

Review of EHS, and EHS-CCP Health Safety Screener Calendar



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 Healy Murphy 30 th Day	7. Health & Safety Screener follow up visit BSA, Seton Home	8.	9.
10.	11.	12. Health & Safety Screener follow up visit Inman, YWCA	13. Health & Safety Screener follow up visit Ella Austin	14. Health & Safety Screener follow up visit EHS Stafford	15.	16.
17.	18.	19.	20.	21. 45 th Day	22.	23.
24.	25.	26. Review Health & Safety Screener results to Policy Council	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 75th DAY	21.
22.	23.	24.	25.	26 Review Health & Safety Screener results to CAAB	27.	28.
29.	30.	31.				