City of San Antonio

AGENDA
Head Start Policy Council Meeting

Tuesday, May 23, 2023   **6:15 PM**   **1227 Brady Blvd**

In compliance with the Texas Open Meetings Act, the Department of Human Services Head Start Policy Council will hold an open meeting at the Head Start Office, 1227 Brady Blvd, San Antonio Texas 78207 on Tuesday, May 23, 2023, at 6:15 PM.

Members of the public may listen to the live meeting by calling toll-free 1(415)-655-0001 and dialing the access code, 1778 83 5920.

Public Comments

Public Comments may be submitted in-person or until 5:00 PM on the day before the meeting. Comments received will be limited to 3 minutes and made a part of the record of the meeting, and can be submitted in one of the following options:

 1. Email comments to andrea.martinez@sanantonio.gov

 2. Leave a message at (210) 206-5544

 3. To receive a live call back during the meeting, leave name, telephone number, and topic by either method above

The following will be considered:

Call to Order

Meeting Minutes

1. Approval of the minutes from the Head Start Policy Council meeting on April 18, 2023.

Public Comments

Briefing and Possible Action on the following items

2. Presentation of Jule Sugarman and David Chavarria Award
3. Approval of Head Start and Early Head Start (EHS) Policy Updates
4. Approval of Early Head Start Change in Program Option/Budget Revision
5. Approval of the Early Head Start Locally Designed Program Option Variations and Waiver of Group Size for Center-Based Services
6. Review of Head Start, EHS, and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report
7. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
8. Review of Head Start Program Monitoring
9. Review of EHS and EHS-CCP Program Monitoring

Adjournment

EXECUTIVE SESSION
At any time during the Head Start Policy Council meeting, the Policy Council may meet in Executive Session under Chapter 551 of the Texas Government Code, including consultation with an attorney.

ACCESSIBILITY STATEMENT
This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary aids and services, including Deaf interpreters, must be requested forty-eight [48] hours prior to the meeting. For assistance, call (210) 206-5500.

DECLARACIÓN DE ACCESIBILIDAD
Este lugar de la reunión es accesible a personas incapacitadas. Se hará disponible el estacionamiento. Ayudas auxiliares, incluyendo servicios de intérpretes para los sordos, se deben pedir con cuarenta y ocho [48] horas de anticipación a la reunión. Para asistencia llamar al (210) 206-5500.

DEPARTMENT OF HUMAN SERVICES HEAD START MISSION STATEMENT
Preparing children and engaging families for school readiness and life-long success.

HEAD START POLICY COUNCIL MEETING

April 18, 2023

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Brenda Salazar-Morales
	San Antonio Independent School District (SAISD): Josefina Macias
	EHS-EISD: none
	EHS-EISD HB: none
	EHS-CCP: Naomi Castellanos
	Community Representative: Richard Ramey, Jr.
Members Absent	Edgewood Independent School District (EISD): Yoletzi Velazquez
	San Antonio Independent School District (SAISD): Alexis Alfaro, Ruby Marie Ortiz, Melissa Carrillo Cox
	EHS-EISD: Krystal Rocha
	EHS-EISD HB: none
	EHS-CCP: Krizia Franklin
	Community Representative: Jorge Borrego
Alternate Members Present	Edgewood Independent School District (EISD): none
	San Antonio Independent School District (SAISD): Keyonna Hughes, April Barrera
	EHS-EISD: none
	EHS-CCP: Maritza Mendoza
	Community Representative: David King, Maria Quezada
Alternate Members Absent	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval
	San Antonio Independent School District (SAISD): none
	EHS-EISD: Luis M. Ramirez
	EHS-CCP: Samantha Hurd Ogilvie
	Community Representative: none

I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC representative, Naomi Castellanos called the meeting to order at 6:21 p.m.

II. MEETING MINUTES

Motion: Ms. Keyonna Hughes moved to approve the March 28, 2023, meeting minutes.
Seconded (2nd): Ms. Josefina Macias
Vote: All in favor (unanimous)- The motion carried.

III.PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-j)

a. Correspondence

HSPC representative, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present on ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water. Ms. Jackson discussed the nationwide and statewide concern of lead in water, and our participation with the Texas Commission on Environmental Quality (TCEQ) in the testing of lead in water. Ms. Jackson reported we were the first program in the state that had our staff members trained on collecting water samples and sending them to TCEQ for testing. It was also reported that the school districts are also testing their water in partnership with TCEQ. Furthermore, Ms. Jackson discussed mitigation of faucets and/or spigots at all centers that tested positive for lead and stated this was a process that commenced over a year ago. No questions were asked.

b. Approval of the Head Start and Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) Application

HSPC representative, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start and Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) with minor edits. For the Head Start Program, Ms. Jackson reviewed the total funding amount of $2,299,020.00 which includes the Cost of Living Adjustment (COLA) amount of $1,444,298.00 and Quality Improvement (QI) amount of $854,722.00. Ms. Jackson reported that the COLA supports a 5.6% increase for San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) that includes increases in permanent pay and operating expenses. Ms. Jackson also reported that the Quality Improvement funds were being used for staff retention, mental wellness of staff, and the hiring of additional teaching staff to ensure safety for our children and meeting ratios.

For the Early Head Start Program, Ms. Jackson reviewed the total funding amount of $174,684.00 which includes the Cost of Living Adjustment (COLA) amount of $120,711.00 and Quality Improvement (QI) amount of $53,973.00. Ms. Jackson reported that the COLA supports a 5.6% increase of the current pay scale. Information was also provided on the Quality Improvement funds that detail the dollar figure per child, and reported that for the Head Start program, it was $280.00 per child and for the Early Head Start program, the amount was $420.00 per child. In comparison, the Early Head Start Program received more money per child. Furthermore, Ms. Jackson added that the QI funds will include collaborating with EISD Early Head Start leadership in creating an onsite wellness space for early learning staff, as well as, adding an Early Learning staff member and wellness/health clerk.

HSPC member, Josefina Macias, inquired if recruitment flyers will still be provided. Ms. Jackson confirmed that the recruitment flyers will remain included in our recruitment budget.

HSPC member, Naomi Castellanos, inquired if the recruiters will work for both Head Start and Early Head Start programs. Ms. Jackson reported that the recruiters will be funded through the Head Start program. Furthermore, if the recruiters work on a specific Early Head Start activity, they will cost allocate their time on their timesheet. No further questions were asked.

Motion: Ms. Josefina Macias moved to approve the Head Start and Early Head Start Cost of Living and Quality Improvement Application with minor edits.
Seconded (2nd): Mr. Richard Ramey, Jr.
Vote: All in favor (unanimous)

c. **Approval of Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application**
HSPC representative, Naomi Castellanos, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of Early Head Start-Child Care Partnership (EHS-CCP) and Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits. Ms. Roach reviewed the total funding amount of $261,181.00 which includes the Cost of Living Adjustment (COLA) amount of $170,102.00 and Quality Improvement (QI) amount of $91,079.00. Ms. Roach reported that the COLA supports a 5.6% adjustment increase in pay scale for all program staff. In reference to the QI application, Ms. Roach reported the funding will be utilized for the replenishment of supplies but the main focus will be around mental wellness. Four (4) phases of wellness will be created to complement what we already have. The phases include creating an onsite wellness space at the centers, a trauma-informed program with a system for responding to early learning staff in crisis, creating an Early Head Start Learning Employee Assistance Program (ELEAP) and a peer-to-peer support/trauma-informed mentors. Ms. Roach also provided updated information on the slot allocations for Blessed Sacrament Academy and Seton Home on the COLA application. No questions were asked.

Motion: Ms. Josefina Macias moved to approve the Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits.
Seconded (2nd): Mr. Richard Ramey, Jr.
Vote: All in favor (unanimous)

d. **Review of Head Start and Early Head Start (EHS) Program Wellness Services**
HSPC representative, Naomi Castellanos, introduced Ms. Christina Fitzgerald, Special Projects Manager and Ms. Jessica Manyseng, Head Start Wellness Coordinator, to present the Review of Head Start and Early Head Start (EHS) Program Wellness Services. Ms. Fitzgerald presented on the Early Head Start Wellness Services which included a review of the contracted services with Family Service Association (FSA) and the City of San Antonio Wellness Services. Information was provided on wellness support services and consultation. Policy Council members were informed about the referral process, classroom observations and teacher consultations. Furthermore, Ms. Fitzgerald informed about family and staff wellness support and our work towards becoming a trauma-informed program. Ms. Fitzgerald also highlighted the collaboration between Early Head Start and Head Start with the sharing of families between programs and transition events.

Ms. Jessica Manyseng, presented on Head Start's wellness services and discussed its relation to the Parent, Family & Community Engagement Framework. Ms. Manseng detailed the services that are provided that included targeted case management, crisis intervention and prevention, and collaboration with SAISD, EISD and EHS. In reference to the consultative model, Ms. Manyseng explained family wellness support and its inclusion of the referral process and support services. Information on the Triple P Positive Parenting Program was provided along with information on our

wellness initiatives that included creating a staff wellness committee, staff wellness workshops, and working towards certification of trauma informed care level one (1). No questions were asked.

e.   Review of EHS Program Middle of the Year (MOY) Data

HSPC representative, Naomi Castellanos, introduced Ms. Elizabeth Bellavia, Management Analyst, to present the Review of EHS Program Middle of the Year (MOY) Data. Ms. Bellavia explained how the Early Head Start Program utilizes the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3). Ms. Bellavia informed that these instruments are used to observe and assess skill development in several domains: gross motor, fine motor, cognition, language, self-help, social emotional and pre-writing. The rating scales for the E-LAP and LAP-3 were presented and Ms. Bellavia discussed how the data is reviewed to evaluate if the children are on target for their chronological and developmental age. Graphs displaying the EHS and EHS-CCP middle of the year data were presented and discussed. Overall, Ms. Bellavia informed how the data is used and provided examples that included individualizing services for children and providing additional supplies, technical support, and professional development to the centers.

HSPC member, Naomi Castellanos, requested clarification on the category of pre-writing skills. Ms. Bellavia provided examples of pre-writing skills that included how to hold a pencil, drawing a line and then drawing a line that goes around and connects. Ms. Bellavia confirmed that scribbling is a form of pre-writing. No further questions were asked.

f.   Review of Head Start Program Disability Enrollment Data

HSPC representative, Naomi Castellanos, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the Head Start Program Disability Enrollment Data. Ms. Clark-Peterek discussed the ten percent (10%) requirement of enrollment slots for children with disabilities and how the grantee must ensure, across its programs and grants, that all children with potential disabilities are being identified and evaluated so that early intervention, special education, or related services are being provided, as necessary. Furthermore, the criteria to determine eligibility for services under the Individuals with Disabilities Education Act (IDEA) was discussed and it was affirmed by Ms. Clark-Peterek, that as of November 2022, we met the required 10% enrollment of children with disabilities. Ms. Clark-Peterek also discussed factors related to the inclusion of children with disabilities that included having children receive services as early as possible, serving children and families of greatest need, and engaging and empowering parents. No questions were asked.

g.   Review of Head Start, EHS, and EHS-CCP Fiscal Report

HSPC representative, Naomi Castellanos, introduced Mr. Terric Foong, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Foong reported on the 2022-2023 Head Start grant that closed as of January 31st , 2023. It was reported we are on the second month of closing, out of a total of ninety (90 days). The final month of closeout will be in April, 2023. Mr. Foong reported the budget total is $32,286,093.00. The Year-to-date budget amount is listed at $31,108,618.00 and the Year-to-date Actual is $29,733,991.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is $1,374,627.00 and the last column is expressed in percentages. Mr. Foong provided detailed information on the variance amounts for Travel, Supplies, and Contractual categories.

Mr. Foong presented on the Early Head Start Grant and reported that we are on the second month of close-out for the 2022-2023 grant year. Mr. Foong reported as of March 31, 2023, the budget total is $2,736,974.00. The Year-to-date budget amount is listed as $2,452,433.00 and the Year-to-date Actual is $2,253,135.00 which is the difference or a Variance of $199,298.00. The last column is the Variance in percentages. Mr. Foong provided detailed information on the variance amounts for Supplies, Contractual, Other and Non-Federal/In Kind categories.

Mr. Foong presented on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2022-2023 Fiscal Report as of March 31, 2023. Mr. Foong reported the total budget for this grant is $3,856,799.00. The Year-to-date budget is $2,457,050.00 and the Year-to-date Actual amount is $2,465,039.00 with a negative Variance amount of $7,990.00. Mr. Foong provided details on the variance amounts for Personnel Services and Fringe Benefits, Travel, Contractual, and Other categories.

Mr. Foong reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). The budget period for this grant is from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. Both grants have a combined total budget of $5,037,486.00. The year-to-date budget is $2,858,991.00 and what was actually spent was $2,649,521.00 for a positive variance of $209,470.00. Mr. Foong provided detailed information on the Variance amounts for Personnel Services and Fringe Benefits, Supplies, and Contractual categories.

Lastly, Mr. Foong reported on our new Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this was month two for this grant. The total budget was reported at $35,336,915.00. The year-to-date budget is $1,340,322.00 and the year-to-date actual is $1,348,623.00 with a negative variance of $8,301.00. Mr. Foong provided detailed information on the Variance amounts for Travel, Supplies, Contractual and Other categories. No questions were asked.

h.   Review of Head Start, EHS, and EHS-CCP Monthly Reports
HSPC representative, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reviewed the monthly reports for all three programs as of March 2023 and added that the data was similar to last month's reports. Furthermore, Ms. Jackson provided the enrollment percentages for all three programs.

HSPC member, Maria Quezada, inquired about the waiting lists for the Head Start and Early Head Start programs and asked if the children from the Early Head Start program would necessarily transition to the Head Start program. Ms. Jackson explained that Head Start serves 3,020 children and Early Head Start serves just over 300 children and if we were to transition all of the Early Head Start children, which would be about one third (1/3) of them, it would not make a big impact on the Head Start program. No further questions were asked.

i.   Review of Head Start Program Monitoring

HSPC representative, Naomi Castellanos, introduced Ms. Liza Contreras-Robles, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Contreras-Robles introduced herself and explained that she would be presenting the March 2023 monthly monitoring report. It was reported that the monitoring projects conducted included Family and Community Support, Human Resources Review, ERSEA Attendance and 45 Day Health Screening. The monitoring projects completed included a Disabilities Review, Health Review and 45 Day Education Screening. Ms. Contreras-Robles elaborated on the difference between a non-compliance and an area of concern and proceeded to list non-compliances that were noted in the Health Review. In addition, Ms. Contreras-Robles also discussed the areas of concern that were noted in the Disabilities Review, Health Review and 45 Day Education Screening.

HSPC member, Brenda Salazar-Morales, inquired if a child is screened as overweight, was there something that could be done at the school, like providing a special diet, since a good portion of their time is spent there. Ms. Contreras-Robles reported that we contract with a nutritionist and the parent is offered the opportunity to meet with her to offer tips on nutrition for the child.

HSPC member, David King, inquired if the non-compliance in the Health Review was only found at specific campuses or area campuses. Ms. Contreras-Robles informed that the non-compliance was reported across the board and the findings were numerous enough to generate this non-compliance. Mr. King also asked if this was due to a training issue or were things just not getting done. Ms. Contreras-Robles stated that it could be any factor like training issues, parents did not get their respective packet, or a packet was provided to the parent but it was not documented in the ChildPlus data system.

HSPC member, Josefina Macias, inquired about the procedure if a child is found to be diabetic. Ms. Contreras-Robles informed that after a nutrition review and a health review is conducted and a child is found to be diabetic, the school nurse and the kitchen managers collaborate and a special diet plan is prepared. Ms. Contreras-Robles added that a nutrition monitoring is conducted to verify that children on special diets are receiving that service.

j.   Review of EHS and EHS-CCP Program Monitoring

HSPC representative, Naomi Castellanos, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Roach reported she would be presenting on the monitoring projects that were conducted for the month of March 2023. Those projects included a Mid-Year Health and Safety Screener, Unannounced Safe Environment Visits, Education Child File Review, Manager Interview and Site Visits, and Family and Community Parent Connection Committee (PCC) Meetings, Activities and Events. There were no non-compliances noted but there were some areas of concern with the Unannounced Safe Environment Visit, Education Review, and Family and Community PCC Meetings, Activities and Events. Ms. Roach provided details on the findings for the related areas of concern.

V.   GOVERNING BODY

HSPC representative, Naomi Castellanos, asked Ms. Andrea Martinez, Special Projects Manager, to present items for the Governing Body and Advisory Committee. Ms. Martinez announced to the

Policy Council that this would be her last Policy Council meeting and introduced the new Senior Management Analyst, Ms. Priscilla Garcia. Ms. Martinez then highlighted a photo of the City of San Antonio City Council as the program's Governing Board and reported that it will be updated since there is a new City Council District 7 member. Furthermore, Ms. Martinez informed that we have ninety (90) days to provide new City Council members with the Head Start Program governance training.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Martinez reported that a meeting was scheduled for Thursday, April 20th, 2023 at the Claude Black Multi Service Center at 5:30pm. The items that will be presented to the CAAB committee include the Approval of Environmental Health and Safety Policy 4, Review of the 2023-2024 EHS-CCP Continuation Application, Review of the Head Start, EHS, and EHS-CCP Fiscal Report, Review of the Head Start Middle of the Year (MOY) Data, Review of Head Start, EHS and EHS-CCP Monthly Program Report, Review of Head Start, EHS and EHS-CCP Program Monitoring, and Correspondence item ACF-PI-HS-23-03 Hurricanes Fiona and Ian Recovery Funds. Ms. Martinez announced the next Policy Council meeting is scheduled for Tuesday, May 23, 2023.

## VI.	ADJOURNMENT

Motion: Ms. Keyonna Hughes moved to adjourn the meeting.
Seconded (2nd): Ms. Josefina Macias
Vote: All in favor (unanimous) – The motion carried.

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:28 pm.

_____   _____
             Chair   **Date**

City of San Antonio

Agenda Memorandum

File Number:
23-192104

Agenda Item Number: 2

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Presentation of Jule Sugarman and David Chavarria Award

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

This award is named for Mr. Jule Sugarman, in order for parents/guardians to honor direct service staff who exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start program every day. In addition, The David Chavarria Award is a commemoration of great leaders in the Head Start Program. The Head Start Principals

and Child Care Directors are the first line of leadership in a school, including such responsibilities as teacher evaluation, discipline, and parent & community relations.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Presentation of Jule Sugarman and David Chavarria Award

HEAD START
City of San Antonio
Department of Human Services

Presentation of Jule Sugarman and David Chavarria Award

- Amy Fabela – SAISD Teacher, Hirsch Elementary

- Mary Alukal – EISD Teacher, Stafford Early Childhood Center

- Jennifer Lopez – Early Head Start, Education Specialist, BSA

- Jose Castaneda – Family Support Worker, De Zavala Elementary

- Gregorio Velasquez – Campus Principal, Tynan ECEC

City of San Antonio

Agenda Memorandum

File Number:
23-192106

Agenda Item Number: 3

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approval of Head Start and Early Head Start (EHS) Policy Updates

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act section 642(c)(1)(E) states that the governing body shall have legal and fiscal responsibility for administering and overseeing the program, including the safeguarding of federal funds and reviewing and approving all major policies of the program. The 2023-2024 DHS Head Start Policy Index is a list of recommended changes made to be compliant with the Head Start

Program Performance Standards.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Approval of Head Start and Early Head Start (EHS) Policy Updates

HEAD START

2023-2024 Head Start Policy Index	Change Required?	Description of Change made to current Policy
Education and Early Childhood Development		
5	Development and Behavioral Screening	yes	change related to timeframe that allows completion eight weeks prior to enrollment
10	Lesson Plans	yes	clarification regarding lesson plans
11	Discipline and Guidance	yes	clarification regarding communication guidance
16	Learning During Mealtime	yes	Clarification regarding required procedures
18	Coaching	yes	Clarification regarding required procedures
21	Field Trips	yes	Updates to align with other policies
Environmental Health and Safety		
1	Safe Environment	yes	Clarifcation regarding required procedures regarding a safe environments and lead
Family and Community Services		
2	Staff-Parent Communication System	Yes	Minor edit added wording from HSPPS 1302.50 and 1301.4
5	Parent Activities to Promote Child Learning and Development	Yes	Minor edit added wording from HSPPS 1302.51 (a)
7	Family Partnership Services & Community Partnerships	Yes	Minor edit added wording from HSPPS 1302.52 and 1302.53
Nutrition Services		
2	Outside Food & Adult Meals	yes	Change name of policy. Provide clarificaiton regarding meal service
Program Design and Management (PDM)		
7	Identification and Reporting of Child Abuse and Neglect	yes	Clarificaiton regarding reporting requirements
9	Critical Incident Reporting	yes	Updates to align with guidance from the Office of Head Start
15	Staff Health Requirements	yes	Remove information regarding COVID vaccine mandate
18	Program Data- Access and Security	yes	Minor updates to clarify language
19	Management of Program Data	yes	Minor updates to clarify language

	DHS Head Start Program **Policy**	

EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening.

Education Service Providers will develop and implement procedures to ensure that developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year. Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual, and emotional skills for appropriate referrals.

The ASQ-3 and ASQ:SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than eight weeks prior to the first day of a child's entry into school. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool

- Ensuring accurate scoring of the screening tool
- Establishing timeframes for follow-up, referrals, and documentation, including parent /guardian refusals.
- Following the *City of the San Antonio Benchmark Due Date Guide,* applicable *ChildPlus Data Entry Guide,* and the *Head Start File Scan Order and Process Guide*
- Completing routine internal monitoring of child files.

Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ:SE-2 with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IEP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ:SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:
1302.33

Additional Resources: http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete- asq/

	DHS Head Start Program Policy	

EDUCATION 10			
SUBJECT	Lesson Plans		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement lesson plan procedures. Lesson plans should include teacher directed and child initiated, large group, small group, and one/one lessons and activities that support social, emotional, cognitive, physical development, and language skills. Lesson plans should include alignment to the Texas Prekindergarten Guidelines and documentation of individualized instruction, modifications, and accommodations for all children, including children with an Individualized Education Plan.

Current lesson plans must be posted for parents/guardians and other staff to review.

Performance Standard(s):
1302.31; 1302.32

Head Start Act:
Head Start Act Sec.641A. (a) (1)(B) (i) - (x)

	DHS Head Start Program Policy	
	EDUCATION 11	
SUBJECT	Discipline and Guidance	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	12/13/2011	

Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

Education Service Providers will develop and implement policies and procedures on discipline and guidance appropriate for children 3-5 years old. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies and procedures.

