

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





## City of San Antonio Head Start Program

### Monitoring Report – December 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 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):

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)

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

ERSEA Eligibility Review #4 (SAISD)

**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):

**ERSEA Eligibility Review #4:**

There were several concerns noted during this review:

- Family Income Applications were not signed in ChildPlus.
- Selection Criteria Point Systems were not completed correctly in ChildPlus.
- Signed and completed Eligibility Verification Record forms were not scanned into ChildPlus.
- Gross Annual Income was not calculated correctly (with supporting documents).

**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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