. Health & Safety Screener follow up visit <b>EHS Stafford</b>	15.	16.
17.	18.	19.	20.	21.  45 <sup>th</sup> Day	22.	23.
24.	25.	26. <b>Review Health &amp; Safety Screener results to Policy Council</b>	27.	28.	29.	30.

October 2023						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1.	2.	3.	4.	5.	6.	7.
8.	9.	10.	11.	12.	13.	14.
15.	16.	17.	18.	19.	20. Upload Certification Letter in HSES <b>75<sup>th</sup> DAY</b>	21.
22.	23.	24.	25.	26 Review Health & Safety Screener results to CAAB	27.	28.
29.	30.	31.				