The policies and procedures must include positive methods that build self-esteem and support self- control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

The policies and procedures must include guidance on appropriate communication with parents/guardians regarding a child's behavior.

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Providers must prohibit or severely limit the use of suspension due to a child's behavior. The Education Service Providers must not expel or unenroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

When appropriate, for the child's age and development, a brief supervised separation, or time away from the group, may be necessary, and should be limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toileting
- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a student to restrict movement
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play
- Requiring a parent/guardian to pick up a child due to misbehavior

Performance Standard(s):
1302.17; 1302.31 (e)(2,4);1302.90 (c)(1-2)

	DHS Head Start Program Policy	

EDUCATION 16

SUBJECT	Learning During Mealtime
REFERENCE	Education and Early Childhood Development
EFFECTIVE	6/18/2014

Policy Council **Approval:** 7/25/17	Policy Council **Revision:** Pending	Governing Body **Approval:** 9/28/17	Governing Body **Revision:** Pending
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Policy:

The Head Start Program recognizes the importance of Family Style Meals during breakfast and lunch in supporting social, emotional, language, gross and fine motor learning, and development.

Education Service Providers must develop and implement procedures related to food availability for adults participating in mealtime.

Any adults actively participating with the class during mealtime should share the same food as the children, free of charge, including during field trips and other Head Start related activities. Any adult receiving food, paid for by the Head Start Program, must be involved in the meal with the students at some point during the scheduled meal service.

Ratio must be maintained during mealtime and at a minimum, one adult should sit with the children during the majority of the meal service.

Children are not required to sit at one table or all at the same table. However, children must not be isolated or sit alone during mealtime.

The current daily menu must be posted and made available to parents/guardians.

Each Education Service Provider will develop and implement procedures to address mealtime that includes the following:

- Role of adults, including teachers, teaching assistants, floaters, substitutes, volunteers, and parents/guardians
- Role of the children, including setting the table, passing out food, and helping with clean up
- Training for staff regarding learning opportunities during mealtime
- Outside food
- Mealtime during field trips

Performance Standard(s):
1302.31 (e)(2); 1302.44

	DHS Head Start Program **Policy**	

EDUCATION 18		
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
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Policy:

The Head Start Program will implement a researched-based coordinated coaching program for teaching staff including teachers and aides/instructional assistants/paraprofessionals. Education Service Providers will develop and implement procedures for coaching that must include the following:

- Assessment of staff to identify strengths and areas of needed support
- A system to determine staff in need of intensive coaching
- A system to share staff selected for intensive coaching prior to the start of the identified coaching time period
- Identification of qualified coaches
- A system that includes a cycle of observations, feedback, and goal setting and tools used to document the cycle
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Benchmark Due Date Guide and* applicable *ChildPlus Data Entry Guide*

Performance Standard:
1302.92 (c)

EDUCATION 21			
SUBJECT	Field Trips		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2019		
Policy Council Approval: 4/23/19	**Policy Council Revision:** Pending	**Governing Body Approval:** 5/23/19	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement procedures related to field trips. The procedures should address the following:

- Opportunities for parents/guardians to participate/volunteer for the fieldtrip.
- A system to select attendees and ensure all parents/guardians are offered an equal opportunity to participate throughout the program year.
- Any parent/guardian or volunteer that is asked to attend must have all entrance fees paid for by the program.
- How field trips are funded and the process to ensure payment.
- A system to provide lunch for staff, children, parents/guardians, and volunteers during field trips.
- A system to ensure class ratio is maintained during field trips and ensure no child is left alone or unsupervised. Children may be placed in small groups to ensure safety. While a parent/guardian or volunteer may be used to maintain the required teacher/student ratio a parent/guardian or volunteer must never be left alone with children.
- All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must maintain documentation of volunteer training, background checks, and Standards of Conduct.
- Transportation of children, parents/guardians, volunteers, and staff during field trips. Vehicles that are not school buses, or do not meet the definition of an allowable alternative vehicle cannot be used for the purpose of transporting children for field trips.
- A parent/guardian cannot be required to attend a field trip. Every child must be offered the opportunity to attend the field trip regardless of parent/guardian attendance.
- Early release to a parent/guardian during a field trip.

Performance Standard(s):
1302.18; 1302.21(b)(1-4); 1302.47(5)(iii); 1302.90; 1302.94(b); 1303.71(a)

	DHS Head Start Program Policy	
EnvHS 1		
SUBJECT	Safe Environments	
REFERENCE	Environmental Health and Safety	
EFFECTIVE	9/13/2011	
Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
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Policy:

Education Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean, and in quality condition so as to prevent injury to a child. Education Service Providers will develop and implement procedures to maintain safe environments, free from pollutants, hazards and toxins, including lead, that are accessible to children and could endanger children's safety, and correct issues identified as unsafe and/or hazardous through the monitoring process.

Education Service Providers will develop and implement procedures to ensure state-certified lead testing of water, soil, and paint once every three years. If lead test results are positive, the Education Service Provider must inform the Head Start Grant Recipient and provide a plan for abatement within 24 hours of notice.
Education Service Providers will also create an inventory replacement plan that ensures all furniture is routinely inspected and replaced.

Education Service Providers will submit all work orders from all sites as requested by the Head Start Grant Recipient with the current status and timeline of completion for each work order.
The Education Service Provider will ensure that work orders are completed within 20 business days of creation. If the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Head Start Grant Recipient. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. The Education Service Provider will be monitored routinely to ensure that the work order is completed.

Performance Standard:
1302.47b(1)(2)

Information Memorandum:
ACF-IM-HS-23-01

	DHS Head Start Program **Policy**	
	FAMILY 2	
SUBJECT	Staff/Parent Communication System	
REFERENCE	Family and Community Support	
EFFECTIVE	7/28/2020	

Policy Council **Approval:** 7/28/20	**Policy Council** **Revision:** Pending	**Governing Body** **Approval:** 8/13/20	**Governing Body** **Revision:** Pending
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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

Head Start staff, to include Family and Community Support and Education Service Provider Staff, will ensure continuous communication with families is maintained. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.

The Head Start Program will conduct family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grant Recipient will work with the Education Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.

- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.

- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
  i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s)

1302.50(b)(2) & (5); 1301.4

	FAMILY 5		
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE	7/28/2020		
Policy Council Approval: 7/28/20	**Policy Council Revision:** Pending	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

The Head Start Grant Recipient and the Education Service Provider will promote shared responsibility with parents/guardians for children's early learning and development and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

The Head Start Grant Recipient and Education Service Providers will develop and implement procedures that include, at a minimum, the following:

- Offering activities that support parent-child relationships and child development including language, dual language, literacy and bi-literacy development as appropriate;

- Providing parents/guardians with information about the importance of their child's regular attendance, and partner with them, as necessary, to promote consistent attendance, impact of attendance on learning outcomes;

- For dual language learners, information and resources for parents/guardians about the benefits of bilingualism and biliteracy.

The Head Start Grant Recipient and Education Service Providers must, at a minimum, offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.

The Head Start Grant Recipient and Education Service Providers will develop and implement procedures, including training for staff, to ensure all families are offered the opportunity to participate in the research-based parenting curriculum

Performance Standard(s):
1302.51(a)(b)

	DHS Head Start Program Policy	

FAMILY 7			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	7/28/2020		
Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
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Policy:

The Head Start Program will engage in a process of collaborative and respectful partnership building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework (PFCE).

Family and Community Support staff will offer:

- a Family Partnership Agreement to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.

- a Family Strengths and Needs Assessment tool to identify each family's strengths, needs related to the family engagement outcomes in the PFCE.

- a Individualized family partnership services that off an opportunity to develop family goals. The goal setting process must include family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.

- Existing plans and community resources that address family needs, strengths, and goals, in order to avoid duplication of efforts.

The Head Start Program will establish ongoing collaborative relationships and partnerships with community organizations. Relationships will be built by establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate. This helps to facilitate access to community services that are responsive to children's and families' needs and family partnership goals, and community needs and resources, as determined by the community assessment

Performance Standard:
1302.52; 1302.53

NUTRITION 2		
SUBJECT	Nutritional Needs & Safety	
REFERENCE	Nutrition Services	
EFFECTIVE	6/18/2014	

Policy Council **Approval:** 7/25/17	**Policy Council** **Revision:** Pending	**Governing Body** **Approval:** 9/28/17	**Governing Body** **Revision:** Pending
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Policy:

Education Services Providers will develop and implement procedures to address the following:

- The nutritional needs and safety of all children

- Policies and procedures regarding food not on the established menu. Education Service Providers may allow parent/guardians to send and bring food for lunch for their child to accommodate for family preference. Parents/guardians must follow campus/district guidelines and policies outlining foods not allowable and ensuring each child's health and safety.

- Education Service Providers must not require the parent/guardian to provide food to accommodate a doctor prescribed special diet.

- Parents/guardians may join their child for lunch, following campus/district guidelines and policies.

- Adults, including teachers, teacher assistants, parents/guardians, and/or volunteers actively participating during breakfast and lunch meal service must share the same meals as the children, to the best extent possible and free of charge. Staff, parents/guardians, and/or volunteers attending field trips will receive the same meal as the children free of charge.

- Education Service Providers should follow district policies and procedures in regard to celebrations and outside food. In an effort to promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or other dietary restrictions, staff should work with parents to find the most appropriate way to celebrate.

Performance Standard(s):
1302.42(b) (4); 1302.44(a)

	DHS Head Start Program Policy	
	PDM 7	
SUBJECT	Identification and Reporting of Child Abuse and Neglect	
REFERENCE	Program Design and Management	
EFFECTIVE	4/13/2010	

Policy Council Approval: 7/25/17	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** Pending
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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start Program Staff, including Department of Human Services (DHS) Head Start staff, teachers, teacher assistants, and all other campus or site personnel, consultants, contractors, and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect.

The Head Start Program Administrator must be notified immediately, and no later than 24 hours of an allegation of abuse or neglect against a City of San Antonio DHS Head Start or School District/Child Care staff member, substitute, volunteer, consultant, or contractor. .

The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring outside of the Head Start Program within 24 hours of reporting. Such official incident reporting must be provided in writing.

Additionally, when any DHS Head Start Program Staff, contractor, Education Service Provider, Child Care Center staff, or consultants, contractors, volunteer witnesses or suspects child abuse or neglect, they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, "child abuse is an act or omission that endangers or impairs a child's physical, mental or emotional health and development." Child abuse may take several forms including, but not limited to:

- Physical, mental, or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, staff will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the Head Start Program.

All Head Start staff, including DHS Head Start staff, teachers, teacher assistants, and all other campus or site personnel, substitutes, consultants, contractor, and volunteers receive annual training on procedures for identifying and reporting child abuse or neglect. Head Start staff are expected to fully cooperate with TDFPS and other applicable agency personnel regarding an investigation of suspected abuse or neglect.

Performance Standard(s):

1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2); 1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm

	PDM 9	
SUBJECT	Critical Incident Reporting	
REFERENCE	Program Design and Management	
EFFECTIVE	12/13/2011	

Policy Council Approval: 7/28/20	**Policy Council Revision:** Pending	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** Pending
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Policy:

The Head Start Program, including the Grant Recipient and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

A critical incident includes, but is not limited to:

- Suspected child abuse/neglect which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect or maltreatment against any Head Start staff member, volunteer, consultant, and or contractor, including, but not limited to grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.

- Incidents which may have placed a child, family member, or staff in danger.
- .Any incident where a child is left unsupervised while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion/ffield trip.

- Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.

- Health incidents and illnesses, which include, but are not limited to:
  o Injuries that require urgent medical attention by a health-care professional, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites
  o Child or staff member leaving by emergency medical transport.
  o Any reportable disease/illnesses, as indicated by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, or School District Health Department Child receiving outside medical attention at any point in time for an injury sustained during Head Start program hours.

- Unauthorized release where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.
- Any incident which has the potential to generate negative media coverage.
- Any media inquiry/ coverage of the program.
- Unplanned interruption in Head Start Program services.
- Closure of any facility or part of a facility, including outdoor play areas.
- Accidents involving vehicles that transport children and families.

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):
1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

Information Memorandum:
 ACF-IM-HS-22-07

	DHS, Head Start Program Policy	

PDM 15

SUBJECT	Staff Health Requirements
REFERENCE	Program Design and Management
EFFECTIVE	6/15/2011

Policy Council Approval: 7/25/17	Policy Council Revision: Pending	Governing Body Approval: 9/28/17	Governing Body Revision: Pending

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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The annual/physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, vaccination information, screenings, and/or tests must be kept on file.

Performance Standard(s):
1302.93; 1302.94

	DHS Head Start Program Policy	

PDM 18			
SUBJECT	Program Data - Access and Security		
REFERENCE	Program Design and Management		
EFFECTIVE	April 23, 2018		
Policy Council Approval: 1/22/19	**Policy Council Revision:** Pending	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** Pending
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Policy:

The Head Start Grant Recipient and Education Service Providers must establish an internal procedure for proper access and security of program data for the City of San Antonio Department of Human Services Head Start and Early Head Program (DHS Head Start).

Procedure:

DHS Head Start utilizes ChildPlus as the secure database system for storing and tracking client information.

All user account holders are required to complete ChildPlus Access Request and ChildPlus User Security and Confidentiality Agreement forms. Upon completion, the forms are scanned and attached by the ChildPlus Administrator in ChildPlus under each respective user profile.

By accessing the database, staff understand and agree to abide by all terms of the ChildPlus User Security and Confidentiality Agreement and any applicable state and federal laws regarding Personally Identifiable Information (PII) and Protected Health Information (PHI).

- Education Service Providers are required to designate a staff member to complete the Personnel Profile for all staff members funded by the Head Start or EHS grant or anyone who works with children or families enrolled in the Head Start or EHS programs under the Management Module in ChildPlus. Designated staff is defined as preauthorized users in the Management/Personnel Module.
- Upon completion of the Personnel Profile, the designee will notify the ChildPlus Administrator if the user requires access to PII. Not all personnel require a ChildPlus user account.
- The ChildPlus Administrator will confirm with the designee the role of personnel and the types of access required.

- The ChildPlus Administrator will complete a User Security profile in ChildPlus, assign a login username and temporary password, restrict access by location, and designate User Security group(s).
- The ChildPlus Administrator will email the new account holder the login username and temporary password.
- The new account holder will log into ChildPlus and change the temporary password to a permanent password.

Authorized ChildPlus users are granted access under one of the following groupings:

- Staff: A ChildPlus personnel account will be created for all staff. ChildPlus user accounts and access is granted upon the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement Form.
- Education Service Providers: An assigned ChildPlus Super User for each Service Provider formally requests accounts via email for Service Provider Head Start Staff. Service providers are subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).
- Contracted Providers: A Special Projects Manager or designee will request user accounts for contractual providers via email or meeting with the ChildPlus Administrator. To meet the requirements of Health Insurance Portability and Accountability Act of 1996 (HIPAA), DHS Head Start requires any contract that include access to client information include an enforceable Business Associate Agreement (BAA). BAAs are documented in the professional services contract with the DHS Head Start.

Implementation of technical policies and procedures for electronic information systems that maintain electronic PII, PHI, and IDEA Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard HIPAA, FERPA, PHI, PII, and the Individuals with Disabilities Education Act (IDEA) Part B and C data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C electronically must follow encryption guidelines and ensure the receiving entity is an authorized recipient of the specific data being delivered

Staff may utilize a program issued computer or device to access ChildPlus.

Staff ensures the environment in which they are working is secure and only authorized

persons are within viewing distance of the authorized user's screen and/or confidential documents. Staff should use a privacy screen for all monitors and laptop screens as appropriate.

All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

Disclosure of ChildPlus information to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

All DHS Head Start staff must successfully complete the following trainings:
- COSA Security Awareness Training
- HIPAA Training

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff must acknowledge the of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and ensure all staff receive training on safeguarding FERPA, HIPAA, PHI, PII and (IDEA) Part B and C data.

Performance Standard:
1302.101(b)(4)

	DHS Head Start Program Policy	

PDM 19	
SUBJECT	Management of Program Data
REFERENCE	Program Design and Management
EFFECTIVE	April 23, 2018

Policy Council Approval: 1/22/19	**Policy Council Revision:** Pending	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** Pending

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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, must establish an internal procedure for proper management of program data for the City of San Antonio Department of Human Services Head Start and Early Head Start Program (DHS Head Start).

Procedure:

Implementation of technical policies and procedures for electronic information systems that maintain electronic Personal Identifiable Information (PII), Protected Health Information (PHI), and Individuals with Disabilities Education Act (IDEA) Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), PHI, PII, and the IDEA Part B and C related data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C information electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

- Only computers and or device configured by the IT Department for use on the CoSA network or Education Service Provider network are authorized for the storage or transport of PHI, PII and/or IDEA Part B and C data.
- Staff may utilize a program issued device to access systems to view and maintain PHI, PII, and IDEA Part B and C files.
- Staff ensures the environment in which they are working is secure and only authorized persons are within viewing distance of the authorized user's screen. Staff should use a privacy screen for all monitors and laptop screens as appropriate.
- Disclosure of PII and/or PHI, and/or IDEA Part B and C to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

- Personal devices shall not be used to store or transmit unencrypted protected data.
- Any removable media or storage devices used to transfer PHI, PII, and/or IDEA Part B and C data must be encrypted.
- All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).
- If any PHI, PII, and/or IDEA Part B and C data is transmitted via email, the email must be encrypted
- Hard copies (i.e., paper) of any PHI, PII, and/or IDEA Part B and C data must be kept secured in a lockable file cabinet or other secured storage.
- In the event that PHI, PII, and/or IDEA Part B and C data, either hard copy or electronic, are transported between locations, staff must take all precautions to ensure the materials remain secure and must remain in the presence of staff at all times.

Facsimiles

Any documents received via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be uploaded or scanned into appropriate software (i.e., ChildPlus) as soon as possible. Any electronic copies of the facsimile should be saved to the user's desktop; once the upload is completed the file should be deleted and the deletion confirmed. Any hardcopies of the facsimile must be stored in a secure location or destroyed. Any hardcopies of the documents sent via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be either stored in a secure location or destroyed.

All DHS Head Start staff must successfully complete the following trainings annually:
- COSA Security Awareness Training
- HIPAA Training

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff review and acknowledge review and acceptance of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and receive training on safeguarding FERPA, HIPAA, PHI, PII and IDEA Part B and C data.

Performance Standard:
1302.101(b)(4)

EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 7/25/17	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 8/4/22
			PAGE: 1 of 2

Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening.

Education Service Providers will develop and implement procedures to ensure that developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year. Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual, and emotional skills for appropriate referrals.

The ASQ-3 and ASQ:SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than ~~four~~eight weeks prior to the first day of a child's entry into school. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool

- Ensuring accurate scoring of the screening tool
- Establishing timeframes for follow-up, referrals, and documentation, including parent /guardian refusals.
- Following the *City of the San Antonio Benchmark Due Date Guide,* applicable *ChildPlus Data Entry Guide,* and the *Head Start File Scan Order and Process Guide*
- Completing routine internal monitoring of child files.

Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ:SE-2 with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IEP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ:SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:
1302.33

Additional Resources: http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete- asq/

City of San Antonio	**DHS Head Start Program** **Policy**	Head Start City of San Antonio Department of Human Services
EDUCATION 10		

SUBJECT	Lesson Plans		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 7/25/17	**Policy Council Revision:** 7/25/17	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 9/28/17
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement lesson plan procedures. Lesson plans should include teacher directed and child initiated, large group, small group, and one/one lessons and activities that support social, emotional, cognitive, physical development, and language skills. Lesson plans should include alignment ~~with the five Central Domains of the Head Start Early Learning Outcomes Framework and~~to the Texas Prekindergarten Guidelines~~,~~ and documentation of individualized instruction, modifications, and accommodations for all children, including children with an Individualized Education Plan.

Current lesson plans must be posted for parents/guardians and other staff to review.

Performance Standard(s):
1302.31; 1302.32

Head Start Act:
Head Start Act Sec.641A. (a) (1)(B) (i) - (x)

	DHS Head Start Program Policy	
EDUCATION 11		
SUBJECT	Discipline and Guidance	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	12/13/2011	

Policy Council Approval: 7/25/17	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 5/23/19
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Policy:

Education Service Providers will develop and implement policies and procedures on discipline and guidance appropriate for children 3-5 years old. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies and procedures.

The policies and procedures must include positive methods that build self-esteem and support self- control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

The policies and procedures must include guidance on appropriate communication with parents/guardians regarding a child's behavior.

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Providers must prohibit or severely limit the use of suspension due to a child's behavior. The Education Service Providers must not expel or unenroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

When appropriate, for the child's age and development, a brief supervised separation, or time away from the group, may be necessary, and should be limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toileting
- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a student to restrict movement
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play
- Requiring a parent/guardian to pick up a child due to misbehavior

Performance Standard(s):
1302.17; 1302.31 (e)(2,4);1302.90 (c)(1-2)

CITY OF SAN ANTONIO EST. 1718	**DHS Head Start Program** **Policy**	HEAD START City of San Antonio Department of Human Services

EDUCATION 16		
SUBJECT	Learning During Mealtime	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	6/18/2014	

Policy Council Approval: 7/25/17	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 5/27/21
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Policy:

The Head Start Program recognizes the importance of Family Style Meals during breakfast and lunch in supporting social, emotional, language, gross and fine motor learning, and development.

Education Service Providers must develop and implement procedures related to food availability for adults participating in mealtime.

Any adults actively participating with the class during mealtime should share the same food as the children, free of charge, including during field trips and other Head Start related activities. Any adult receiving food, paid for by the Head Start Program, must be involved in the meal with the students at some point during the scheduled meal service.

Ratio must be maintained during mealtime and at a minimum, one adult should sit with the children during the majority of the meal service.

Children are not required to sit at one table or all at the same table. However, children must not be isolated or sit alone during mealtime.

The current daily menu must be posted and made available to parents/guardians.

