

Review of Head Start Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – November 2021

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 corrected and 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):

ERSEA Eligibility Review #4 (SAISD)
45-Day Education Screenings Review #1
45-Day Health Screenings Review #1

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

Education Review #1
Disabilities Review #1

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

There were no areas of non-compliance noted during this reporting period.

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

Education Review #1:

There were several concerns noted with Child Files during this review:

- The child's caregiver had not been invited to Ready Rosie.
- The 1st Home Visit event date had not been entered into ChildPlus according to the ChildPlus Data Entry Guide.
- Documentation did not reflect that the teacher and parent reviewed educational assessment outcomes or screenings.
- Documentation did not reflect the teacher and parent reviewed the child's work samples.

There were also several concerns related to the Site Visit/Teacher Interview:

- Teacher was unable to explain how he/she uses Ready Rosie.
- Teacher does not have a classroom set up in Ready Rosie.
- The current daily schedule did not include the school's name.

Disabilities Review #1:

There was only one concern related to the Child File review:

- The parent consent form was not scanned into ChildPlus.

Comments:

Due to CoVID-19, several areas of this review may have been affected by the pandemic and marked as “CoVID-19”. The City of San Antonio understands the barriers that CoVID-19 has caused in conducting and obtaining screenings. These areas will not affect the compliance percentage for this program year and do not require any action.

For more detailed information:

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