

# ***Review of Head Start Program Monitoring***





## City of San Antonio Head Start Program Monitoring Report – January 2022

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):*

ERSEA Eligibility Review #5 (SAISD)  
 ERSEA Eligibility Review #6 (SAISD)  
 90-Day Health Concerns Review #1 (EISD)  
 Safe Environments Review #1 (100%) – Classroom Safety  
 Safe Environments Review #1 (100%) – Outdoor/Gym  
 Safe Environments Review #1 (100%) – Medication Administration  
 Safe Environments Review #1 (100%) – Facilities  
 Safe Environments Coordinator Interview

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

45-Day Education Screenings Review #1  
 45-Day Health Screenings Review #1  
 ERSEA Attendance Review #1  
 Wellness Support Coordinator Interview Review #1  
 Family & Community Support #1  
 ERSEA Eligibility Review #8 (EISD)

**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):

**45-Day Education Screenings Review #1:**

There were several concerns noted during the 45-Day Education Screening review:

- There was no evidence that the ASQ-3 was completed within 45 calendar days of when the child first attended the program.
- There was no evidence that the ASQ:SE-2 was completed within 45 calendar days of when the child first attended the program.

- Information entered in the ChildPlus module did not match the information on the ASQ-3 Information Summary page.
- The ASQ-3 tool was not properly completed.
- The ASQ:SE-2 tool was not properly completed.
- Information entered in the ChildPlus module did not match the information on the ASQ-SE-2 Information Summary page.
- The correct ASQ-3 event date was not entered into ChildPlus.
- The correct ASQ:SE-2 event date was not entered into ChildPlus.
- Information entered in the ChildPlus module did not match the information on the ASQ-3 Information Summary page.

#### **45-Day Health Screenings Review #1:**

There were several concerns noted during the 45-Day Health Screening review:

- An evidence-based vision screening was not obtained or performed.
- An evidence-based hearing screening was not obtained or performed.
- An evidence-based hearing screening was not obtained or performed within 45 calendar days after the child first attended the program of each school year.
- An evidence-based vision screening was not obtained or performed within 45 calendar days after the child first attended the program of each school year.
- If the vision screening result is not on file in ChildPlus, follow-up action was not evident at least once a month in ChildPlus.
- If the hearing screening result is not on file in ChildPlus, follow-up action was not evident at least once a month in ChildPlus.

#### **ERSEA Attendance Review #1:**

There were several concerns noted during the ERSEA Attendance review:

- In circumstances where chronic absenteeism persists, the program has not documented the efforts made to re-engage the family.
- Daily attendance and absences were not recorded in the ChildPlus data tracking system.
- An attempt was not made to contact the parent/guardian for any unexpected absences to ensure child's safety and well-being and information is documented in ChildPlus.
- If the child has been absent for two unexplained consecutive days and/or the child has multiple unexplained absences, a home visit and/or other direct contact with the child's parent/guardian has not been made and documented in ChildPlus.

#### **Wellness Support Coordinator Interview:**

- There were no findings noted during the review/interview.

#### **Family & Community Support Review #1:**

There were a few concerns noted during the Family & Community Support review:

- When a need was identified, there was no documented evidence that follow-up was being conducted once each month until the need was met.
- The Family Meeting/Home Visit form was not scanned into ChildPlus.
- Family Assessment data was not entered into ChildPlus by the due date on the Benchmark Due Date Guide and according to the ChildPlus Data Entry Guide.

**ERSEA Eligibility Review #8 (EISD):**

There were two findings noted during the EISD ERSEA Eligibility Review #8:

- There was no completed and signed Eligibility Verification Record form scanned into ChildPlus.
- Family size was not determined correctly.

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



# ***EARLY HEAD START***



## City of San Antonio Head Start Program

### Monitoring Report – January 2022

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 **Early Head Start- Stafford Program** during the time indicated above:

<b>Monitoring Projects:</b>	<b>January 2022</b>
Mid-Year Health and Safety Screening visit	
<b><u>Disability Child File Review and Site Visits</u></b>	
Pending Completion	
<b>Non-Compliances –</b>	
There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.	
<b>Areas of Concern</b> (Individual incident(s) that fail to meet performance standard or policy):	
<b><u>Unannounced Safe Environment</u></b>	
<ul style="list-style-type: none"> <li>○ Fire Inspection was expired</li> <li>○ Classroom roster not current</li> <li>○ Bleach bottle not locked in cabinet</li> <li>○ Diaper procedure not followed</li> </ul>	
<b><u>Disability Child File Review</u></b>	
<ul style="list-style-type: none"> <li>○ There were 3 child files reviewed with noted findings.</li> <li>○ Site visit is pending completion of the Teacher interview process.</li> </ul>	
<b>Follow-up Activities:</b>	
<p>EHS child care director provided corrective action responses and evidence supporting the actions taken in the ChildPlus Data System.</p> <p>December 2021, follow up correction verification completed, and monitoring projects are now closed.</p>	
<b>For more detailed information:</b>	
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***EARLY HEAD START  
CHILD CARE PARTNERSHIP  
(EHS-CCP)***





## City of San Antonio Head Start Program

### Monitoring Report – January 2022

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 **Early Head Start- Child Care Partnership Program** during the time indicated above:

Monitoring Projects:	January 2022
<b><u>Mid-Year Health and Safety Screening Visit</u></b>	
<ul style="list-style-type: none"> <li>○ Blessed Sacrament Academy</li> <li>○ Ella Austin Child Care Center</li> <li>○ Healy Murphy Child Development Center</li> <li>○ Inman Christian Child Care Center</li> <li>○ Seton Home Child Care Center</li> <li>○ YWCA Olga Madrid Child Care Center</li> </ul>	
<b><u>Disability Child File Review and Site Visits</u></b>	
Pending Completion	
<b>Non-Compliances –</b>	
A non-compliances was observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.	
<ol style="list-style-type: none"> <li>1. Observed two classrooms out of ratio, one teacher to four children during visit. Child Care Center is required to submit a Plan of Action to ensure two teachers are maintained in the classroom at all times.</li> </ol>	



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

**Mid-Year Health and Safety Screening Visits**

- Books needing replacing in one classroom
- Classroom Daily Checklist not completed correctly
- Carpets in need of cleaning
- Teacher's required training certificates not available for review
- Evidence of chipped paint in classrooms
- Fire Inspection expired at two sites

**Disability Child File Review**

- There were 18 child files reviewed with noted findings.
- Seven site visits are pending completion of the Teacher interview process.

**Follow-up Activities:**

EHS – CCP child care director's provided corrective action responses and evidence supporting the actions taken in the ChildPlus Data System.

December 2021, follow up correction verification completed, and monitoring projects are now closed.

**For more detailed information:**

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