Each Education Service Provider will develop and implement procedures to address mealtime that includes the following:

- Role of adults, including teachers, teaching assistants, floaters, substitutes, volunteers, and parents/guardians
- Role of the children, including setting the table, passing out food, and helping with clean up
- Training for staff regarding learning opportunities during mealtime
- Outside food
- Mealtime during field trips

Performance Standard(s):
1302.31 (e)(2); 1302.44

	DHS Head Start Program **Policy**	
EDUCATION 18		
SUBJECT	Coaching	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	6/27/2017	

Policy Council Approval: 7/25/17	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 5/23/19
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Policy:

The Head Start Program will implement a researched-based coordinated coaching program for teaching staff including teachers and aides/instructional assistants/paraprofessionals. Education Service Providers will develop and implement procedures for coaching that must include the following:

- Assessment of staff to identify strengths and areas of needed support
- A system to determine staff in need of intensive coaching
- A system to share staff selected for intensive coaching prior to the start of the identified coaching time period
- Identification of qualified coaches
- A system that includes a cycle of observations, feedback, and goal setting and tools used to document the cycle
- Documentation of coaching consultations in Child Plus according to the *City of San Antonio Benchmark Due Date Guide and* applicable *ChildPlus Data Entry Guide*

Performance Standard:
1302.92 (c)

	DHS Head Start Program Policy	

EDUCATION 21

SUBJECT	Field Trips
REFERENCE	Education and Early Childhood Development
EFFECTIVE	8/1/2019

Policy Council Approval: 4/23/19	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 5/23/19	**Governing Body Revision:** 5/23/19

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Policy:

Education Service Providers will develop and implement procedures related to field trips. The procedures should address the following:

- Opportunities for parents/guardians to participate/volunteer for the fieldtrip.
- A system to select attendees and ensure all parents/guardians are offered an equal opportunity to participate throughout the program year.
- Any parent/guardian or volunteer that is asked to attend must have all entrance fees paid for by the program.
- How field trips are funded and the process to ensure payment.
- A system to provide lunch for staff, children, parents/guardians, and volunteers during field trips.
- ~~Food not on the approved menu is not allowed during field trips~~.
- A system to ensure class ratio is maintained during field trips and ensure no child is left alone or unsupervised. Children may be placed in small groups to ensure safety. While a parent/guardian or volunteer may be used to maintain the required teacher/student ratio a parent/guardian or volunteer must never be left alone with children.
- All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must maintain documentation of volunteer training, background checks, and Standards of Conduct.
- Transportation of children, parents/guardians, volunteers, and staff during field trips. Vehicles that are not school buses, or do not meet the definition of an allowable alternative vehicle cannot be used for the purpose of transporting children for field trips.
- A parent/guardian cannot be required to attend a field trip. Every child must be offered the opportunity to attend the field trip regardless of parent/guardian attendance.
- Early release to a parent/guardian during a field trip.

Performance Standard(s):

1302.18; 1302.21(b)(1-4); 1302.47(5)(iii); 1302.90; 1302.94(b); 1303.71(a)

	DHS Head Start Program Policy	
EnvHS 1		

SUBJECT	Safe Environments		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	9/13/2011		
Policy Council Approval: 7/25/17	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 5/23/19
			PAGE: 1 of 1

Policy:

Education Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean, and in quality condition so as to prevent injury to a child. Education Service Providers will develop and implement procedures to maintain safe environments, ~~–~~free from pollutants, hazards and toxins, including lead, ~~-~~that are accessible to children and could endanger children's safety, ~~including lead free drinking water;~~ and correct issues identified as unsafe and/or hazardous through the monitoring process.

Education Service Providers will develop and implement procedures to ensure ~~create a procedure that includes~~ state-certified lead testing of water, soil, and paint once every three years. ~~Should any test~~If lead test results are ~~be~~ positive, the Education Service Provider must~~will~~ inform the Head Start Grant Recipient and provide a plan for abatement within 24 hours of notice.

Education Service Providers will also create an inventory replacement plan that ensures all furniture is routinely inspected and replaced.

Education Service Providers will submit all work orders from all sites as requested by the Head Start Grant Recipient with the current status and timeline of completion for each work order.

The Education Service Provider will ensure that work orders are completed within 20 business days of creation. If the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Head Start Grant Recipient. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. The Education Service Provider will be monitored routinely to ensure that the work order is completed.

Performance Standard:

	DHS Head Start Program Policy	
	FAMILY 2	
SUBJECT	Staff/Parent Communication System	
REFERENCE	Family and Community Support	
EFFECTIVE	7/28/2020	

Policy Council Approval: 7/28/20	Policy Council Revision: 5/24/22	Governing Body Approval: 8/13/20	Governing Body Revision: 8/4/22
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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff, including Family and Community Support Staff and school district staff, will ensure continuous communication with families.s.Nurturing (or Respectful??) relationships with parents are developed This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.

The Head Start Program will conduct family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ,ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grant Recipient will work with the Education Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.

- Opportunities for PCC members to assist advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.

- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
    - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):
1302.50(b) & (5); 1301.4

	DHS Head Start Program Policy	
	FAMILY 5	
SUBJECT	Parent Activities to Promote Child Learning and Development	
REFERENCE	Family and Community Support	
EFFECTIVE	7/28/2020	

Policy Council Approval: 7/28/20	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/4/22
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Policy:

The Head Start Grant Recipient and the Education Service Provider will promote shared responsibility with parents/guardians for children's early learning and development and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

The Head Start Grant Recipient and Education Service Providers will develop and implement procedures that include, at a minimum, the following:

- Offering activities that support parent-child relationships and ;

- Offer activities that support child development (including language, dual language, literacy and bi-literacy development) as appropriate;

- Providing parents/guardians with information about the importance of their child's regular attendance, and partner with them, as necessary, to promote consistent attendance, (impact of attendance on learning outcomes);

For dual language learners, information and resources for parents/guardians about the benefits of bilingualism and biliteracy.

Performance Standard(s):
1302.51(a)

1

SUBJECT	Family Partnership Services
REFERENCE	Family and Community Support
EFFECTIVE	7/28/2020

Policy Council Approval: 7/25/17	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 8/13/20
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Policy:

The Head Start Program will engage in a process of collaborative and respectful partnership- building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged ~~in~~ jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework (PFCE).

Family and Community Support staff will offer:

- ~~a~~ Family Partnership Agreements to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.

- ~~a~~ Family Strengths and Needs Assessment~~s tool~~ to identify each family's strengths and ~~,~~ needs

- Opportunities to develop individualized family goals. The goal setting process must include family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.

- A collaborative approach to working with families with existing plans/goals to avoid duplication of services.

- Community resources to help~~that are able to~~ meet the family's identified needs.

-

Performance Standard:
1302.52; 1302.53

1302.47b(1)(2)

Information Memorandum:
ACF-IM-HS-23-01

	NUTRITION 2	

SUBJECT	~~Outside Food & Adult Meals~~Nutritional Needs & Safety
REFERENCE	Nutrition Services
EFFECTIVE	6/18/2014

Policy Council Approval: 7/25/17	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 5/23/19

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Policy:

Education Services Providers will develop and implement procedures to address the following: ~~ensure~~

- Tthe nutritional needs and safety of all children ~~and address the following:~~

~~Outside Food~~

-
- Policies and procedures regarding food not on the established menu. Education Service Providers may allow parent/guardians to send and bring food for lunch for their child to accommodate for family preference. Parents/guardians must follow campus/district guidelines and policies outlining foods not allowable and ensuring each child's health and safety.

- Education Service Providers must not require the parent/guardian to provide food to accommodate a doctor prescribed special diet. ~~Food not on the approved menu is not allowed during Head Start meal service which includes field trips and other Head Start related activities. The only allowable exceptions to the approved menu are accommodations/substitutions approved by the school district food and nutrition program.~~

- Parents/guardians may join their child for lunch, following campus/district guidelines and policies.

~~Classroom Staff, Parents/Guardians, and Volunteers~~

- Adults, including teachers, teacher assistants, parents/guardians, and/or volunteers actively participating during breakfast and lunch meal service must share the same meals as the children, to the best extent possible and free of charge. Staff, parents/guardians, and/or volunteers attending field trips will receive the same meal as the children free of charge.

~~Class Parties and Celebrations~~

- Education Service Providers should follow district policies and procedures in regard~~s~~ to

celebrations and outside food. In an effort to promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or other dietary restrictions, staff should work with parents to find the most appropriate way to celebrate.

Performance Standard(s):
1302.42(b) (4); 1302.44(a)

	DHS Head Start Program Policy	

PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 8/4/22
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Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start Program Staff, including Department of Human Services (DHS) Head Start staff, teachers, teacher assistants, and all other campus or site personnel, consultants, contractors, and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect.

The Head Start Program Administrator must be notified immediately, and no later than within 24 hours of an allegation of abuse or neglect against a City of San Antonio DHS Head Start or School District/Child Care staff member, substitute, volunteer, consultant, or contractor. incident that has occurred within the Head Start Program.

The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring away outsidefrom the of the Head Start Program within 24 hours of notificationreporting. Such official incident reporting must be provided in writing.

Additionally, when any DHS Head Start Program Staff, contractors, Education Service Providers, Child Care Center staff, or consultants, contractors, volunteers witnesses or suspects child abuse or neglect, they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, "child abuse is an act or omission that endangers or impairs a child's physical, mental or emotional health and development." Child abuse may take several forms including, but not limited to:

- Physical, mental, or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect

- Medical neglect
- Inadequate supervision

In filing a report, ~~personnel~~staff will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the Head Start Program.

~~Should Education Service Provider management be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.~~

All Head Start staff, including DHS Head Start staff, teachers, teacher assistants, and all other campus or site personnel, substitutes, consultants, contractor, and volunteers receive annual training on procedures for identifying and reporting child abuse or neglect. Head Start staff are expected to fully cooperate with TDFPS and other applicable agency personnel regarding an investigation of suspected abuse or neglect. ~~to report any suspected or known incidents.~~

Performance Standard(s):
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2); 1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm

	DHS Head Start Program Policy	

PDM 9		
SUBJECT	Critical Incident Reporting	
REFERENCE	Program Design and Management	
EFFECTIVE	12/13/2011	

Policy Council Approval: 7/28/20	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/13/20
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Policy:

The Head Start Program, including the Grante Recipiente and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

A critical incident includes, but is not limited to:

- Suspected child abuse/neglect which may or may not have occurred during Head Start -hours.
- Allegations of child abuse/neglect or maltreatment against any Head Start staff member, volunteer, consultant, and or contractor, including, but not limited to grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.

- Incidents which may have placed a child, family member, or staff in danger.
- , including any incidents in which a child was left unsupervised.
- Anyd incident where a child is left unsupervised while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion/-fFfield trip.
-
- Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.

- Health incidents and illnesses, which include, but are not limited to:
  o Injuries that require urgent medical attention by a health-care professional, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites .
  o Child or staff member leaving by emergency medical transport.
  o Any reportable disease/illnesses, as indicated by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, or School District Health Department Contagious diseases that could lead to an

~~outbreak.~~
- o Child receiving outside medical attention at any point in time for an injury sustained during Head Start program hours.

- Unauthorized release where a child is released from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.
- Any incident which has the potential to generate negative media coverage.
- Any media inquiry/ coverage of the program.
- Unplanned interruption in Head Start Program services.
- Closure of any facility or part of a facility, including outdoor play areas.
- Accidents involving vehicles that transport children and families.

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):
1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

Information Memorandum:
 ACF-IM-HS-22-07

	DHS, Head Start Program **Policy**	

PDM 15

SUBJECT	Staff Health Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	**Policy Council Revision:** 1/25/22	**Governing Body Approval:** 9/28/17	**Governing Body Revision:** 2/24/22

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Policy:
The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The annual/physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The following requirement regarding vaccines is pending final action and/or court ruling as of December 31, 2021:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19.

~~The Head Start Program will develop and implement procedures related to COVID-19 Vaccine exemptions and testing requirements. Staff may request an exception from this mandatory vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance.~~

~~Anyone for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to an accommodation with regard to the COVID- 19 vaccination requirements based on an applicable Federal law must undergo weekly testing for COVID-19.~~

Documentation of health exams, ~~COVID-19~~ vaccination information, screenings, and/or tests must be kept on file.

Performance Standard(s):
1302.93; 1302.94

	DHS Head Start Program Policy	

PDM 18

SUBJECT	Program Data - Access and Security
REFERENCE	Program Design and Management
EFFECTIVE	April 23, 2018

Policy Council **Approval:** 1/22/19	**Policy Council** **Revision:** 5/24/22	**Governing Body** **Approval:** 2/28/19	**Governing Body** **Revision:** 8/4/22
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Policy:

The Head Start Grant Recipient and Education Service Providers must establish an internal procedure for proper access and security of program data for the City of San Antonio Department of Human Services Head Start and Early Head Program (DHS Head Start).

Procedure:

DHS Head Start utilizes ChildPlus as the secure database system for storing and tracking client information.

All user account holders are required to complete ChildPlus Access Request and ChildPlus User Security and Confidentiality Agreement forms. Upon completion, the forms are scanned and attached by the ChildPlus Administrator in ChildPlus under each respective user profile.

By accessing the database, staff understand and agree to abide by all terms of the ChildPlus User Security and Confidentiality Agreement and any applicable state and federal laws regarding Personally Identifiable Information (PII) and Protected Health Information (PHI).

- Education Service Providers are required to designate a staff member to complete the Personnel Profile for all staff members funded by the Head Start or EHS grant or anyone who works with children or families enrolled in the Head Start or EHS programs under the Management Module in ChildPlus. Designated staff is defined as preauthorized users in the Management/Personnel Module.
- Upon completion of the Personnel Profile, the designee will notify the ChildPlus Administrator if the user requires access to PII. Not all personnel require a ChildPlus user account.
- The ChildPlus Administrator will confirm with the designee the role of personnel and the types of access required.

- The ChildPlus Administrator will complete a User Security profile in ChildPlus, assign a login username and temporary password, restrict access by location, and designate User Security group(s).
- The ChildPlus Administrator will email the new account holder the login username and temporary password.
- The new account holder will log into ChildPlus and change the temporary password to a permanent password.

Authorized ChildPlus users are granted access under one of the following groupings:

- Staff: A ChildPlus personnel account will be created for all staff. ChildPlus user accounts and access is granted upon the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement Form.
- Education Service Providers: An assigned ChildPlus Super User for each Service Provider formally requests accounts via email for Service Provider Head Start Staff. Service providers are subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).
- Contracted Providers: A Special Projects Manager or designee will request user accounts for contractual providers via email or meeting with the ChildPlus Administrator. To meet the requirements of ~~HIPAA~~ Health Insurance Portability and Accountability Act of 1996 (HIPAA), DHS Head Start requires any contract that include access to client information include an enforceable Business Associate Agreement (BAA). BAAs are documented in the professional services contract with the DHS Head Start.

Implementation of technical policies and procedures for electronic information systems that maintain electronic PII, PHI, and IDEA Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard HIPAA, FERPA, PHI, PII, and the Individuals with Disabilities Education Act (IDEA) Part B and C data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C electronically must follow encryption guidelines and ensure the receiving entity is an authorized recipient of the specific data being delivered

~~Only computers configured by ITSD for use on the CoSA network are authorized for accessing ChildPlus.~~

Staff may utilize a program issued computer or device to access ChildPlus.

Staff ensures the environment in which they are working is secure and only authorized

persons are within viewing distance of the authorized user's screen and/or confidential documents. Staff should use a privacy screen for all monitors and laptop screens as appropriate.

All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

Disclosure of ChildPlus information to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

All DHS Head Start staff must successfully complete the following trainings:
- COSA Security Awareness Training
- ~~COSA~~ HIPAA Training

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.~~.~~

All DHS Head Start staff must acknowledge the of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and ensure all staff receive training on safeguarding FERPA, HIPAA, PHI, PII and (IDEA) Part B and C data.

Performance Standard:
1302.101(b)(4)

	DHS Head Start Program Policy	

PDM 19

SUBJECT	Management of Program Data
REFERENCE	Program Design and Management
EFFECTIVE	April 23, 2018

Policy Council Approval: 1/22/19	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** 8/4/22
			PAGE: 1 of 2

Policy:

The Head Start Program, including the Head Start Grant Recipient and Education Service Providers, must establish an internal procedure for proper management of program data for the City of San Antonio Department of Human Services Head Start and Early Head Start Program (DHS Head Start).

Procedure:

Implementation of technical policies and procedures for electronic information systems that maintain electronic Personal Identifiable Information (PII), Protected Health Information (PHI), and IDEA Individuals with Disabilities Education Act (IDEA) Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), PHI, PII, and the Individuals with Disabilities Education Act (IDEA) Part B and C related data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C information electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

- Only computers and/ or device configured by ITSDthe IT Department for use on the CoSA network or Education Service Provider network are authorized for the storage or transport of PHI, PII and/or IDEA Part B and C data.
- Staff may utilize a program issued device to access systems to view and maintain PHI, PII, and IDEA Part B and C files.
- Staff ensures the environment in which they are working is secure and only authorized persons are within viewing distance of the authorized user's screen. Staff should use a privacy screen for all monitors and laptop screens as appropriate.
- Disclosure of PII and/or PHI, and/or IDEA Part B and C to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

- Personal devices shall not be used to store or transmit unencrypted protected data.

- Any removable media or storage devices used to transfer PHI, PII, and/or IDEA Part B and C data must be encrypted.
- All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).
- If any PHI, PII, and/or IDEA Part B and C data is transmitted via email, the email must be encrypted, and the attachment must be protected by a password. The password to access the attachment must be sent to the recipient in a separate email.
- Hard copies (i.e., paper) of any PHI, PII, and/or IDEA Part B and C data must be kept secured in a lockable file cabinet or other secured storage.
- In the event that PHI, PII, and/or IDEA Part B and C data, either hard copy or electronic, are transported between locations, staff must take all precautions to ensure the materials remain secure and must remain in the presence of staff at all times.

Facsimiles

Any documents received via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be uploaded or scanned into appropriate software (i.e., ChildPlus) as soon as possible. Any electronic copies of the facsimile should be saved to the user's desktop; once the upload is completed the file should be deleted and the deletion confirmed. Any hardcopies of the facsimile must be stored in a secure location or destroyed.

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Any hardcopies of the documents sent via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be either stored in a secure location or destroyed.

All DHS Head Start staff must successfully complete the following trainings annually:
- COSA Security Awareness Training
- COSA HIPAA Training
- CoSA Employee Security Awareness Day in the Life online training module

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical AsisstanceAssistance Team.

All DHS Head Start staff review and acknowledge review and acceptance of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and receive training on safeguarding FERPA, HIPAA, PHI, PII and IDEA Part B and C data.

Performance Standard:
1302.101(b)(4)

EARLY HEAD START

2023-2024 Early Head Start Policy Index	Change Required?	Description of Change made to current Policy
Disabilities		
2 Timely Referrals	Yes	Added Parent/guardian consent has been obtained
Education and Early Childhood Development		
1 Home Visits/ Parent Conferences	Yes	Added "calendar" for clarificatoin of 45 days, revised language for completing home visit at "mutually agreed upon location, upon parent/guardian's request"
3 Individualization	Yes	Added Wellness Contact Logs, Documentation of intervention services from Home Health Ageny and Home Language Survey
5 Development and Behavioral Screening	Yes	Removed teacher, home visitor, or early childhood professional determining if ASQ SE is not appropraite for parent/guardian to complete any sections
8 Child's Classroom File/ Portfolio	Yes	Added additional items for child file including "IEP, Outside Agency Documentatoin, Dual Language Learner Documentation, and Wellness Documentation"
9 Multidisciplinary Staffing	Yes	Updated date to April 15th. "If a child enters the program after April 15th..."
11 Discipline and Guidance	Yes	Added "The policies and procedures must also include guidance on appropriate communication with parents/guardians regarding a child's behavior." and "Requiring a parent/guardian to pick up a child due to misbehavior"
Environmental Health and Safety		
1 Safe Environment	Yes	Added clarification regarding required procedures regarding safe environments and lead
2 Staffing and Class Size Requirements	Yes	Minor edit - Added "always", before remain with a qualified EHS teacher.
3 Hygiene & Cleaning Practices	Yes	Minor edits - Added minor language changes and gramatical corrections
6 Medication Administration	Yes	Minor edits - Replaced "those" with "any medication"
Family and Community Services		
2 Staff-Parent Communication System	Yes	Minor edit, added wording
4 Parent Activities to Promote Child Learning & Development	Yes	Minor edit, added wording
6 Family Partnership Services	Yes	Minor edit, added wording
Home Based Services		
2 Home Visits for Home-Based Services	Yes	Minor edits - changed wording and deleted a section that will be added to procedure
5 Curriculum for Home-Based Services	Yes	Minor edits - reorganized sentence structure
Program Design and Management (PDM)		
7 Identification and Reporting of Child Abuse and Neglect	Yes	Clarificaiton regarding reporting requirements
9 Critical Incident Reporting	Yes	Updates to align with guidance from the Office of Head Start
15 Staff Health Requirements	Yes	Remove information regarding COVID vaccine mandate
18 Program Data- Access and Security	Yes	Minor updates to clarify language
19 Management of Program Data	Yes	Minor updates to clarify language
Wellness Support Services (Mental Health)		
1 Identification of Mental Wellness Needs and Provision of Intervention through Mental Wellness Support Services	Yes	Changed Intensive to Individualized, Removed "services and referrals will be documented in mental health tab of Child Plus"

	DHS Early Head Start Program Policy	
	DISABILITIES 2	
SUBJECT	Timely Referrals	
REFERENCE	Disabilities Services	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:
A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for intervention services. The Early Head Start (EHS) Disabilities Manager will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment, and formal evaluation.

The EHS Disabilities Manager will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services, should be referred for an evaluation as soon as the need becomes evident and parent/guardian consent has been obtained.

City of San Antonio staff will develop a system to ensure that referrals, follow-up, and timelines are documented in ChildPlus and must adhere to the City of San Antonio Benchmark Due Date Guide and the EHS Program Child File Scan Order and Process Guide.

Performance Standard:
1302.61(a)(b); 1302.33(a-b)

Other references:
Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010

	EDUCATION 1		
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
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Policy:

Early Head Start (EHS) teachers must complete two Home Visits and no less than two Parent/Teacher Conferences each program year for center-based services.

A system must be in place to ensure that completion dates of the Home Visits and Parent/Teacher Conferences are entered into *Child Plus and meet the City of the San Antonio Benchmark Due Date Guide,* the *EHS File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.*

Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child file and ChildPlus. If a Home Visit or Parent/Teacher Conference did not occur, documentation regarding why the event did not occur must be noted in Child Plus.

The first Home Visit may be completed by the teacher no more than 14 calendar days prior to the first day of a child's entry into the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child's date of entry is within 45 calendar days of the Parent/Teacher Conference benchmark due date, then the teacher must complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference.

Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's convenience and completed in the home or at a mutually agreed upon location, upon parent/guardian's request.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, goals, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information regarding the transition into a PreK/Head Start program, when applicable.

Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard:
302.34 (b) (2-3, 7-8); 1302.46; 1302.50; 1302.71 (a,b,e)

	DHS Early Head Start Program Policy	

EDUCATION3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
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Policy:

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths, and needs, taking into consideration gender, family composition, the cultural and linguistic background, pattern of development and learning.

Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.

Home Visitors must document individualized learning experiences and activities into the home visit planning form/lesson plan.

The Early Head Start (EHS) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ:SE-2) and Sensory (hearing and vision) screenings
- Medical/dental evaluations/treatments
- Wellness Contact Logs for ongoing wellness support (if applicable)
- Referrals for wellness support (if applicable)
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities (if applicable)
- Outside Agency Documentation (if applicable)
- Home Language Survey

Performance Standard(s):

1302.31 (c) (1); 1302.33; 1302.61

	DHS Early Head Start Program Policy	

	EDUCATION 5		
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/19		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

The Early Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and the Ages and Stages Questionnaire Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening.

Service Providers must complete the ASQ-3 and ASQ: SE-2 in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual, and emotional skills so appropriate referrals are made.

The ASQ-3 and ASQ: SE-2 will not be completed by the teacher or home visitor. If the parent or guardian needs assistance completing the questionnaire, the teacher, home visitor or other staff member may provide the most appropriate accommodation for completion. The ASQ-3 and ASQ: SE-2 will be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center for center-based services. For home-based services the ASQ-3 and ASQ:SE-2 will be distributed no more than two weeks prior to the first home visit. The screenings may not be distributed during Early Head Start (EHS) enrollment, or family meetings. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

EHS Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.
- Ensuring the appropriate version is utilized for child's age and language.
- Ensuring proper completion of the screening tool.

- Ensuring accurate scoring of the screening tool.
- Establishing timeframes for follow-ups, referrals, and documentation
- Following the *City of San Antonio Benchmark and Due Date Guide* and the *EHS File Scan Order and Process Guide.*
- Completing routine internal monitoring of child files.
- Monitoring the fidelity of screenings

The EHS Program will develop and implement procedures to address the use of the ASQ-3 and ASQ: SE-2 for children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IFSP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ: SE-2. If it is determined that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in ChildPlus according to the *ChildPlus Data Entry Guide*.

Performance Standard:
1302.33;1302.25

CITY OF SAN ANTONIO EST. 1718	**DHS Early Head Start Program Policy**	Head Start City of San Antonio Department of Human Services

EDUCATION 8		
SUBJECT	Child File	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending

Policy:

The Early Head Start (EHS) Program and Service Providers will work together to develop a system to ensure that each child has a Child File that organizes and contains multiple sources of information used for ongoing assessments and instructional planning.

The Child File for center-based services will contain the following:
- Documentation from home visits and parent/teacher conferences including parent/guardian input
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities, if applicable
- IFSP, if applicable
- IEP, if applicable
- Outside Agency Documentation, if applicable
- Dual Language Learner Documentation, if applicable
- Wellness Documentation, if applicable
- Other items pertaining to educational development

The Child File for home-based services will contain the following:
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IFSP, if applicable
- IEP, if applicable
- Outside Agency Documentation, if applicable
- Dual Language Learner Documentation, if applicable
- Wellness Documentation, if applicable

- Other items pertaining to educational development

The Service Providers must develop a system to ensure that the Child File is located in the teacher's classroom or home visitor's office, kept confidential, and available for parents to review upon request with the teacher or home visitor. The file must also be accessible to parents/guardians and monitors/reviewers upon request.

Performance Standard(s):
1302.30-1302.34;1302.35

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City of San Antonio logo	**DHS Early Head Start Program Policy**	Head Start City of San Antonio Department of Human Services logo
**EDUCATION 9**	
SUBJECT	Multidisciplinary Staffing	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
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Policy:

The Early Head (EHS) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after April 15th, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers or Home Visitor and a member of the City of San Antonio Early Education Services Team are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities, and other related services may be required to attend based on the child/family needs.

The EHS Program and Service Providers will work to develop and maintain a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Benchmark Due Date Guide, ChildPlus Data Entry Guide,* and the *Early Head Start File Scan Order and Process Guide*.

Performance Standard(s):
1302.101(b)(2)(3); 1302.33; 1302.34; 1302.35

	DHS Early Head Start Program Policy	
	DHS Early Head Start Program Policy	

EDUCATION 11	
SUBJECT	Discipline and Guidance
REFERENCE	Education and Early Childhood Development
EFFECTIVE	8/1/2016
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employees, volunteer, home visitor, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that build self-esteem and support self-control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severally limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

The policies and procedures must also include guidance on appropriate communication with parents/guardians regarding a child's behavior.

When appropriate for the child's age and development, a brief supervised separation or time away from the group may be necessary and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:
- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training

- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play
- Requiring a parent/guardian to pick up a child due to misbehavior

Performance Standard(s):
1302.17; 1302.90 (c); 1302.31 (e) (2-4)

	DHS Early Head Start Program Policy	

ENVIRONMENTAL HEALTH AND SAFETY 1			
SUBJECT	Safe Environments		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

Early Head Start (EHS) Program, Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean and in quality condition so as to prevent injury to a child. Service Provider will develop a system to maintain safe environments free from pollutants, hazards and toxins, including lead, that are accessible to children and could endanger children's safety, and to correct issues identified as unsafe and/or hazardous through the monitoring process.

Service Providers will develop and implement procedures to ensure state-certified lead testing of water, soil, and paint once every three years. If lead results are positive, the Service Provider must inform the Head Start Grant Recipient and provide a plan for abatement within 24 hours of notice.

Service Providers will maintain Head Start group sizes and ratios. Service Providers will also be responsible for safety drills, maintenance of first aid kits, training of staff, and accommodation of children with disabilities, food safety, and sanitation. In addition, Service Providers will maintain compliance with Texas Health and Human Services Commission Child Care Regulations requirements.

Service Providers will ensure the maintenance log is current and safety concerns are addressed.

Performance Standard(s):
1302.47b(1)(2); 1302.21; 1302.102(d)(ii)

Information Memorandum:
ACF-IM-HS-23-01

CITY OF SAN ANTONIO EST. 1718	**DHS Early Head Start Program Policy**	Head Start City of San Antonio Department of Human Services

ENVIRONMENTAL HEALTH AND SAFETY 2			
SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

Early Head Start (EHS) Program, Service Providers will ensure that EHS classes are designed with no more than eight children and staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

Classroom Design

Ages	Classroom Design
6 Wks -36 Months	All EHS classrooms, by design, will have no more than eight children enrolled per class. The integration of EHS enrolled children and non EHS children per classroom is encouraged.

Group Size

Ages	Group Size
6 Wks -36 Months	Maximum of eight children enrolled per class. Two teachers with no more than eight children. Two teachers must be in the classroom at all times.

Ratios

Ages	Ratios
6 Wks -36 Months	One teacher to four children with two teachers in the classroom at all times.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Service Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age-appropriate classroom.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers when meeting home visits, parent/teacher conference expectations and developmental needs of the children. All EHS sites must comply with the above stated staffing, group and class size requirements.

Ratios must be maintained during EHS hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS Program Design.

Volunteers being counted in classroom ratios

A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs, and to cover lunch hours as long as a qualified EHS teacher is in the classroom. **A volunteer must never be left alone with a child or group of children and must always remain with a qualified EHS teacher.** All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Providers must keep documentation of volunteer training and comply with the Texas Health and Human Services Commission Child Care Regulations.

Performance Standard(s):
1302.21(b)(1)(2); 1302.94(a)(b)

	DHS Early Head Start Program Policy	

ENVIRONMENTAL HEALTH AND SAFETY 3	
SUBJECT	Hygiene & Cleaning Practices
REFERENCE	Environmental Health and Safety
EFFECTIVE	8/1/2016

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending

Policy:

Early Head Start (EHS) Program Service Providers will develop and implement systems that promote hand washing, hygiene, and sanitation and disinfecting of the classroom including equipment and materials. Providers must ensure staff are trained on the procedures and documentation of that training is maintained.

Service Providers will follow guidance from the Office of Head Start (OHS), or recommendations made by the Centers for Disease Control and Prevention, Child Care Regulation, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

<u>Hand washing</u>

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:

  - Upon arrival,
  - Before and after diapering or toilet use
  - Before food preparation, handling, or any other food-related activity
  - Before and after eating
  - Whenever hands are contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After outdoor activities
  - Before and after playing in a water/sand play table
  - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child

- Staff and volunteers must also wash their hands with soap and running water:

  - Before and after giving medication
  - Treating or bandaging a wound
  - After assisting a child with toilet use
  - After using any cleaners or toxic chemicals; and
  - After removing gloves

Hygiene

- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission Child Care Regulations.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace handwashing and should not be accessible or used on children.

Sanitation
- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child.
- Cloth toys must be washed at least weekly and when contaminated.
- All linens must be washed at least weekly and when soiled or before another child uses them.
- All sleeping equipment must be sanitized before a different child uses it and when soiled.
- Water play tables must be empty, and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table.
- Sand boxes and tables must be maintained in a sanitary manner.
- All garbage must be inaccessible to children and it is necessary to keep the child-care center inside and outside free of insects, rodents, and offensive odors and disposing of those in accordance to local and state requirements.
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center. must be lead-free.
- All areas in the center used by children will be kept heated, lighted, and ventilated.
- All tabletops, furniture, and other similar equipment used by children will be sanitized when soiled or contaminated with matter such as food, body secretions, or excrement.
- All cleaning supplies and other toxic materials will be marked and kept separate from food and be inaccessible to children.
- Hazardous materials will be stored and disposed of as recommended by the manufacturer.

Performance Standard:
1302.47(b)(6)(i)(ii)(iii)

	DHS Early Head Start Program Policy	
	DHS Early Head Start Program Policy	

	ENVIRONMENTAL HEALTH AND SAFETY 6	
SUBJECT	Medication Administration	
REFERENCE	Environmental Health and Safety	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

Early Head Start (EHS) Program, Service Providers will establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

A physician's instructions and written parent or guardian authorization is required for all medications administered by staff.

Service Providers will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container, not expired, up-to-date, and stored under lock and key, and refrigerated if necessary, including any medication required for staff and volunteers. Rescue medications, including Epi Pens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the playground, or on field trips, must be trained in the administration of such medications.

Performance Standard:
1302.47(7)(iv)

![City of San Antonio logo]	**DHS Early Head Start Program Policy**	![Head Start City of San Antonio Department of Human Services logo]
FAMILY 2		
SUBJECT	Staff/Parent Communication System	
REFERENCE	Family and Community Support	
EFFECTIVE	8/1/2020	

Policy Council Approval: 7/28/20	**Policy Council Revision:** Pending	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

The Head Start Program, including the Early Head Start (EHS), develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

Head Start staff, to include Family and Community Support and Service Provider staff will ensure continuous communication with families is maintained. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.

The Head Start Program conducts family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grant Recipient will work with the Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.

- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.

- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
    i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):
1302.50(b)(2) & (5); 1301.4

	DHS Early Head Start Program **Policy**	
	FAMILY 4	
SUBJECT	Parent Activities to Promote Child Learning and Development	
REFERENCE	Family and Community Support	
EFFECTIVE	8/1/2020	

Policy Council Approval: 7/28/20	**Policy Council Revision:** Pending	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

The Head Start Program, including Early Head Start and Service Provider will promote shared responsibility with parents/guardians for children's early learning and development. In addition, implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

The Head Start Grant Recipient and Education Service Providers will collaborate to develop and implement procedures that include, at a minimum, the following:

Offering activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development

- Provide parents/guardians with information about the importance of their child's regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)

For dual language learners, information, and resources for parents/guardians about the benefits of bilingualism and bi literacy

Performance Standard(s):
1302.51(a)

	DHS Early Head Start Program Policy	

FAMILY 6

SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:
Family Partnership Services

The Head Start Program, including the Early Head Start (EHS) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework (PFCE).

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will offer:

- A *Family Partnership Agreement* to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.

- A *Family Strengths and Needs Assessment* to identify each family's strengths, needs and interests.

- Opportunities to develop individualized family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.

- Community resources to help meet the family's identified needs..

Performance Standard(s):
1302.52

	DHS Early Head Start Program Policy	
	HOME-BASED 2	
SUBJECT	Home Visits for Home-Based Services	
REFERENCE	Home-Based Option	
EFFECTIVE	10/1/2020	

Policy Council Approval: 9/22/20	**Policy Council Revision: Pending**	**Governing Body Approval:** 11/12/20	**Governing Body Revision: Pending**
			PAGE: 1 of 2

Policy:

The Early Head Start (EHS) Program Service Provider will provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year.

Service Providers must ensure that all home visits are:

- Planned jointly by the home visitor and parents, and reflect the critical role of parents in the early learning and development of their children, including that the home visitor is able to effectively communicate with the parent, directly or through an interpreter
- Planned using information from ongoing assessments that individualize learning experiences
- Scheduled with sufficient time to serve all enrolled children in the home and conducted with parents or other primary caregiver and are not conducted when parent/non-primary caregiver is not present (i.e., childcare provider or other temporary caregivers only are present
- Scheduled with sufficient time and appropriate staff to ensure effective delivery of the full range of program services

Home Visit activities must include:

- Age and developmentally appropriate, structured child-focused learning experiences
- Strategies and activities that promote parents' ability to support the child's cognitive, social, emotional, language, literacy, and physical development
- Strategies and activities that promote the home as a learning environment that is safe, nurturing, responsive and language and communication rich

- Strategies to support parents in using the home as a learning environment while helping parents understand how they influence their children's development through daily interactions
- Strategies to support parents understanding of safe play materials that can be found in the home
- Research-based strategies and activities for children who are dual language learners that recognize bilingualism and biliteracy as strengths, and:
  - For infants and toddlers, focus on the development of the home language, while providing experiences that expose both parents and children to English
- Follow up with the families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.

Service Provider must make up planned home visits or scheduled group socialization activities that were canceled by the program, and to the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimum of 46 home visits.

Medical or social service appointments may not be used for the purposes of meeting the minimum home visits requirement.

Performance Standard:
1302.22 (c)(i), 1302.35(a)(b)(1,2,3,4), 1302.35(c)(1, 2, 3, 4, 5)

	DHS Early Head Start Program Policy	
**HOME-BASED 5**	
SUBJECT	Curriculum for Home Based Services	
REFERENCE	Home-Based Option	
EFFECTIVE	10/1/2020	

Policy Council Approval: 9/22/20	**Policy Council Revision:** Pending	**Governing Body Approval:** 11/12/20	**Governing Body Revision:** Pending
			PAGE: 1 of 1

Policy:

The Head Start definition of curriculum is a planned management of time, materials and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start (EHS) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.

The home-based curriculum must be:

- Developmentally appropriate, research-based and align with the five Central Domains of the Head Start Early Learning Outcomes Framework (HSELOF) in an integrated approach, using intentional and individualized instruction to support children's learning and development;

- Promote the parent's role as the child's teacher through experiences focused on the parent child relationship and as appropriate, the family's traditions, cultures, values and beliefs;

- Have an organized developmental scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Performance Standard(s):
1302.35 (d)

	DHS Early Head Start Program Policy	
	DHS Early Head Start Program Policy	

	PDM 7		
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

The Head Start Program, including Early Head Start (EHS) must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start staff including Department of Human Services (DHS) Head Start staff, center directors, teachers, teacher assistants, floaters, substitutes, site personnel, contractors and volunteers must follow the Service Provider's policies and procedures regarding child abuse and neglect.

The EHS Senior Special Projects Manager must be notified immediately, and no later than 24 hours of an allegation of abuse or neglect against a City of San Antonio DHS Head Start or Child Care staff member, substitute, contractor or volunteer. i
 The EHS Senior Special Projects Manger must also be notified of any report that has been made for suspected child abuse or neglect occurring outside of the EHS Program within 24 hours of reporting. Such official incident reporting must be provided in writing.

Additionally, when any DHS Head Start Program Staff, contractors, Service Providers, Child Care Center staff or consultants, contractors, volunteers witnesses or suspects child abuse or neglect they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, "child abuse is an act or omission that endangers or impairs a child's physical, mental or emotional health and development." Child abuse may take several forms including, but not limited to:

- Physical, mental, or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, staff will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the EHS Program. EHS City staff and Service Providers must also comply with Texas Health and Human Services Commission/Child Care Regulations.

All EHS staff, including EHS Head Start staff, teachers, teacher assistants, and all other site personnel, substitutes, consultants, contractors and volunteers receive training on procedures for identifying and reporting child abuse or neglect. EHS staff are expected to fully cooperate with TDFPS, Texas Health and Human Services Child Care Regulations and other applicable agency personnel regarding an investigation of suspected abuse or neglect.

Performance Standard(s):
1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Resources:
Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm

	DHS Early Head Start Program Policy	

PDM 9	
SUBJECT	Critical Incident Reporting
REFERENCE	Program Design and Management
EFFECTIVE	8/1/2016

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending

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Policy:

The Head Start Program, including Early Head Start (EHS) must develop and implement a system for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

A critical incident includes, but is not limited to:

- Suspected child abuse/neglect which may or may not have occurred during service hours.
- Allegations of child abuse/neglect or maltreatment against any EHS staff member, volunteer, consultant and contractor, including, but not limited to grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.
- Incidents which may have placed a child, family member or staff in danger.
- <u>Any incident where a child is left unsupervised while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of an EHS center (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, or on a nearby street.</u>
- <u>Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.</u>
- Health incidents and illnesses, which include, but are not limited to:
  - Injuries that require urgent medical attention by a health-care professional, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.
  - Child or staff member leaving by emergency medical transport
  - Any reportable disease/illness, as indicated by the Centers for Disease Control and Prevention, State of Texas, State of Texas Child Care Regulations, or the City of San Antonio Metro Health Department
  - Child receiving outside medical attention at any point in time for an injury sustained during EHS program hours

- Unauthorized release where a child is released from an EHS center to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.
- Any incident which has the potential to generate negative media coverage
- Any media inquiry/coverage of the program
- Unplanned interruption in EHS Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the EHS Senior Special Projects Manager or designee within 24 hours.

Performance Standard(s):
1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

Information Memorandum:
 ACF-IM-HS-22-07

	DHS Early Head Start Program Policy	
PDM 15		
SUBJECT	Staff Health Requirements	
REFERENCE	Program Design and Management	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 1/25/22	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 2/24/22
			PAGE: 1 of 2

Policy:

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including EHS and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Documentation of health exams, vaccination information, screenings, and/or tests must be kept on file.

Performance Standard(s):
1302.93; 1302.94

	DHS Early Head Start Program Policy	
	PDM 18	
SUBJECT	Program Data – Access and Security	
REFERENCE	Program Design and Management	
EFFECTIVE	4/23/18	

Policy Council Approval: 1/22/19	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** 8/4/22
			PAGE: 1 of 3

Policy:

The Head Start Program, including Early Head Start (EHS), must establish an internal procedure for proper access and security of program data for the City of San Antonio Department of Human Services Head Start Program (DHS Head Start).

Procedure:

DHS Head Start utilizes ChildPlus as the secure database system for storing and tracking client information.

All user account holders are required to complete ChildPlus Access Request and ChildPlus User Security and Confidentiality Agreement forms. Upon completion, the forms are scanned and attached by the ChildPlus Administrator in ChildPlus under each respective user profile.

By accessing the database, staff understands and agrees to abide by all terms of the ChildPlus User Security and Confidentiality Agreement and any applicable state and federal laws regarding Personally Identifiable Information (PII) and Protected Health Information (PHI).

- Education Service Providers are required to designate a staff member to complete the Personnel Profile for all staff members funded by the Head Start or EHS grant or anyone who works with children or families enrolled in the Head Start or EHS programs under the Management Module in ChildPlus. Designated staff is defined as preauthorized users in the Management/Personnel Module.
- Upon completion of the Personnel Profile, the designee will notify the ChildPlus Administrator if the user requires access to PII. Not all personnel require a ChildPlus user account.
- The ChildPlus Administrator will confirm with the designee the role of personnel and the types of access required.

- The ChildPlus Administrator will complete a User Security profile in ChildPlus, assign a login username and temporary password, restrict access by location, and designate User Security group(s).
- The ChildPlus Administrator will email the new account holder the login username and temporary password.
- The new account holder will log into ChildPlus and change the temporary password to a permanent password.

Authorized ChildPlus users are granted access under one of the following groupings:

- Staff:
  - A ChildPlus personnel account will be created for all staff. ChildPlus user accounts and access is granted upon the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement Form.

- Education Service Providers:
  - An assigned ChildPlus Super User for each Service Provider formally requests accounts via email for Service Provider Head Start Staff. Service providers are subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).

- Contracted Providers:
  - A Special Projects Manager or designee will request user accounts for contractual providers via email or meeting with the ChildPlus Administrator. To meet the requirements of Health Insurance Portability and Accountability Act of 1996 (HIPPA), DHS Head Start requires any contract that include access to client information include an enforceable Business Associate Agreement (BAA). BAAs are documented in the professional services contract with the DHS Head Start.

Implementation of technical policies and procedures for electronic information systems that maintain electronic PII, PHI, and IDEA Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard HIPAA, FERPA, PHI, PII, and the Individuals with Disabilities Education Act (IDEA) part B and C data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA part B and C electronically must follow encryption guidelines and ensure the receiving entity is an authorized recipient of the specific data being delivered.

Staff may utilize a program issued computer or device to access ChildPlus.

Staff ensures the environment in which they are working is secure, should include the use of privacy screen filters, and that only authorized persons are within viewing distance of the authorized user's screen and/or confidential documents.

All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

Disclosure of ChildPlus information to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

All DHS Head Start staff must successfully complete the following trainings:
- CoSA Security Awareness Training
- HIPPA Training

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff must review and acknowledge the review and acceptance of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and ensure all staff receive training on safeguarding FERPA, HIPAA, PHI, PII and (IDEA) part B and C data.

Performance Standards:
1302.101(b)(4)

City of San Antonio logo	**DHS Early Head Start Program Policy**	Head Start logo

	PDM 19	
SUBJECT	Management of Program Data	
REFERENCE	Program Design and Management	
EFFECTIVE	4/23/18	

Policy Council Approval: 1/22/19	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** 8/4/22
			PAGE: 1 of 3

Policy:
The Head Start Program, including Early Head Start, must establish an internal procedure for proper management of program data for the City of San Antonio Department of Human Services Head Start Program (DHS Head Start).

Procedure:
Implementation of technical policies and procedures for electronic information systems that maintain electronic Personal Identifiable Information (PII), Protected Health Information (PHI), and Individuals with Disabilities Education Act (IDEA) Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), PHI, PII, and the IDEA Part B and C related data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C information electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

- Only computers and/or devices configured by the Information Technology (IT) Department for use on the CoSA network or Education Service Provider network are authorized for the storage or transport of PHI, PII and/or IDEA Part B and C data.
- Staff may utilize a program issued device to access systems to view and maintain PHI, PII, and IDEA Part B and C files.
- Staff ensures the environment in which they are working is secure and only authorized persons are within viewing distance of the authorized user's screen and staff should use a privacy screen for all monitors and laptop screens.

- Disclosure of PII and/or PHI, and/or IDEA Part B and C to a contractor is authorized but ONLY when an enforceable Business Associate

Agreement (BAA) is in place.
- Personal devices shall not be used to store or transmit unencrypted protected data.
- Any removable media or storage devices used to transfer PHI, PII, and/or IDEA Part B and C data must be encrypted.
- All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

- If any PHI, PII, and/or IDEA Part B and C data is transmitted via email, the email must be encrypted
- Hard copies (i.e., paper) of any PHI, PII, and/or IDEA Part B and C data must be kept secured in a lockable file cabinet or other secured storage.
- In the event that PHI, PII, and/or IDEA Part B and C data, either hard copy or electronic, are transported between locations, staff must take all precautions to ensure the materials remain secure and must remain in the presence of staff at all times.

Facsimiles

- Any documents received via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be uploaded or scanned into appropriate software (i.e., ChildPlus) as soon as possible. Any electronic copies of the facsimile should be saved to the user's desktop; once the upload is completed the file should be deleted and the deletion confirmed. Any hardcopies of the facsimile must be stored in a secure location or destroyed.
- Any hardcopies of the documents sent via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be either stored in a secure location or destroyed.

All DHS Head Start staff must successfully complete the following trainings:

- CoSA Security Awareness Training
- HIPAA Training

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff t review and acknowledge review and acceptance of CoSA

Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and receive training on safeguarding FERPA,HIPAA, PHI, PII and IDEA Part B and C data.

Performance Standards:
1302.101(b)(4)

City of San Antonio logo	**DHS Early Head Start Program Policy**	Head Start City of San Antonio logo
WELLNESS SUPPORT SERVICES 1		
SUBJECT	Identification and Intervention through Wellness Support Services	
REFERENCE	Mental Health	
EFFECTIVE	10/1/2020	

Policy Council Approval: 7/26/16	**Policy Council Revision:** Pending	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** Pending
			PAGE: 1 of 2

Policy:

The Early Head Start Program will develop and implement procedures for the identification and the effective provision of mental health services to Early Head Start children, their family members, and to Early Head Start staff in need of wellness supports through the program's Wellness Support Services. Wellness Support Services will be provided by licensed mental health professionals and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

Early Head Start licensed mental health professionals, behavior coaches/consultants, and other designated staff will support the social-emotional development of children and the wellness of family members and staff by providing education and services at the following levels:

Foundation – Effective Workforce

The Early Head Start Program will provide services to children, families and staff in need of assistance. Emphasis will be placed on the provision of training and supports to staff to promote staff well-being so that they are able to cultivate supportive and caring relationships with children and families.

Tier I: Promotion - Nurturing and Responsive Relationships and High-Quality Supportive Environments

The Early Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children, and parents/guardians.

Tier II: Prevention - Targeted Social-Emotional Supports

The Early Head Start program will promote the positive social-emotional development of identified children through parent and teacher education, classroom observations and teacher consultations to impact effective strategies that promote wellness.

Tier III: Intensive Intervention

The Early Head Start program will respond to children, family members and staff in need of individualized interventions by providing consultation, referrals to community providers or direct intervention services.

The Early Head Start program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:
1302.45

	DHS Early Head Start Program Policy	

DISABILITIES 2	
SUBJECT	Timely Referrals
REFERENCE	Disabilities Services
EFFECTIVE	8/1/2016

Policy Council Approval: 7/26/16	**Policy Council Revision:** 9/22/20	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 11/12/20
			PAGE: 1 of 1

Policy:

A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for intervention services. The Early Head Start (EHS) Disabilities Manager will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment, and formal evaluation.

The EHS Disabilities Manager will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services, should be referred for an evaluation as soon as the need becomes evident and parent/guardian consent has been obtained.

City of San Antonio staff will develop a system to ensure that referrals, follow-up, and timelines are documented in Child Plus and must adhere to the City of San Antonio Benchmark Due Date Guide and the EHS Program Child File Scan Order and Process Guide.

Performance Standard:

1302.61(a)(b); 1302.33(a-b)

Other references:

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010

	DHS Early Head Start Program Policy	

EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** 04/23/19	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/23/19
			PAGE: 1 of 2

Policy:

Early Head Start (EHS) teachers must complete two Home Visits and no less than two Parent/Teacher Conferences each program year for center-based services.

A system must be in place to ensure that completion dates of the Home Visits and Parent/Teacher Conferences are entered into *Child Plus and meet the City of the San Antonio Benchmark Due Date Guide,* the *EHS File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.*

Documentation of the Home Visit and Parent/Teacher Conference must be maintained in the child file and ChildPlus. If a Home Visit or Parent/Teacher Conference did not occur, documentation regarding why the event did not occur must be noted in Child Plus.

The first Home Visit may be completed by the teacher no more than 14 calendar days prior to the first day of a child's entry into the program. If a child enters the program after January 31st, a minimum of one home visit and one Parent/Teacher Conference must be completed by the last day of the program year. If a child's date of entry is within 45 calendar days of the Parent/Teacher Conference benchmark due date, then the teacher must complete the Home Visit but is not required to complete both the Home Visit and the Parent Conference.

Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's convenience and completed in the home or and if necessary, at a mutually agreed uponneutral location, upon parent/guardian's request.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, goals, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information regarding the transition into a PreK/Head Start program, when applicable.

Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard:
302.34 (b) (2-3, 7-8); 1302.46; 1302.50; 1302.71 (a,b,e)

EDUCATION-3	
SUBJECT	Individualization
REFERENCE	Education and Early Childhood Development
EFFECTIVE	8/1/2016

Policy Council Approval: 7/26/16	**Policy Council Revision:** 9/22/20	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 11/12/20
			PAGE: 1 of 1

Policy:

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths, and needs, taking into consideration gender, family composition, the cultural and linguistic background, pattern of development and learning.

Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.

Home Visitors must document individualized learning experiences and activities into the home visit planning form/lesson plan.

The Early Head Start (EHS) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ:SE-2) and Sensory (hearing and vision) screenings
- Medical/dental evaluations/treatments
- Wellness Contact Logs for ongoing wellness support (if applicable), and
- Referrals for wellness support (if applicable)
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities (if applicable)
- Outside Agency Documentation (if applicable)
- Home Language Survey

Performance Standard(s):

1302.31 (c) (1); 1302.33; 1302.61

	DHS Early Head Start Program Policy	

EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/19		
Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/27/21
			PAGE: 1 of 2

Policy:

The Early Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and the Ages and Stages Questionnaire Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening.

Service Providers must complete the ASQ-3 and ASQ: SE-2 in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual, and emotional skills so appropriate referrals are made.

The ASQ-3 and ASQ: SE-2 will not be completed by the teacher or home visitor. If the parent or guardian needs assistance completing the questionnaire, the teacher, home visitor or other staff member may provide the most appropriate accommodation for completion. The ASQ-3 and ASQ: SE-2 will be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center for center-based services. For home-based services the ASQ-3 and ASQ:SE-2 will be distributed no more than two weeks prior to the first home visit. The screenings may not be distributed during Early Head Start (EHS) enrollment, or family meetings. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

EHS Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.
- Ensuring the appropriate version is utilized for child's age and language.
- Ensuring proper completion of the screening tool.

- Ensuring accurate scoring of the screening tool.
- Establishing timeframes for follow-ups, referrals, and documentation
- Following the *City of San Antonio Benchmark and Due Date Guide* and the *EHS File Scan Order and Process Guide.*
- Completing routine internal monitoring of child files.
- Monitoring the fidelity of screenings

The EHS Program will develop and implement procedures to address the use of the ASQ-3 and ASQ: SE-2 for children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IFSP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ: SE-2. If it is determined ~~by the teacher, home visitor, or other early childhood professional~~ that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

Performance Standard:
1302.33;1302.25

	DHS Early Head Start Program Policy	
EDUCATION 8		
SUBJECT	Child File	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 8/4/22
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Policy:

The Early Head Start (EHS) Program and Service Providers will work together to develop a system to ensure that each child has a Child File that organizes and contains multiple sources of information used for ongoing assessments and instructional planning.

The Child File for center-based services will contain the following:
- Documentation from home visits and parent/teacher conferences including parent/guardian input
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities, if applicable
- IFSP, if applicable
- IEP, if applicable
- Outside Agency Documentation, if applicable
- Dual Language Learner Documentation, if applicable
- Wellness Documentation, if applicable
- Other items pertaining to educational development

The Child File for home-based services will contain the following:
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IFSP, if applicable
- IEP, if applicable
- Outside Agency Documentation, if applicable
- Dual Language Learner Documentation, if applicable
- Wellness Documentation, if applicable
- Other items pertaining to educational development

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The Service Providers must develop a system to ensure that the Child File is located in the teacher's classroom or home visitor's office, kept confidential, and available for parents to review upon request with the teacher or home visitor. The file must also be accessible to parents/guardians and monitors/reviewers upon request.

Performance Standard(s):
1302.30-1302.34;1302.35

	DHS Early Head Start Program Policy	
	EDUCATION 9	
SUBJECT	Multidisciplinary Staffing	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 8/4/22
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Policy:

The Early Head (EHS) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after April 15th~~January 31st~~, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers or Home Visitor and a member of the City of San Antonio Early Education Services Team are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities, and other related services may be required to attend based on the child/family needs.

The EHS Program and Service Providers will work to develop and maintain a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Benchmark Due Date Guide, ChildPlus Data Entry Guide,* and the *Early Head Start File Scan Order and Process Guide*.

Performance Standard(s):
1302.101(b)(2)(3); 1302.33; 1302.34; 1302.35

	DHS Early Head Start Program Policy	
	EDUCATION 11	
SUBJECT	Discipline and Guidance	
REFERENCE	Education and Early Childhood Development	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 8/13/20
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employees, volunteer, home visitor, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that build self-esteem and support self-control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severally limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

The policies and procedures must also include guidance on appropriate communication with parents/guardians regarding a child's behavior.

When appropriate for the child's age and development, a brief supervise
d separation or time away from the group may be necessary and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

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- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play
- Requiring a parent/guardian to pick up a child due to misbehavior

Performance Standard(s):
1302.17; 1302.90 (c); 1302.31 (e) (2-4)

	DHS Early Head Start Program Policy	

ENVIRONMENTAL HEALTH AND SAFETY 1

SUBJECT	Safe Environments
REFERENCE	Environmental Health and Safety
EFFECTIVE	8/1/2016

Policy Council Approval: 7/26/16	Policy Council Revision: 4/24/18	Governing Body Approval: 9/19/16	Governing Body Revision: 8/17/18

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Policy:

Early Head Start (EHS) Program, Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean and in quality condition so as to prevent injury to a child. Service Provider will develop a system to maintain safe environments free from pollutants, hazards and toxins, including lead, that are accessible to children and could endanger children's safety, and to correct issues identified as unsafe and/or hazardous through the monitoring process.

Service Providers will develop and implement procedures to ensure state-certified lead testing of water, soil, and paint once every three years. If lead results are positive, the Service Provider must inform the Head Start Grant Recipient and provide a plan for abatement within 24 hours of notice.

Service Providers will maintain Head Start group sizes and ratios. Service Providers will also be responsible for safety drills, maintenance of first aid kits, training of staff, and accommodation of children with disabilities, food safety, and sanitation. In addition, Service Providers will maintain compliance with Texas Health and Human Services Commission Child Care Regulations requirements.

Service Providers will ensure the maintenance log is current and safety concerns are addressed.

Performance Standard(s):
1302.47b(1)(2); 1302.21; 1302.102(d)(ii)

Information Memorandum:
ACF-IM-HS-23-01

	DHS Early Head Start Program Policy	

ENVIRONMENTAL HEALTH AND SAFETY 2

SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 7/28/20	Governing Body Approval: 9/19/16	Governing Body Revision: 8/13/20
			PAGE: 1 of 2

Policy:

Early Head Start (EHS) Program, Service Providers will ensure that EHS classes are designed with no more than eight children and staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

Classroom Design

Ages	Classroom Design
6 Wks -36 Months	All EHS classrooms, by design, will have no more than eight children enrolled per class. The integration of EHS enrolled children and non EHS children per classroom is encouraged.

Group Size

Ages	Group Size
6 Wks -36 Months	Maximum of eight children enrolled per class. Two teachers with no more than eight children. Two teachers must be in the classroom at all times.

Ratios

Ages	Ratios
6 Wks -36 Months	One teacher to four children with two teachers in the classroom at all times.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Service Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age-appropriate classroom.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers when meeting home visits, parent/teacher conference expectations and developmental needs of the children. All EHS sites must comply with the above stated staffing, group and class size requirements.

Ratios must be maintained during EHS hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS Program Design.

Volunteers being counted in classroom ratios

A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs, and to cover lunch hours as long as a qualified EHS teacher is in the classroom. **A volunteer must never be left alone with a child or group of children and must** always remain with a qualified EHS teacher. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Providers must keep documentation of volunteer training and comply with the Texas Health and Human Services Commission Child Care Regulations.

Performance Standard(s):
1302.21(b)(1)(2); 1302.94(a)(b)

	DHS Early Head Start Program Policy	

ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene & Cleaning Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/27/21
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Policy:

Early Head Start (EHS) Program Service Providers will develop and implement systems that promote hand washing, hygiene, and sanitation and disinfecting of the classroom including equipment and materials. Providers must ensure staff are trained on the procedures and documentation of that training ~~must be~~ is maintained.

Service Providers will follow guidance from the Office of Head Start (OHS), or recommendations made by the Centers for Disease Control and Prevention, Child Care Regulation, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

Hand washing

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:

  - Upon arrival,
  - Before and after diapering or toilet use
  - Before food preparation, handling, or any other food-related activity
  - Before and after eating
  - Whenever hands are contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After outdoor activities
  - Before and after playing in a water/sand play table
  - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child

- Staff and volunteers must also wash their hands with soap and running water:

  - Before and after giving medication
  - Treating or bandaging a wound
  - After assisting a child with toilet use
  - After using any cleaners or toxic chemicals; and
  - After removing gloves

Hygiene

- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission Child Care Regulations.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace handwashing and should not be accessible or used on children.

Sanitation

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child.
- Cloth toys must be washed at least weekly and when contaminated.
- All linens must be washed at least weekly and when soiled or before another child uses them.
- All sleeping equipment must be sanitized before a different child uses it and when soiled.
- Water play tables must be empty, and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table.
- Sand boxes and tables must be maintained in a sanitary manner.
- All garbage must be inaccessible to children and managed it is necessary to keep the child-care center inside and outside, free of insects, rodents, and offensive odors and disposing of it those in accordanceing to local and state requirements.
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center. must be lead-free.
- All areas in the center used by children will be kept heated, lighted, and ventilated.
- All tabletops, furniture, and other similar equipment used by children will be sanitized when soiled or contaminated with matter such as food, body secretions, or excrement. will be sanitized
- All cleaning supplies and other toxic materials will be marked and kept separate from food and be inaccessible to children.
- Hazardous materials will be stored and disposed of as recommended by the manufacturer.

Performance Standard:
1302.47(b)(6)(i)(ii)(iii)

	DHS Early Head Start Program Policy	
**ENVIRONMENTAL HEALTH AND SAFETY 6**	
SUBJECT	Medication Administration	
REFERENCE	Environmental Health and Safety	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 4/24/18	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 8/17/18
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Policy:

Early Head Start (EHS) Program, Service Providers will establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

A physician's instructions and written parent or guardian authorization is required for all medications administered by staff.

Service Providers will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container, not expired, up-to-date, and stored under lock and key, and refrigerated, if necessary, including those any medication required for staff and volunteers. Rescue medications, including Epi Pens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the playground, or on field trips, must be trained in the administration of such medications.

Performance Standard:
1302.47(7)(iv)

	DHS Early Head Start Program Policy	

FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/13/20
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Policy:

The Head Start Program, including the Early Head Start (EHS), develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

~~All~~ Head Start staff, to include Family and Community Support and Service Provider staff will ensure continuous communication ~~between~~with families is maintained~~and themselves~~. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.

The Head Start Program conducts family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grant Recipient will work with the Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.

- Opportunities for PCC members to advise~~ssist~~ staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.

- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
    i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):
1302.50(b)(2) & (5); 1301.4

	DHS Early Head Start Program		
	Policy		
FAMILY 4			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2020		
Policy Council Approval: 7/28/20	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/4/22
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Policy:

The Head Start Program, including Early Head Start and Service Provider will promote shared responsibility with parents/guardians for children's early learning and development. In addition, implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

The Head Start Grant Recipient and Education Service Providers will collaborate to develop and implement procedures that include, at a minimum, the following:

- Offering activities that support parent-child relationships and

- Offer activities that support cvChild Dedevelopmentvelopment (including language, dual language, literacy, and bi-literacy development)

- Provide parents/guardians with information about the importance of their child's regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)

- For dual language learners, information, and resources for parents/guardians about the benefits of bilingualism and bi literacy

Performance Standard(s):
1302.51(a)

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FAMILY 6			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 8/13/20
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Policy:
Family Partnership Services

The Head Start Program, including the Early Head Start (EHS) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework (PFCE).

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will offer:

- A **Family Partnership Agreement** to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.

- A **Family Strengths and Needs Assessment** tool to identify each family's strengths, needs and interests.

- An opportunityOpportunities to develop individualized family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.

- Community resources that are able toto help meet their family's identified needs, interests and/orgoals..

Performance Standard(s):
1302.52

	DHS Early Head Start Program Policy	

HOME-BASED 2			
SUBJECT	Home Visits for Home-Based Services		
REFERENCE	Home-Based Option		
EFFECTIVE	10/1/2020		
Policy Council Approval: 9/22/20	**Policy Council Revision:** ~~9/22/20~~	**Governing Body Approval:** 11/12/20	**Governing Body Revision:** ~~11/12/20~~
			PAGE: 1 of 2

Policy:

The Early Head Start (EHS) Program Service Provider will provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year.

Service Providers must ensure that all home visits are:

- Planned jointly by the home visitor and parents, and reflect the critical role of parents in the early learning and development of their children, including that the home visitor is able to effectively communicate with the parent, directly or through an interpreter~~;~~
- Planned using information from ongoing assessments that individualize learning experiences~~;~~
- Scheduled with sufficient time to serve all enrolled children in the home and conducted with parents or other primary caregiver and are not conducted when parent/non-primary caregiver is not present (i.e., childcare provider or other temporary caregivers only are present~~;~~
- Scheduled with sufficient time and appropriate staff to ensure effective delivery of the full range of program services

Home Visit activities must include:

- Age and developmentally appropriate, structured child-focused learning experiences~~;~~
- Strategies and activities that promote parents' ability to support the child's cognitive, social, emotional, language, literacy, and physical development~~;~~
- Strategies and activities that promote the home as a learning environment that is safe, nurturing, responsive and language and communication rich~~;~~

- Strategies to support parents in using the home as a learning environment while helping parents understand how they influence their children's development ~~every time they interact throughout the day;~~through daily interactions
- Strategies to support parents understanding of safe play materials that can be found in the home ~~rather~~ than ~~on purchased items;~~
- Research-based strategies and activities for children who are dual language learners that recognize bilingualism and biliteracy as strengths, and:
  - For infants and toddlers, focus on the development of the home language, while providing experiences that expose both parents and children to English
- Follow up with the families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.

Service Provider must make up planned home visits or scheduled group socialization activities that were canceled by the program, and to the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimum of 46 home visits.

~~If the family cancels and/or is not at home for the scheduled home visit for two consecutive visits, the Home Visitor will make every attempt to determine the reasons for the missed home visits by documenting their attempts to contact the family in the Child Plus data system. In addition, the Home Visitor will report this information to their Supervisor. The Supervisor will make every attempt to contact the family either by phone and/or making a home visit to discuss barriers to keeping scheduled appointments. The Supervisor may also discuss with the family if the Home-Based program is the best fit for the family. If parent cannot be found and the home is vacant, the child's slot may be then considered vacant with the Head Start Administrator's authorization.~~

Medical or social service appointments may not be used for the purposes of meeting the minimum home visits requirement.

Performance Standard:
1302.22 (c)(i), 1302.35(a)(b)(1,2,3,4), 1302.35(c)(1, 2, 3, 4, 5)

HOME-BASED 5			
SUBJECT	Curriculum for Home Based Services		
REFERENCE	Home-Based Option		
EFFECTIVE	10/1/2020		
Policy Council Approval: 9/22/20	**Policy Council Revision:** 9/22/20	**Governing Body Approval:** 11/12/20	**Governing Body Revision:** 11/12/20
			PAGE: 1 of 1

Policy:

The Head Start definition of curriculum is a planned management of time, materials and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start (EHS) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.

 The home-based curriculum must be:

- Developmentally appropriate, research-based and align with the five Central Domains of~~from~~ the Head Start Early Learning Outcomes Framework (HSELOF) in an integrated approach, using intentional and individualized instruction to support children's learning and development;

- Promote the parent's role as the child's teacher through experiences focused on the parent child relationship and as appropriate, the family's traditions, cultures, values and beliefs; ~~Align with the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development;~~

- Have an organized developmental scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Performance Standard(s):
1302.35 (d)

PDM 7		
SUBJECT	Identification and Reporting of Child Abuse and Neglect	
REFERENCE	Program Design and Management	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/27/21
			PAGE: 1 of 2

Policy:

The Head Start Program, including Early Head Start (EHS) must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start staff including Department of Human Services (DHS) Head Start staff, ~~Service Provider staff, as well as~~ center directors, teachers, teacher assistants, floaters, substitutes, ~~a~~ site personnel, ~~and~~ contractors~~nsultants~~ and volunteers must follow the Service Provider's policies and procedures regarding child abuse and neglect.

The EHS Senior Special Projects Manager must be notified ~~within~~ immediately, and no later than 24 hours of an allegation of abuse or neglect against a City of San Antonio DHS Head Start or Child Care staff member, substitute, contractor or volunteer. ~~incident that has occurred within the EHS Program.~~
 The ~~Head Start Administrator~~EHS Senior Special Projects Manger must also be notified of any report that has been made for suspected child abuse or neglect occurring ~~away from~~outside of the EHS Program within 24 hours of reporting~~notification~~. Such official incident reporting must be provided in writing.

Additionally, when any DHS Head Start Program Staff, contractors, Service Providers, Child Care Center staff or consultants, contractors, v~~V~~volunteers witness~~es~~ or suspect~~s~~ child abuse or neglect they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, "child abuse is an act or omission that endangers or impairs a child's physical, mental or emotional health and development." Child abuse may take several forms including, but not limited to:

- Physical, mental, or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect

- Inadequate supervision

In filing a report, staff~~personnel~~ will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the EHS Program. EHS City staff and Service Providers must also comply with Texas Health and Human Services Commission/Child Care Regulations.

~~Should the Service Provider be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.~~

All EHS staff, including EHS Head Start staff, teachers, teacher assistants, and all other ~~campus or~~ site personnel, substitutes, consultants, contractors and volunteers receive training on procedures for identifying and reporting child abuse or neglect. EHS staff are expected to fully cooperate with ~~Texas Department of Family Protective Services~~TDFPS, Texas Health and Human Services Child Care Regulations and other applicable agency personnel ~~to report any suspected or known incidents.~~regarding an investigation of suspected abuse or neglect.

Performance Standard(s):
1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Resources:
Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm

![City of San Antonio logo]	**DHS Early Head Start Program Policy**	![Head Start logo]
**PDM 9**	
SUBJECT	Critical Incident Reporting	
REFERENCE	Program Design and Management	
EFFECTIVE	8/1/2016	

Policy Council Approval: 7/26/16	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/27/21
			**PAGE:** 1 of 1

Policy:

The Head Start Program, including Early Head Start (EHS) must develop and implement a system for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.

A critical incident includes, but is not limited to:

- Suspected child abuse/neglect which may or may not have occurred during service hours.
- Allegations of child abuse/neglect or maltreatment against any EHS staff member, volunteer, consultant and or contractor, including, but not limited to grabbling, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physicahl punehishment; binding tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact. injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger., includingany incidents in which a child was left unsupervised
- Anyd incident where a child is left unsupervised while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of an EHS center (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, or on a nearby street.
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- Inappropriate discipline, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.
-
- Health incidents and illnesses, which include, but are not limited to:
    - Injuries that require urgent medical attention by a health-care professional, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.
    - Child or staff member leaving by emergency medical transport
    - Contagious diseases that could lead to an outbreak Any reportable disease/illness, as

indicated by the Centers for Disease Control and Prevention, State of Texas, State of Texas Child Care Regulations, or the City of San Antonio Metro Health Department
- o Child receiving outside medical attention at any point in time for an injury sustained during EHS program hours
- Unauthorized release where a child is released from an EHS center to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.
- Any incident which has the potential to generate negative media coverage
- Any media inquiry/coverage of the program
- Unplanned interruption in EHS Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the EHS Senior Special Projects Manager or designee within 24 hours.

Performance Standard(s):
1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

Information Memorandum:
 ACF-IM-HS-22-07

Policy Council Approval: 7/26/16	**Policy Council Revision:** 1/25/22	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 2/24/22

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Policy:

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, tThe Head Start Program, including EHS and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The following requirement regarding vaccines is pending final action and/or court ruling as of December 31, 2021:

The Head Start Program, including Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19.

The Head Start Program will develop and implement procedures related to COVID-19 Vaccine exemptions and testing requirements. Staff may request an exception from this mandatory

~~vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance.~~

~~Anyone for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to an accommodation with regard to the COV 19 vaccination requirements based on an applicable Federal law must undergo weekly testing for COVID 19.~~

Documentation of health exams, ~~COVID 19~~ vaccination information, screenings, and/or tests must be kept on file.

Performance Standard(s):
1302.93; 1302.94

	DHS Early Head Start Program Policy	
PDM 18		
SUBJECT	Program Data – Access and Security	
REFERENCE	Program Design and Management	
EFFECTIVE	4/23/18	

Policy Council Approval: 1/22/19	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** 8/4/22
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Policy:

The Head Start Program, including Early Head Start (EHS), must establish an internal procedure for proper access and security of program data for the City of San Antonio Department of Human Services Head Start Program (DHS Head Start).

Procedure:

DHS Head Start utilizes ChildPlus as the secure database system for storing and tracking client information.

All user account holders are required to complete ChildPlus Access Request and ChildPlus User Security and Confidentiality Agreement forms. Upon completion, the forms are scanned and attached by the ChildPlus Administrator in ChildPlus under each respective user profile.

By accessing the database, staff understands and agrees to abide by all terms of the ChildPlus User Security and Confidentiality Agreement and any applicable state and federal laws regarding Personally Identifiable Information (PII) and Protected Health Information (PHI).

- Education Service Providers are required to designate a staff member to complete the Personnel Profile for all staff members funded by the Head Start or EHS grant or anyone who works with children or families enrolled in the Head Start or EHS programs under the Management Module in ChildPlus. Designated staff is defined as preauthorized users in the Management/Personnel Module.
- Upon completion of the Personnel Profile, the designee will notify the ChildPlus Administrator if the user requires access to PII. Not all personnel require a ChildPlus user account.
- The ChildPlus Administrator will confirm with the designee the role of personnel and the types of access required.

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- The ChildPlus Administrator will complete a User Security profile in ChildPlus, assign a login username and temporary password, restrict access by location, and designate User Security group(s).
- The ChildPlus Administrator will email the new account holder the login username and temporary password.
- The new account holder will log into ChildPlus and change the temporary password to a permanent password.

Authorized ChildPlus users are granted access under one of the following groupings:

- Staff:
    - A ChildPlus personnel account will be created for all staff. ChildPlus user accounts and access is granted upon the approval of the ChildPlus Access Request Form and the completion of the ChildPlus User Security and Confidentiality Agreement Form.

- Education Service Providers:
    - An assigned ChildPlus Super User for each Service Provider formally requests accounts via email for Service Provider Head Start Staff. Service providers are subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).

- Contracted Providers:
    - A Special Projects Manager or designee will request user accounts for contractual providers via email or meeting with the ChildPlus Administrator. To meet the requirements of Health Insurance Portability and Accountability Act of 1996 (HIPPA)HIPAA, DHS Head Start requires any contract that include access to client information include an enforceable Business Associate Agreement (BAA). BAAs are documented in the professional services contract with the DHS Head Start.

Implementation of technical policies and procedures for electronic information systems that maintain electronic PII, PHI, and IDEA Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard HIPAA, FERPA, PHI, PII, and the Individuals with Disabilities Education Act (IDEA) part B and C data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA part B and C electronically must follow encryption guidelines and ensure the receiving entity is an authorized recipient of the specific data being delivered.

Only computers configured by ITSD for use on the CoSA network are authorized for accessing ChildPlus.

Staff may utilize a program issued computer or device to access ChildPlus.

Staff ensures the environment in which they are working is secure, should include the use of privacy screen filters, and that only authorized persons are within viewing distance of the authorized user's screen and/or confidential documents.

All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

Disclosure of ChildPlus information to a contractor is authorized but ONLY when an enforceable Business Associate Agreement (BAA) is in place.

All DHS Head Start staff must successfully complete the following trainings:
- CoSA Security Awareness Training
- ~~CoSA~~ HIPPA Training

- Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff must review and acknowledge the review and acceptance of CoSA Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and ensure all staff receive training on safeguarding FERPA, HIPAA, PHI, PII and (IDEA) part B and C data.

Performance Standards:
1302.101(b)(4)

	DHS Early Head Start Program Policy		
	PDM 19		
SUBJECT	Management of Program Data		
REFERENCE	Program Design and Management		
EFFECTIVE	4/23/18		
Policy Council Approval: 1/22/19	**Policy Council Revision:** 5/24/22	**Governing Body Approval:** 2/28/19	**Governing Body Revision:** 8/4/22
			PAGE: 1 of 3

Policy:
The Head Start Program, including Early Head Start, must establish an internal procedure for proper management of program data for the City of San Antonio Department of Human Services Head Start Program (DHS Head Start).

Procedure:
Implementation of technical policies and procedures for electronic information systems that maintain electronic Personal Identifiable Information (PII), Protected Health Information (PHI), and Individuals with Disabilities Education Act (IDEA) Part B and C to allow access only to those persons or software programs that have been granted access rights.

All DHS Head Start staff, regardless of position, share the responsibility to safeguard Family Educational Rights and Privacy Act (FERPA), Health Insurance Protability and Accountability Act of 1996 (HIPAA), PHI, PII, and the Individuals with Disabilities Education Act (IDEA) Part B and C related data and information from unauthorized access, acquisition, or disclosure. Staff that share PHI, PII and IDEA Part B and C information electronically must ensure the receiving entity is an authorized recipient of the specific data being delivered.

- Only computers and/or devices configured by ITSD the Information Technology (IT) Department for use on the CoSA network or Education Service Provider network are authorized for the storage or transport of PHI, PII and/or IDEA Part B and C data.
- Staff may utilize a program issued device to access systems to view and maintain PHI, PII, and IDEA Part B and C files.
- Staff ensures the environment in which they are working is secure and only authorized persons are within viewing distance of the authorized user's screen and staff should use a privacy screen for all

monitors and laptop screens.

- Disclosure of PII and/or PHI, and/or IDEA Part B and C to a contractor is authorized but ONLY when an enforceable Business Associate

Agreement (BAA) is in place.

- Personal devices shall not be used to store or transmit unencrypted protected data.
- Any removable media or storage devices used to transfer PHI, PII, and/or IDEA Part B and C data must be encrypted.
- All devices (e.g., laptops and phones) must have auto-lock enabled with a maximum timeout of 15 minutes. Staff are encouraged to lock their workstations manually when leaving their desk (Windows key + L or CTRL+ALT+DEL).

~~Facsimiles~~

- If any PHI, PII, and/or IDEA Part B and C data is transmitted via email, the email must be encrypted~~, and the attachment must be protected by a password. The password to access the attachment must be sent to the recipient in a separate email.~~
- Hard copies (i.e., paper) of any PHI, PII, and/or IDEA Part B and C data must be kept secured in a lockable file cabinet or other secured storage.
- In the event that PHI, PII, and/or IDEA Part B and C data, either hard copy or electronic, are transported between locations, staff must take all precautions to ensure the materials remain secure and must remain in the presence of staff at all times.

- Facsimiles

  - Any documents received via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be uploaded or scanned into appropriate software (i.e., ChildPlus) as soon as possible. Any electronic copies of the facsimile should be saved to the user's desktop; once the upload is completed the file should be deleted and the deletion confirmed. Any hardcopies of the facsimile must be stored in a secure location or destroyed.
  - Any hardcopies of the documents sent via facsimile, either telefax or online, that contain PHI, PII and/or IDEA Part B and C data shall be either stored in a secure location or destroyed.

All DHS Head Start staff must successfully complete the following trainings:

- CoSA Security Awareness Training
- ~~CoSA~~ HIP~~P~~AA Training
- ~~CoSA Employee Security Awareness Day in the Life online training module~~

Completion of these trainings are documented and maintained by the City of San Antonio Human Resources Department and/or the Training and Technical Assistance Team.

All DHS Head Start staff t review and acknowledge review and acceptance of CoSA

Administrative Directives that include Data Security and Use of Technology.

Education Service Providers and contractors must develop and implement procedures to ensure all staff comply with this procedure and receive training on safeguarding FERPA,HIPAA, PHI, PII and IDEA Part B and C data.

Performance Standards:
1302.101(b)(4)

SUBJECT	Identification and Intervention through Wellness Support Services	
REFERENCE	Mental Health	
EFFECTIVE	10/1/2020	

WELLNESS SUPPORT SERVICES 1

Policy Council Approval: 7/26/16	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 9/19/16	**Governing Body Revision:** 5/23/19
			PAGE: 1 of 2

Policy:

The Early Head Start Program will develop and implement procedures for the identification and the effective provision of mental health services to Early Head Start children, their family members, and to Early Head Start staff in need of wellness supports through the program's Wellness Support Services. Wellness Support Services will be provided by licensed mental health professionals and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

Early Head Start licensed mental health professionals, behavior coaches/consultants, and other designated staff will support the social-emotional development of children and the wellness of family members and staff by providing education and services at the following levels:

Foundation – Effective Workforce

The Early Head Start Program will provide services to children, families and staff in need of assistance. Emphasis will be placed on the provision of training and supports to staff to promote staff ~~mental wellness~~well-being so that they ~~are better~~ are able ~~equipped~~ to cultivate supportive and caring relationships ~~interact~~ with children and families. ~~in healthier and more positive ways.~~

Tier I: Promotion - Nurturing and Responsive Relationships and High-Quality Supportive Environments

The Early Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children, and parents/guardians.

Tier II: Prevention - Targeted Social-Emotional Supports

The Early Head Start program will promote the positive social-emotional development of identified children through parent and teacher education, classroom observations and teacher consultations to impact effective strategies that promote wellness.

Tier III: Intensive Intervention

The Early Head Start program will respond to children, family members and staff in need of individualized~~intensive~~ interventions by providing consultation, referrals to community providers or direct intervention services. ~~Services and referrals will be documented in the mental health tab of ChildPlus.~~

The Early Head Start program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according to the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:
1302.45

City of San Antonio

Agenda Memorandum

File Number:
23-192107

Agenda Item Number: 4

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approval of Early Head Start Change in Program Option/Budget Revision

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act Section 642(d)(2) Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations. The Head Start Program Performance Standard (HSPPS) 1302.20 allows programs to determine a Program Option. The Program Option must meet the needs of the children and families based on the community assessment. DHS seeks the

approval to change the Program Option of the Early Head Start program by moving 12 of the 24 home-base slots to center-base slots, increasing center-base slots from 104 to 116, to better service the community's needs.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Approval of Early Head Start Change in Program Option Budget Revision

HEAD START
City of San Antonio
Department of Human Services

Department of Human Services

Early Head Start Program

Program Year 2023-2024

Change in Program Option

The City of San Antonio, Department of Human Services (DHS), Head Start Program operating an Early Head Start Program (DHS Early Head Start), respectfully requests permission from the Office of Head Start for a change in program option. After analyzing program data, DHS Early Head Start believes with this change in program option, the program would reach full enrollment and better meet the needs of the families and community.

DHS Early Head Start has spent the last two and half years recruiting for home-base families, educating community partners on the benefits and services of a home-base programing, reviewing sibling data for currently enrolled Head Start children for the specific purposes to engage families in the conversation of home-base services and discuss the value added of bringing the EHS program to the parent and child at home. Head Start recruiters were hired during the COVID-19 pandemic and continue to assist the program in recruiting for both Early Head Start and Head Start. They have been instrumental in promoting all-program options. Over the last two years, they have promoted the program at 61 different agencies; worked collaboratively on 63 community events and participated in over 60 application events; provided recruitment literature across the community; block walked leaving door knocker recruitment material; in addition to ongoing efforts of the EHS Family Support Workers and Home Visitors working to educate families and agencies on the awareness and benefits of the home-base program. Yet, DHS EHS continues to struggle to fill all home-base slots. For the 2022-2023

program year, the program has been under enrolled by 61% having only 39% of the home-base slots filled. On average 11 home-base children have been enrolled leaving 17 vacancies. Of the currently enrolled 10 children, seven (7) are noted as requesting center-base care and three (3) are transitioning out at the end of the program year. At this point in time, DHS EHS has three (3) returning home-base children.

Recognizing COVID-19 has had lasting impacts in the San Antonio community and are still felt as well as using updated information from the DHS Head Start 2022 Community Assessment, DHS Early Head Start is of the belief the proposed change in program option would better meet the needs of the Edgewood Independent School District (EISD) community.

Needs of Children and Families

According to the DHS 2022 updated Community Assessment, there are an estimated total of 26,129 eligible children under five years of age within the DHS Head Start service area, including 4,136 within EISD service area. The service area also contains a higher concentration of Hispanic residents than most other Bexar County school districts, with EISD comprised of approximately 95% Hispanic residents which is higher than Bexar County (60%) and the state of Texas (39%). Also, 69% of EISD residents speak a language other than English, generally Spanish in EISD (69%). Additional needs and considerations of DHS Early Head Start children and families stem from many participants and families experiencing homelessness, foster care, and/or having a disability.

As noted in the updated 2022 Community Assessment, the average educational attainment among adult residents of EISD is less than that of the city, county, state, and nation. Half of the adult population of EISD has not completed a high school diploma. Only

5% of EISD residents had earned at least a bachelor's degree, compared to the city of San Antonio (26%), and Bexar County (28%). Households in EISD rely on public assistance. Almost one-third of EISD households use Supplemental Nutrition Assistance Program (SNAP) and 13% of EISD households rely on Supplemental Security Income (SSI). Temporary Assistance for Needy Families (TANF) and Women, Infants and Children (WIC) are other public assistance programs utilized in the Head Start service area. Local government and non-profit organizations provide additional support services to the DHS EHS families. Metro Health provides immunizations, dental services and San Antonio Food Bank provides food and grocery products in the EISD service area to the children and families in the DHS Early Head Start Program.

Additionally, there are 15 facilities that serve children 0-2 years of age with a capacity of 1,528 children within the EISD service area. The estimated number of children aged 0 to 2 years is 2,743. Capacity and demand are in contrast as infant (0-17 months) and toddler (18 months – 2 years) demand exceeds capacity. This results in a lack of capacity for 1,215 infants and toddlers. Families may not be able to afford the cost of local childcare much less higher quality infant toddler care.

The Children at Risk child-care desert interactive map indicates only 19 child care seats per 100 children in the 78237 zip code with a Texas Rising Star (TRS), Texas' official Quality Rating and Improvement System, 78237 is the zip code of the EHS Stafford Early Childhood Center. Additionally in the neighboring zip code of 78228 within the EISD service area, only 14 TRS seats per 100 children. Having access to quality early learning centers as an option is clearly a barrier for families living within the EISD service area. The possibility of some families not knowing of available resources, unable to afford quality child care services, in addition to the

above-mentioned data, suggest there is an unmet need for infant and toddler center-based childcare in Edgewood ISD area.

Change of Program Option

Currently, the DHS EHS Program is funded to serve 104 center-based slots and 24 home-based slots. With permission and for the 2023-2024 program year, DHS EHS proposes to move 12 home-base slots to center-based slots. With this change, DHS Early Head Start would serve 116 infants and toddlers in a center-based option while still maintaining 12 slots in the home-base option. To accommodate the move, one new classroom serving 8 slots will be added giving a total of 14 classrooms. In a separate application to the Office of Head Start, DHS Early Head Start will request a waiver to increase group size from 8 to 10 for two classrooms aged 24 months – 36 months under the Head Start Performance Standard 1302.24 (a-c)(2)(i) Locally Designed Program Option Variations. Requesting the waiver will accommodate four of the 12 home-base slots shifting to center-base.

DHS Early Head Start is committed to serving the EISD community and offer the best Head Start services every day to every child and family. With permission to move forward with this request we believe we can achieve just that.

Department of Human Services

Early Head Start Program

Program Year 2023-2024

Change in Program Option

Budget Revision

1. Summary

The City of San Antonio, Department of Human Services (DHS), Head Start Program operating an Early Head Start Program (DHS Early Head Start), submits the enclosed budget revision for a change in program option request. After analyzing program data, DHS Early Head Start believes with this change in program option, the program would reach full enrollment and better meet the needs of the families and community.

The City of San Antonio defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. DHS has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state, and local guidelines. DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports. https://www.sanantonio.gov/finance.

There will be no changes to the amount of funds contracted with Edgewood ISD (EISD) for Early Head Start services, however EISD's budget will be revised to move a Home Based teacher position to a Early Head Start Teacher position. See details below.

Budget Category	Original Authorized			COLA/QI		Revised Budget
	Head Start	EHS	Total	HS	EHS	
a. Salaries and Wages	$ 4,789,586.00	$ 389,723.00	$ 5,179,309.00	$ 373,754.00	$ 4,541.00	$ 5,557,604.00
b. Fringe Benefits	$ 1,955,175.00	$ 145,675.00	$ 2,100,850.00	$ 168,270.00	$ 27,528.00	$ 2,296,648.00
c. Total Personnel Costs	$ 6,744,761.00	$ 535,398.00	$ 7,280,159.00	$ 542,024.00	$ 32,069.00	$ 7,854,252.00
d. Equipment	$ 75,000.00	$ -	$ 75,000.00	$ 70,016.00	$-	$ 145,016.00
e. Supplies	$ 53,147.00	$ 16,951.00	$ 70,098.00		$ 8,096.00	$ 78,194.00
f. Travel	$ 25,447.00	$ 7,000.00	$ 32,447.00		$-	$ 32,447.00
g. Construction	$ -	$ -	$-		$-	$-
h. Other	$ 357,428.00	$ 35,280.00	$ 392,708.00	$ 60,000.00	$-	$ 452,708.00
i. Contractual	$ 18,812,570.00	$ 1,606,550.00	$ 20,419,120.00	$ 1,626,980.00	$ 134,519.00	$ 22,180,619.00
Total	**$ 26,068,353.00**	**$ 2,201,179.00**	**$ 28,269,532.00**	**$ 2,299,020.00**	**$ 174,684.00**	**$ 30,743,236.00**

PERSONNEL   **$5,557,604.00**

- No changes to the total amount in this category

FRINGE   **$2,296,648.00**

- No changes to the total amount in this category

EQUIPMENT   **$145,016.00**

- No changes to the total amount in this category

SUPPLIES   **$78,194.00**

- No changes to the total amount in this category

TRAVEL   **$32,447.00**

- No changes to the total amount in this category

OTHER_____**$452,708.00**

- No changes to the total amount in this category

CONTRACTUAL_____**$22,180,619.00**

- Early Head Start – Edgewood ISD will convert one Home Based Visitor to a Teacher 2

EDGEWOOD ISD		
Position	**Position Information**	**Amount**
Home Visit Teacher	Reclassifying this position to a Teacher 1	($29,838)
Teacher 1		29,838

City of San Antonio

Agenda Memorandum

File Number:
23-192110

Agenda Item Number: 5

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approval of the Early Head Start Locally Designed Program Option Variations and Waiver of Group Size for Center-Based Services

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act Section 642(d)(2) Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations. The Head Start Program Performance Standard (HSPPS) 1302.24 allows programs to request a waiver for group size that serves children 24 to 36

months in order to better meet the needs of the community. DHS requests a waiver to increase group size for two classrooms serving children 24-26 months from 8 to 10 with two paid staff.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Approval of the EHS Locally Designed Program Option Variations & Waiver of Group Size for Center-Based Services

HEAD START
City of San Antonio
Department of Human Services

Department of Human Services

Early Head Start Program

Program Year 2023-2024

Request for Waiver

The City of San Antonio, Department of Human Services (DHS), Head Start Program operating an Early Head Start Program (DHS Early Head Start), respectfully requests a waiver from the Office of Head Start (OHS) for two 24 months – 36 months classrooms to increase group size from 8 to 10 under the Head Start Program Performance Standard 1302.24 Locally-Designed Program Option Variations. After analyzing program data, including the updated 2022 Community Assessment, DHS Early Head Start believes with this change the program will be in a better position to reach full enrollment and better meet the needs of the families and community.

DHS Early Head Start has spent the last two and half years recruiting for home-base families, educating community partners on the benefits and services of a home-base programing and continues to struggle to be fully enrolled. For the 2022-2023 program year, the program has been under enrolled by 61% having only 39% of the home-base slots filled. On average 11 home-base children have been enrolled leaving 17 vacancies while the center-base program has had on average over 50 children on the waitlist.

According to the DHS 2022 updated Community Assessment, there are an estimated total of 26,129 eligible children under five years of age within the DHS Head Start service area, including 4,136 within EISD service area. The service area also contains a higher

concentration of Hispanic residents than most other Bexar County school districts, with EISD comprised of approximately 95% Hispanic residents which is higher than Bexar County (60%) and the state of Texas (39%). Also, 69% of EISD residents speak a language other than English, generally Spanish in EISD (69%). Additional needs and considerations of DHS Early Head Start children and families stem from many participants and families experiencing homelessness, foster care, and/or having a disability.

As noted in the updated 2022 Community Assessment, the average educational attainment among adult residents of EISD is less than that of the city, county, state, and nation. Half of the adult population of EISD has not completed a high school diploma. Only 5% of EISD residents had earned at least a bachelor's degree, compared to the city of San Antonio (26%), and Bexar County (28%). Households in EISD rely on public assistance. Almost one-third of EISD households use Supplemental Nutrition Assistance Program (SNAP) and 13% of EISD households rely on Supplemental Security Income (SSI). Temporary Assistance for Needy Families (TANF) and Women, Infants and Children (WIC) are other public assistance programs utilized in the Head Start service area. Local government and non-profit organizations provide additional support services to the DHS EHS families. Metro Health provides immunizations, dental services and San Antonio Food Bank provides food and grocery products in the EISD service area to the children and families in the DHS Early Head Start Program.

Currently the center-based program at Stafford EHS has 13 classrooms and maintains a group size of eight children with two teachers for all ages. With the recent submission for the Change in Program Option requesting to move 12 home-base slots to center-base slots, DHS EHS will add one more classroom to increase total number of classrooms to 14 at the start of the

2023-2024 program year. As a short-term strategy for the 2023-2024 program year, DHS EHS views increasing two classrooms servicing children 24 months and up as an auspicious approach as well as developmentally appropriate for children to experience a slightly larger class size as they are preparing to move into Pre-K. Having a maximum group size of 10 with two teachers for the indicated age group is still well under Texas Minimum Standards and can easily continue the high-quality standards of the EHS expectations. This would be a temporary situation for the 2023-2024 program year as DHS EHS has the intent of submitting a change in scope to increase EHS services for our next five-year cycle and beyond.

DHS EHS will ensure the two classrooms will continue to deliver the full range of services, consistent with HSPPS 1302.20 (b) and continue to achieve program goals as defined in subpart J of the HSPPS. Additionally, DHS EHS will continue to support classroom teachers through coaching and modeling to ensure effective teaching practices meet nurturing and responsive practices, interactions and environments foster trust and emotional security. All aspects of the learning environment will continue to meet the needs of the children with a focus on inquiry, the promotion of critical thinking and problem solving, communication and language rich. DHS EHS will ensure the learning environment continues to be well-organized with developmentally appropriate schedules and lesson plans, that promote relational learning, individualization and small group activities as well as offer indoor and outdoor learning experiences that encourage opportunities for play, exploration and experimentation.

DHS Early Head Start Program views this as an opportunity to support our oldest transitioning toddlers, which currently move from a classroom of eight to a classroom of 17 three-year-olds, in a more conducive environment to adjust to a larger group of children as many

of our transitioning three-year-olds move from the EHS program to the Stafford Pre-K Head

Start program.

City of San Antonio

Agenda Memorandum

File Number:
23-192112

Agenda Item Number: 6

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Head Start, EHS, and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act 642(d)(2)(A-E) requires the program share accurate and regular information with the governing body and in accordance with the Head Start Act Sec 642(c)(1)(E). The report includes a fiscal briefing for the month of April 2023.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Review of Head Start, EHS and EHS-CCP Fiscal Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start Fiscal Reports GY 22-23 as of April 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$3,952,156	$3,952,156	$4,162,019	($209,863)	-5.3%
FRINGE	$1,632,369	$1,632,369	$1,741,776	($109,407)	-6.7%
TRAVEL	$26,830	$26,830	$23,935	$2,895	10.8%
SUPPLIES	$959,802	$959,802	$753,353	$206,449	21.5%
EQUIPMENT	$0	$0	$0	$0	0.0%
CONTRACTUAL	$18,945,239	$18,945,239	$18,720,875	$224,364	1.2%
COSA	$247,451	$232,451	$157,891	$74,560	32.1%
Edgewood	$4,826,108	$4,826,108	$4,778,483	$47,625	1.0%
San Antonio ISD	$13,556,460	$13,556,460	$13,463,787	$92,673	0.7%
SAMH/UIW	$315,220	$330,220	$320,713	$9,507	2.9%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$552,217	$552,217	$566,691	($14,474)	-2.6%
TOTAL FEDERAL BUDGET	$26,068,613	$26,068,613	$25,968,649	$99,964	0.4%
Non Federal/In Kind	$6,334,940	$ 6,334,940.00	$5,473,566	$861,374	13.6%
TOTAL BUDGET*	$32,403,553	$32,403,553	$31,442,215	$961,338	3.0%

Variance Explanations:

Personnel Salaries Fringe Benefits	($319K) Personnel Variance will be covered with expected balance.
Travel	$2.8K Balance will be used to cover educ classes exp.
Supplies	$206K Variance due to backorders, unrealized orders; balance will be used to offset personnel costs.
Contractual - COSA	$74K Variance due to unrealized orders for Other Commodities, balance will be used to offset personnel costs.
- SAISD/EISD	$47K Positive balance for EISD due to lower admin health insurance expense. $92K Positive balance for SAISD due to lower consulting services (CIS) and utilities expense.
- SAMH/UIW	$9K Positive variance due to low spending for UIW.
Other	($14.4K) Variance due to education classes.
Non Federal/In Kind	$861K JE completed in May.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	$4,860,533	$4,716,332	$ 2,171,653		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance**	$277,322	$277,322	$ 210,187	$67,135	24.2%

**Earmarked Costs - $11,193 T&TA allocated to Edgewood ISD and $32,311 T&TA allocated to San Antonio ISD.

GRANT SUMMARY		TOTAL		YEAR TO DATE			
		BUDGET		Budget	Actual	Variance $	Variance %
Description	GL	$	32,281,593	$	31,358,618	$	31,442,215	$	(83,597)	-0.27%
Regular Salaries	5101010	$	3,952,156	$	3,952,156	$	4,152,873	$	(200,716.84)	-5.08%
Overtime Salaries	5101020	$	-	$	-	$	2,219.43	$	(2,219.43)	0.00%
Personnel Services		**$ 3,952,156**		**$ 3,952,156**	**$ 4,162,019**	**$ (209,863.13)**	**-5.31%**
Language Skill Pay	5101050	$	19,800	$	19,800	$	22,750	$	(2,950.00)	-14.90%
FICA & Medicare Exp	5103005	$	297,268	$	297,268	$	320,050	$	(22,781.58)	-7.66%
Life Insurance	5103010	$	4,120	$	4,120	$	3,071	$	1,048.73	25.45%
Pers Leave Buy Back	5103035	$	65,741	$	65,741	$	71,222	$	(5,480.65)	-8.34%
Transportation Allow	5103056	$	3,900	$	3,900	$	2,600	$	1,300.00	33.33%
Cell Phone Reimburse	5103105	$	1,200	$	1,200	$	700	$	500.00	41.67%
Retirement Exp	5105010	$	523,598	$	523,598	$	552,227	$	(28,629.47)	-5.47%
Civln Actv Healthcr	5170040	$	716,742	$	716,742	$	769,156	$	(52,413.75)	-7.31%
Fringe Benefits		**$ 1,632,369**		**$ 1,632,369**	**$ 1,741,776**	**$ (109,406.72)**	**-6.70%**
Travel-Official	5207010	$	26,830	$	26,830	$	23,935	$	2,894.58	10.79%
Travel-Official		**$ 26,830**		**$ 26,830**	**$ 23,935**	**$ 2,894.58**	**10.79%**
Fees to Prof Contr.	5201040	$	99,289	$	99,289	$	38,472	$	60,816.92	61.25%
Contractual Services	5202020	$	185,642	$	185,642	$	168,383	$	17,258.77	9.30%
Contractual - Subrecipients	5202040	$	18,382,568	$	18,382,568	$	18,242,270	$	140,297.56	0.76%
EISD	5202020	$	4,826,108	$	4,826,108	$	4,778,483	$	47,625.04	0.99%
SAISD	5202020	$	13,556,460	$	13,556,460	$	13,463,787	$	92,672.52	0.68%
UIW	5202020	$	37,480	$	52,480	$	48,964	$	3,515.80	6.70%
SAMH	6102100	$	277,740	$	277,740	$	271,749	$	5,990.90	2.16%
Direct	5202020	$	44,114	$	44,114	$	41,771	$	2,343.24	5.31%
TTA	5202020	$	89,048	$	89,048	$	77,453	$	11,595.20	13.02%
Contractual		**$ 18,945,239.00**		**$ 18,945,239.00**	**$ 18,720,874.85**	**$ 224,364.15**	**1.18%**
Office Supplies	5302010	$	72,916	$	72,916	$	105,547	$	(32,630.88)	-44.75%
Other Commodities	5304080	$	805,425	$	805,425	$	547,857	$	257,567.98	31.98%
Cap<5000 - Comp Equ.	5501000	$	16,961	$	16,961	$	-	$	16,961.00	100.00%
Cap<5000 - M&E Other	5501055	$	27,000	$	27,000	$	37,360	$	(10,360.43)	-38.37%
Cap<5000 - Furn &Fix	5501065	$	37,500	$	37,500	$	62,256	$	(24,755.66)	-66.02%
Supplies		**$ 959,802**		**$ 959,802**	**$ 753,353**	**$ 206,449.36**	**21.51%**
Education - Classes	5201025	$	79,625	$	79,625	$	118,334	$	(38,709.48)	-48.61%
Adv and Publications	5203040	$	7,000	$	7,000	$	3,822	$	3,177.86	45.40%
Binding & Printing	5203060	$	80,000	$	80,000	$	81,816	$	(1,816.15)	-2.27%
Subs to Publications	5203070	$	1,000	$	1,000	$	964	$	36.17	3.62%
Transportation Fees	5203090	$	9,000	$	9,000	$	9,777	$	(777.29)	-8.64%
Maint & Rep - Cmrcl	5204020	$	1,000	$	1,000	$	230	$	770.13	77.01%
Maint - Buildings	5204050	$	80,001	$	80,001	$	50,056	$	29,945.45	37.43%
Cleaning Services	5204060	$	68,260	$	68,260	$	77,362	$	(9,102.09)	-13.33%
Rental of Equipment	5204070	$	1,333	$	1,333	$	-	$	1,333.00	100.00%
Maint.- Repair Auto	5204090	$	3,000	$	3,000	$	1,370	$	1,630.37	54.35%
Mail and Parcel Post	5205010	$	2,500	$	2,500	$	392	$	2,108.06	84.32%
Rental Office Equip.	5205020	$	9,027	$	9,027	$	14,777	$	(5,750.24)	-63.70%
Alarm and Sec. Serv.	5208530	$	33,650	$	33,650	$	42,228	$	(8,578.28)	-25.49%
M&R Parts Automotive	5301020	$	2,000	$	2,000	$	780	$	1,219.95	61.00%
Food	5304010	$	15,000	$	15,000	$	20,647	$	(5,646.97)	-37.65%
Cell Phone Services	5403040	$	32,000	$	32,000	$	29,724	$	2,276.33	7.11%
Wireless Data Comm.	5403510	$	14,800	$	14,800	$	11,496	$	3,304.50	22.33%
Motor Fuel and Lub.	5403545	$	1,000	$	1,000	$	1,896	$	(895.92)	-89.59%
Gas and Electricity	5404530	$	34,156	$	34,156	$	29,877	$	4,278.87	12.53%
Water and Sewer	5404540	$	3,214	$	3,214	$	2,926	$	287.99	8.96%
DW Other	5407032	$	2,433	$	2,433	$	2,296	$	136.87	5.63%
Subs - Comp. Serv	5203080	$	59,458	$	59,458	$	62,199	$	(2,741.39)	-4.61%
Relocation Expenses	5407060	$	12,500	$	12,500	$	-	$	12,500.00	100.00%
Cap<5000 - M&E Auto	5501050	$	260	$	260	$	-	$	260.00	100.00%
Other		**$ 552,217**		**$ 552,217**	**$ 566,691**	**$ (14,474.47)**	**-2.62%**
In Kind Salaries	6501010	$	81,895	$	81,895	$	33,881	$	48,013.67	58.63%
In Kind Social Security	6503005	$	6,265	$	6,265	$	2,255	$	4,010.21	64.01%
In Kind Life Insurance	6503010	$	82	$	82	$	29	$	52.55	64.09%
In Kind - Flex Benefit	6504030	$	8,100	$	8,100	$	3,618	$	4,481.79	55.33%
In Kind TMRS	6505010	$	10,114	$	10,114	$	3,655	$	6,459.16	63.86%
In Kind Other Contrc	6602025	$	6,228,484	$	6,228,484	$	5,430,127	$	798,357.11	12.82%
In Kind		**$ 6,334,940**		**$ 6,334,940**	**$ 5,473,566**	**$ 861,374.49**	**13.60%**
Total		**$ 32,403,553.00**		**$ 32,403,553.00**	**$ 31,442,214.74**	**$ 961,338.26**	**2.97%**

Procurement Card Transaction Log
For the Period Ending: April 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
4/30/2023	138000003195	5207010	NHSA	NHSA Winter Leadership Conference	$859.16
				Monthly Total:	**$859.16**

IO	GL	Account Name	Amount
138000003193	5201025	Education - Classes	$353.00
138000003193	5302010	Office Supplies	$412.93
138000003195	5201025	Education - Classes	$655.00
138000003195	5304080	Other Commodities	$280.00
138000003193	5201040	Fees to Prof Contr.	$525.00
138000003195	5207010	Other Commodities	$2,161.26
		Year to Date Total:	**$5,246.35**

San Antonio Independent School District GY22-23	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
One Time Stipend	$ 191,000.00	$ 277,000.00	$ (86,000.00)	$ -	$ -	$ -
Personnel Salaries & Wages	**$ 9,138,708.00**	**$ 9,203,845.25**	**$ 20,862.75**	**$ 3,898,976.00**	**$ 3,754,910.70**	**$ 144,065.30**
FICA	$ 715,211.53	$ 683,796.65	$ 31,414.88	$ 292,117.34	$ 273,224.36	$ 18,892.98
Health Insurance	$ 1,084,826.79	$ 1,092,855.76	$ (8,028.97)	$ 653,823.11	$ 516,779.93	$ 137,043.18
Retirement	$ 874,479.44	$ 892,831.94	$ (18,352.50)	$ 35,292.23	$ 91,249.23	$ (55,957.00)
Worker's Compensation	$ 128,874.00	$ 129,893.55	$ (1,019.55)	$ 41,545.56	$ 25,995.22	$ 15,550.34
1.Equipment >$5,000 per unit cost, enter specific data	$ 40,950.00	$ 40,950.00	$ -	$ -	$ -	$ -
2.Equipment >$5,000 per unit cost, enter specific data	$ -	$ 81,561.36	$ (81,561.36)	$ -	$ -	$ -
Classroom Supplies	$ 248,002.00	$ 219,077.98	$ 28,924.02	$ -	$ -	$ -
Office Supplies	$ 40,679.00	$ 59,716.05	$ (19,037.05)	$ -	$ -	$ -
Medical and Dental Supplies	$ 70,000.00	$ 63,534.48	$ 6,465.52	$ -	$ -	$ -
AED Devices, case and inspection for ECF	$ 26,818.00	$ 5,521.53	$ 21,296.47	$ -	$ -	$ -
Janitorial Supplies	$ 15,000.00	$ 8,211.50	$ 6,788.50	$ -	$ -	$ -
Cap <5000 - Computers	$ 36,500.00	$ -	$ 36,500.00	$ -	$ -	$ -
Contractual - First Aid Kits	$ 11,126.00	$ 21,161.23	$ (10,035.23)	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 85,000.00	$ 81,686.38	$ 3,313.62	$ -	$ -	$ -
Training & Technical Assistance (T & TA)	$ 32,321.00	$ 203,865.41	$ (171,544.41)	$ -	$ -	$ -
Consulting Services -CIS	$ 300,000.00	$ 119,284.59	$ 180,715.41	$ -	$ -	$ -
Professional Services Architect	$ 8,400.00	$ -	$ 8,400.00	$ -	$ -	$ -
Lead Testing & Inspection	$ 62,006.00	$ 9,564.95	$ 52,441.05	$ -	$ -	$ -
Maintenance - Buildings & Improvement (Enhanced Safe	$ 25,822.00	$ 25,822.16	$ (0.16)	$ -	$ -	$ -
Transportation	$ 220,371.00	$ 198,256.62	$ 22,114.38	$ -	$ -	$ -
CDA License Renewal & First Aid Training	$ 2,586.00	$ 2,835.88	$ (249.88)	$ -	$ -	$ -
Utilities	$ 388,780.00	$ 319,514.21	$ 69,265.79	$ -	$ -	$ -
Total:	**$ 13,556,460.76**	**$ 13,463,787.48**	**$ 92,673.28**	**$ 4,921,754.24**	**$ 4,662,159.44**	**$ 259,594.80**

Edgewood Independent School District GY22-23	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	$ 3,815,406.00	$ 3,861,185.11	$ (45,779.11)	$ 1,345,489.00	$ 950,872.57	$ 394,616.43
FICA	$ 53,402.00	$ 56,487.01	$ (3,085.01)	$ 18,864.00	$ 13,064.67	$ 5,799.33
Health Insurance	$ 375,928.00	$ 295,028.63	$ 80,899.37	$ 92,664.00	$ 63,393.67	$ 29,270.33
Retirement	$ 405,142.00	$ 380,408.48	$ 24,733.52	$ 144,685.00	$ 35,367.93	$ 109,317.07
Worker's Compensation	$ 60,890.00	$ 75,824.97	$ (14,934.97)	$ 14,441.00	$ 8,975.24	$ 5,465.76
Official Travel (out of town)	$ 2,000.00	$ 4,280.04	$ (2,280.04)	$ -	$ -	$ -
Classroom Supplies	$ 14,563.00	$ 19,280.74	$ (4,717.74)	$ -	$ -	$ -
Office Supplies	$ 2,000.00	$ 2,269.11	$ (269.11)	$ -	$ -	$ -
Medical and Dental Supplies	$ 3,050.00	$ 2,949.64	$ 100.36	$ -	$ -	$ -
Janitorial Supplies	$ 1,300.00	$ 1,229.68	$ 70.32	$ -	$ -	$ -
Cap <5000 - Computers	$ 3,550.00	$ 3,097.92	$ 452.08	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures Comp tables	$ 10,000.00	$ 7,085.10	$ 2,914.90	$ -	$ -	$ -
Training Supplies (T & TA)	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -
CPR Training (T&TA)	$ 6,724.00	$ 4,500.00	$ 2,224.00	$ -	$ -	$ -
CDA Renewal, Class Training (T&TA)	$ 2,500.00	$ 1,798.66	$ 701.34	$ -	$ -	$ -
Food (Refreshments-water/cofee for meetings)	$ 650.00	$ 1,329.39	$ (679.39)	$ -	$ -	$ -
Advertising and Publications	$ 1,950.00	$ 1,062.95	$ 887.05	$ -	$ -	$ -
Binding Printing and Reproduction	$ -	$ 50.00	$ (50.00)	$ -	$ -	$ -
Transportation Fees-Staff Mileage	$ 300.00	$ 504.40	$ (204.40)	$ -	$ -	$ -
Mail and Postage	$ -	$ -	$ -	$ -	$ -	$ -
Food for children (NOT reimbursed by USDA)	$ 33,875.00	$ 30,922.69	$ 2,952.31	$ -	$ -	$ -
Gas and Electricity	$ 25,000.00	$ 25,000.27	$ (0.27)	$ -	$ -	$ -
Water and Sewer	$ 3,565.00	$ 3,565.00	$ -	$ -	$ -	$ -
Conference and Training (T &TA)	$ 3,293.00	$ -	$ 3,293.00	$ -	$ -	$ -
Total:	$ 4,826,108.00	$ 4,778,482.96	$ 47,625.04	$ 1,616,143.00	$ 1,071,674.08	$ 544,468.92

EARLY HEAD START

Early Head Start Fiscal Reports GY 22-23 as of April 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$ 383,621	$ 383,627	$ 401,003	$ (17,376)	-4.5%
FRINGE	$ 137,002	$ 137,002	$ 145,971	$ (8,969)	-6.5%
TRAVEL	$ 7,000	$ 7,000	$ -	$ 7,000	100.0%
SUPPLIES	$ 18,676	$ 18,676	$ 21,846	$ (3,170)	-17.0%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
CONTRACTUAL	$ 1,615,372	$ 1,615,372	$ 1,340,572	$ 274,800	17.0%
COSA	$ 32,483	$ 32,483	$ 28,117	$ 4,366	13.4%
Edgewood	$ 1,582,889	$ 1,582,889	$ 1,312,455	$ 270,434	17.1%
SAMH/UIW	$ -	$ -	$ -	$ -	0.0%
FACILITIES/CONSTRUCTION	$ -	$ -	$ -	$ -	0.0%
OTHER	$ 39,508	$ 39,423	$ 37,755	$ 1,668	4.2%
TOTAL FEDERAL BUDGET	$ 2,201,179	$ 2,201,100	$ 1,947,147	$ 253,953	11.5%
Non Federal/In Kind	$ 535,794	$ 535,794	$ 519,215	$ 16,579	3.1%
TOTAL BUDGET	$ 2,736,973	$ 2,736,894	$ 2,466,362	$ 270,532	9.9%

Variance Explanations:

Personnel Salaries Fringe Benefits	
Travel	$7K No travel completed, balance will be used to offset overage.
Supplies	($3.1K) Allocation for Brady building expenses (wellness and furniture & fixtures).
Contractual - COSA	$4.3K Fees to Pros, planned not realized, balance will be used to offset overage.
- EISD	$270K EISD will not be spent.
Other	
Non Federal/In Kind	

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost*		$369,954	$ 318,438.58		

***may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 397,105**

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance	$45,632	$45,632	$26,809	$18,823	41.2%

(Earmarked costs)

GRANT SUMMARY		TOTAL	YEAR TO DATE				YEAR TO DATE
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	GL	$ 2,736,973	$ 2,736,894	$ 2,466,362	$ 270,532	9.88%	$ 1,791.64
Regular Salaries	5101010	$ 383,621	$ 383,627	$ 401,003	$ (17,376)	-4.53%	$ -
Personnel Services		**$ 383,621**	**$ 383,627**	**$ 401,003**	**$ (17,376)**	**-4.53%**	**$ -**
Language Skill Pay	5101050	$ 1,200	$ 1,200	$ 1,200	$ -	0.00%	$ -
FICA & Medicare Exp	5103005	$ 29,347	$ 29,347	$ 30,834	$ (1,487)	-5.07%	$ -
Life Insurance	5103010	$ 384	$ 384	$ 319	$ 65	16.91%	$ -
Pers Leave Buy Back	5103035	$ 3,427	$ 3,427	$ 201	$ 3,226	94.14%	$ -
Retirement Exp	5105010	$ 45,814	$ 45,814	$ 51,598	$ (5,784)	-12.62%	$ -
Civln Actv Healthcr	5170040	$ 56,830	$ 56,830	$ 61,819	$ (4,989)	-8.78%	$ -
Fringe Benefits		**$ 137,002**	**$ 137,002**	**$ 145,971**	**$ (8,969)**	**-6.55%**	**$ -**
Travel-Official	5207010	$ 7,000	$ 7,000	$ -	$ 7,000	100.00%	$ -
Travel-Official		**$ 7,000**	**$ 7,000**	**$ -**	**$ 7,000**	**100.00%**	**$ -**
Fees to Prof Contr.	5201040	$ 25,183	$ 25,183	$ 9,349	$ 15,834	62.88%	$ -
Temporary Services	5202010	$ -	$ -	$ -	$ -	0.00%	$ -
Contractual Services	5202020	$ 7,300	$ 7,300	$ 18,769	$ (11,469)	-157.10%	$ 1,634.45
EISD	5202040	$ 1,582,889	$ 1,582,889	$ 1,312,455	$ 270,434	17.08%	$ -
Direct	5202020	$ 7,300	$ 7,300	$ 7,358	$ (58)	-0.80%	$ 288.00
Admin	5202020	$ -	$ -	$ 2	$ (2)	0.00%	$ -
TTA	5202020	$ -	$ -	$ 11,409	$ (11,409)	0.00%	$ 1,346.45
Other Contract Srvcs	5202025	$ -	$ -	$ -	$ -	0.00%	$ -
Contractual		**$ 1,615,372**	**$ 1,615,372**	**$ 1,340,572**	**$ 274,800**	**17.01%**	**$ 1,634.45**
Office Supplies	5302010	$ 7,935	$ 7,935	$ 3,217	$ 4,718	59.46%	$ -
Tools & Apparatus	5304050	$ -	$ -	$ 21	$ (21)	0.00%	$ -
Other Commodities	5304080	$ 6,741	$ 6,741	$ 13,544	$ (6,803)	-100.92%	$ -
Cap<5000 - Comp Equ.	5501000	$ 4,000	$ 4,000	$ 686	$ 3,314	82.85%	$ -
Cap<5000 - M&E Other	5501055	$ -	$ -	$ 2,572	$ (2,572)	0.00%	$ -
Cap<5000 - Furn &Fix	5501065	$ -	$ -	$ 1,806	$ (1,806)	0.00%	$ -
Supplies		**$ 18,676**	**$ 18,676**	**$ 21,846**	**$ (3,170)**	**-16.97%**	**$ -**
Education - Classes	5201025	$ 10,800	$ 10,800	$ 8,379	$ 2,421	22.41%	$ -
Adv and Publications	5203040	$ 500	$ 500	$ 162	$ 338	67.65%	$ -
Binding & Printing	5203060	$ 3,500	$ 3,500	$ 9,999	$ (6,499)	-185.68%	$ -
Subs to Publications	5203070	$ -	$ -	$ 5	$ (5)	0.00%	$ -
Transportation Fees	5203090	$ 4,500	$ 4,500	$ 232	$ 4,268	94.84%	$ -
Maint & Rep - Cmrcl	5204020	$ 403	$ 403	$ 15	$ 388	96.28%	$ -
Maint - Buildings	5204050	$ 122	$ 122	$ 2,302	$ (2,180)	-1787.00%	$ 43.97
Cleaning Services	5204060	$ 4,285.00	$ 4,285.00	$ 3,935.77	$ 349.23	8.15%	$ -
Maint. - M&E	5204080	$ -	$ -	$ 36.01	$ (36.01)	0.00%	$ -
Maint.- Repair Auto	5204090	$ 403	$ 403	$ 193	$ 210	52.16%	$ -
Mail and Parcel Post	5205010	$ 30	$ 30	$ -	$ 30	100.00%	$ -
Rental Office Equip.	5205020	$ 494	$ 494	$ 164	$ 330	66.82%	$ -
Rental Other Equip.	5205030	$ -	$ -	$ -	$ -	0.00%	$ -
Rental of Facilities	5206010	$ -	$ -	$ 143	$ (143)	0.00%	$ -
Alarm and Sec. Serv.	5208530	$ 372	$ 372	$ 1,861	$ (1,489)	-400.39%	$ -
M&R Parts Automotive	5301020	$ 403	$ 403	$ 7	$ 396	98.25%	$ -
Food	5304010	$ 2,779	$ 2,779	$ 568	$ 2,211	79.56%	$ 113.22
Chems Meds & Drugs	5304040	$ -	$ -	$ 17.28	$ (17.28)	0.00%	$ -
Cell Phone Services	5403040	$ 828	$ 828	$ 448	$ 380	45.89%	$ -
Wireless Data Comm.	5403510	$ 1,056	$ 1,056	$ 4,066	$ (3,010)	-285.05%	$ -
Motor Fuel and Lub.	5403545	$ 403	$ 403	$ 238	$ 165	40.92%	$ -
Software Licenses	5404520	$ 2,800	$ 2,800	$ -	$ 2,800	100.00%	$ -
Gas and Electricity	5404530	$ 1,250	$ 1,250	$ 1,885	$ (635)	-50.84%	$ -
Water and Sewer	5404540	$ 160	$ 160	$ 184	$ (24)	-15.20%	$ -
DW Other	5407032	$ 1,000	$ 1,000	$ 1,065	$ (65)	-6.49%	$ -
Subs - Comp. Serv	5203080	$ 3,335	$ 3,335	$ 1,849	$ 1,486	44.55%	$ -
Other		**$ 39,508**	**$ 39,423**	**$ 37,755**	**$ 1,668**	**4.23%**	**$ 157.19**
In Kind Salaries	6501010	$ 53,384	$ 53,384	$ 41,374	$ 12,010	22.50%	$ -
In Kind Social Security	6503005	$ 4,084	$ 4,084	$ 2,917	$ 1,167	28.58%	$ -
In Kind Life Insurance	6503010	$ 54	$ 54	$ 38	$ 16	29.39%	$ -
In Kind - Flex Benefit	6504030	$ 4,906	$ 4,906	$ 2,975	$ 1,931	39.35%	$ -
In Kind TMRS	6505010	$ 6,375	$ 6,375	$ 4,728	$ 1,647	25.84%	$ -
In Kind Other Contrc	6602025	$ 466,991	$ 466,991	$ 467,183	$ (192)	-0.04%	$ -
In Kind		**$ 535,794**	**$ 535,794**	**$ 519,215**	**$ 16,579**	**3.09%**	**$ -**
Total		**$ 2,736,973**	**$ 2,736,894**	**$ 2,466,362**	**$ 270,532**	**9.88%**	**$ 1,791.64**

Edgewood Independent School District GY22-23	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
Total Salaries	$ 906,969.00	$ 839,223.39	$ 67,745.61	$ 35,683.00	$ 27,753.05	$ 7,929.95
FICA	$ 15,571.00	$ 12,255.32	$ 3,315.68	$ 445.00	$ 406.90	$ 38.10
Health Insurance	$ 128,208.00	$ 50,517.16	$ 77,690.84	$ 3,444.00	$ 1,437.84	$ 2,006.16
Retirement	$ 117,855.00	$ 94,426.65	$ 23,428.35	$ 2,562.00	$ 1,650.46	$ 911.54
Worker's Compensation	$ 26,931.00	$ 23,436.39	$ 3,494.61	$ 920.00	$ 374.88	$ 545.12
Unemployment	$ -	$ 30.83	$ (30.83)	$ -	$ -	$ -
Official Travel (out of town)	$ 5,000.00	$ 1,097.40	$ 3,902.60	$ -	$ -	$ -
Classroom Supplies/Program Supplies	$ 66,724.00	$ 55,911.78	$ 10,812.22	$ -	$ -	$ -
Office Supplies	$ 5,726.00	$ 6,080.17	$ (354.17)	$ -	$ -	$ -
Medical and Dental Supplies	$ 7,000.00	$ 1,212.74	$ 5,787.26	$ -	$ -	$ -
Janitorial Supplies	$ 9,770.00	$ 6,418.13	$ 3,351.87	$ -	$ -	$ -
Cap <5000 - Computers	$ 5,000.00	$ 22,571.43	$ (17,571.43)	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 34,948.00	$ 30,673.37	$ 4,274.63	$ -	$ -	$ -
CPR	$ 2,500.00	$ 19,839.60	$ (17,339.60)	$ -	$ -	$ -
Contracted Services Building Improvement	$ 186,634.00	$ 111,553.91	$ 75,080.09	$ -	$ -	$ -
Advertising & Publications	$ 3,500.00	$ 2,326.21	$ 1,173.79	$ -	$ -	$ -
Binding Printing and Reproduction	$ -	$ 35.00	$ (35.00)	$ -	$ -	$ -
Mail and Postage	$ 80.00	$ -	$ 80.00	$ -	$ -	$ -
Food for Staff Training	$ 1,000.00	$ 2,832.48	$ (1,832.48)	$ -	$ -	$ -
Transportation Fees-Staff Mileage	$ 1,000.00	$ 467.05	$ 532.95	$ -	$ -	$ -
Equipment Rental	$ 6,500.00	$ -	$ 6,500.00	$ -	$ -	$ -
Staff Development Training	$ 1,000.00	$ 2,563.75	$ (1,563.75)	$ -	$ -	$ -
Food for Adults (Not reimbursed by USDA)	$ 16,000.00	$ 12,197.75	$ 3,802.25	$ -	$ -	$ -
Parent Activities	$ 12,963.00	$ 16,021.01	$ (3,058.01)	$ -	$ -	$ -
License Fees	$ 4,000.00	$ 638.80	$ 3,361.20	$ -	$ -	$ -
Class and CDA Fees	$ 18,010.00	$ 125.00	$ 17,885.00	$ -	$ -	$ -
IN KIND facility use including maintenance and repairs	$ -	$ -	$ -	$ 335,629.50	$ -	$ 335,629.50
Total:	$ 1,582,889.00	$ 1,312,455.32	$ 270,433.68	$ 378,683.50	$ 31,623.13	$ 347,060.37

Procurement Card Transaction Log
For the Period Ending: April 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Transactions		
				Monthly Total:	**$0.00**

IO	GL	Account Name	Amount
138000003203	5201025	Texas Association for the Education of Young Children (TXAEYC)	$ 15,000.00
		Year to Date Total:	**$15,000.00**

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start - CCP Fiscal Reports GY 22-23 as of APRIL 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var ($)	Var (%)
PERSONNEL	$ 825,935	$	655,575	$	641,961	$	13,614	2.1%
FRINGE	$ 326,027	$	227,288	$	252,145	$	(24,856)	-10.9%
TRAVEL	$ 4,160	$	4,160	$	5,433	$	(1,273)	-30.6%
EQUIPMENT	$ -	$	-	$	-	$	-	0.0%
SUPPLIES	$ 33,989	$	25,101	$	27,189	$	(2,088)	-8.3%
CONTRACTUAL	$ 1,854,922	$	1,362,715	$	1,361,615	$	1,100	0.1%
COSA	$ 68,819	$	23,308	$	22,194	$	1,114	4.8%
Blessed Sacrament	$ 363,835	$	272,880	$	272,880	$	-	0.0%
Ella Austin	$ 396,912	$	297,585	$	297,585	$	0	0.0%
Healy Murphy	$ 529,215	$	396,909	$	396,909	$	-	0.0%
Inman Christian	$ 231,532	$	173,574	$	173,574	$	-	0.0%
Seton Home	$ 99,229	$	74,421	$	74,421	$	-	0.0%
YWCA	$ 165,380	$	124,038	$	124,038	$	-	0.0%
OTHER	$ 57,307	$	46,539	$	51,888	$	(5,349)	-11.5%
TOTAL FED BUDGET	**$ 3,102,340**	**$**	**2,321,378**	**$**	**2,340,230**	**$**	**(18,852)**	**-0.8%**
NON FED SHARE/IN KIND	**$ 754,459**	**$**	**391,000**	**$**	**360,623**	**$**	**30,377**	**7.8%**
TOTAL BUDGET	**$ 3,856,799**	**$**	**2,712,378**	**$**	**2,700,853**	**$**	**11,525**	**0.4%**

Variance Explanations:

Personnel Services and Fringe Benefits	($11.4K) due to EHS employee assisting CCP programs.
Travel	($1.2K) due to more travel conference than budget, NHS Parent Conference.
Supplies	($2K) invoice pending receipt (Halo/Cintas).
Contractual -COSA	$1.1K pending April'23 invoices (NTA, FSA, UIW and Children Flow).
Other	($5.3k) due to TXAEYC Conference fee.
Non Federal Share/In Kind	

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		$405,128	$104,365		

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 564,510

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Training and Technical Assistance	$64,856	$39,347	$41,476	($2,128)	-5.4%

(Earmarked costs)

Procurement Card Transaction Log
YTD For the Period Ending: April 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in April 2023		
				Monthly Total:	$0.00

IO	GL	GL Name		Amount
138000003456	5207010	Travel-Official - NHSA Hotel Room Reservation for Priscilla G.	$	1,440.84
138000003454	5201040	FBI Fingerprint background check for EHS-CCP FSW	$	18.00
138000003456	5201025	Recertification of 1 CCP Car Seat Safety Tech.	$	55.00
		Year to Date Total:		$1,513.84

EHS-CCP 2022-2023 Grant Summary		TOTAL BUDGET		YEAR TO DATE								
				Budget		Actual		Variance $		Variance %	Encumbrance	
Description	GL	$	3,856,799.00	$	2,712,378.03	$	2,700,852.57	$	11,525.46	0.42%	$	444,134.81
Regular Salaries	5101010	$	825,935.00	$	655,575.09	$	631,750.80	$	23,824.29	3.63%	$	-
Temporary Salaries	5101015	$	-	$	-	$	576.27	$	(576.27)	0.00%	$	-
Overtime Salaries	5101020	$	-	$	-	$	1.76	$	(1.76)	0.00%	$	-
Retiree Payout Sal	5101070	$	-	$	-	$	9,632.09	$	(9,632.09)	0.00%	$	-
Personnel Services		$	825,935.00	$	655,575.09	$	641,960.92	$	13,614.17	2.08%	$	-
Language Skill Pay	5101050	$	3,000.00	$	2,000.00	$	1,700.00	$	300.00	15.00%	$	-
FICA & Medicare Exp	5103005	$	63,185.00	$	45,795.53	$	47,213.51	$	(1,417.98)	-3.10%	$	-
Temp FICA & Medicare	5103007	$	-	$	-	$	49.35	$	(49.35)	0.00%	$	-
Life Insurance	5103010	$	827.00	$	597.65	$	463.83	$	133.82	22.39%	$	-
Pers Leave Buy Back	5103035	$	10,300.00	$	7,499.80	$	12,762.05	$	(5,262.25)	-70.17%	$	-
Retirement Exp	5105010	$	102,417.00	$	76,966.15	$	85,273.07	$	(8,306.92)	-10.79%	$	-
Civln Actv Healthcr	5170040	$	146,298.00	$	94,429.13	$	104,682.71	$	(10,253.58)	-10.86%	$	-
Fringe Benefits		$	326,027.00	$	227,288.27	$	252,144.52	$	(24,856.25)	-10.94%	$	-
Travel-Official	5207010	$	4,160.00	$	4,160.00	$	5,432.95	$	(1,272.95)	-30.60%	$	-
Travel-Official		$	4,160.00	$	4,160.00	$	5,432.95	$	(1,272.95)	-30.60%	$	-
Fees to Prof Contr.	5201040	$	60,819.00	$	17,308.00	$	13,612.55	$	3,695.45	21.35%	$	13,458.44
Contractual Services	5202020	$	1,794,103.00	$	1,345,406.65	$	1,348,001.95	$	(2,595.30)	-0.19%	$	425,376.39
BSA	5202020	$	363,835.00	$	272,880.00	$	272,880.00	$	-	0.00%	$	90,955.00
Ella Austin	5202020	$	396,912.00	$	297,585.00	$	297,584.77	$	0.23	0.00%	$	66,251.23
Healy	5202020	$	529,215.00	$	396,909.00	$	396,909.00	$	-	0.00%	$	132,306.00
Inman	5202020	$	231,532.00	$	173,573.65	$	173,573.65	$	-	0.00%	$	57,958.35
Seton Home	5202020	$	99,229.00	$	74,421.00	$	74,421.00	$	-	0.00%	$	24,808.00
YWCA	5202020	$	165,380.00	$	124,038.00	$	124,038.00	$	-	0.00%	$	41,342.00
Direct	5202020	$	8,000.00	$	6,000.00	$	1,346.78	$	4,653.22	0.00%	$	6,885.76
TTA	5202020	$	-	$	-	$	7,234.95	$	(7,234.95)	0.00%	$	4,870.05
Contractual		$	1,854,922.00	$	1,362,714.65	$	1,361,614.50	$	1,100.15	0.08%	$	438,834.83
Office Supplies	5302010	$	17,297.00	$	12,297.00	$	2,340.65	$	9,956.35	80.97%	$	601.67
Computer Software	5304075	$	2,448.00	$	1,686.00	$	-	$	1,686.00	100.00%	$	277.48
Tools & Apparatus	5304050	$	-	$	-	$	54.69	$	(54.69)	0.00%	$	-
Other Commodities	5304080	$	-	$	-	$	15,851.31	$	(15,851.31)	0.00%	$	39.72
Cap<5000 - Comp Equ.	5501000	$	10,953.00	$	7,827.00	$	-	$	7,827.00	100.00%	$	688.20
Cap<5000 - M&E Other	5501055	$	-	$	-	$	4,876.64	$	(4,876.64)	0.00%	$	120.00
Cap<5000 - Furn &Fix	5501065	$	3,291.00	$	3,291.00	$	4,065.80	$	(774.80)	-23.54%	$	1,624.50
Supplies		$	33,989.00	$	25,101.00	$	27,189.09	$	(2,088.09)	-8.32%	$	3,351.57
Education - Classes	5201025	$	13,917.00	$	12,519.00	$	24,396.59	$	(11,877.59)	-94.88%	$	-
Adv and Publications	5203040	$	-	$	-	$	273.02	$	(273.02)	0.00%	$	-
Binding & Printing	5203060	$	8,000.00	$	7,164.00	$	3,871.11	$	3,292.89	45.96%	$	-
Subs to Publications	5203070	$	-	$	-	$	3,069.00	$	(3,069.00)	0.00%	$	-
Transportation Fees	5203090	$	2,800.00	$	2,096.20	$	1,098.86	$	997.34	47.58%	$	-
Maint - Buildings	5204050	$	4,052.00	$	2,514.22	$	1,577.79	$	936.43	37.25%	$	411.54
Cleaning Services	5204060	$	5,520.00	$	4,140.00	$	4,030.53	$	109.47	2.64%	$	-
Rental of Equipment	5204070	$	228.00	$	171.00	$	-	$	171.00	100.00%	$	-
Maint. - M&E	5204080	$	-	$	-	$	44.45	$	(44.45)	0.00%	$	-
Rental Office Equip.	5205020	$	1,200.00	$	899.70	$	-	$	899.70	100.00%	$	-
Rental of Facilities	5206010	$	-	$	-	$	308.11	$	(308.11)	0.00%	$	-
Alarm and Sec. Serv.	5208530	$	3,900.00	$	2,925.00	$	2,753.80	$	171.20	5.85%	$	-
Food	5304010	$	3,000.00	$	2,200.00	$	1,263.37	$	936.63	42.57%	$	1,536.87
Cell Phone Services	5403040	$	4,000.00	$	3,000.40	$	2,866.51	$	133.89	4.46%	$	-
Wireless Data Comm.	5403510	$	2,000.00	$	1,495.40	$	1,249.00	$	246.40	16.48%	$	-
Gas and Electricity	5404530	$	4,500.00	$	3,374.40	$	2,968.13	$	406.27	12.04%	$	-
Water and Sewer	5404540	$	600.00	$	449.70	$	258.39	$	191.31	42.54%	$	-
DW Other	5407032	$	1,000.00	$	1,000.00	$	1,395.74	$	(395.74)	-39.57%	$	-
Subs - Comp. Serv	5203080	$	2,590.00	$	2,590.00	$	463.57	$	2,126.43	82.10%	$	-
Other		$	57,307.00	$	46,539.02	$	51,887.97	$	(5,348.95)	-11.49%	$	1,948.41
In Kind Other Contrc	6602025	$	754,459.00	$	391,000.00	$	360,622.62	$	30,377.38	7.77%	$	-
In Kind		$	754,459.00	$	391,000.00	$	360,622.62	$	30,377.38	7.77%	$	-
Total		$	3,856,799.00	$	2,712,378.03	$	2,700,852.57	$	11,525.46	0.42%	$	444,134.81

CRRSA/ARPA

CRRSA.ARPA Fiscal Reports GY 21-23 as of APRIL 30, 2023

BUDGET BY CATEGORY

		TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var ($)	Var (%)
PERSONNEL	$	63,018	$	63,019	$	24,429	$	38,590	61.2%
FRINGE	$	28,317	$	28,317	$	8,295	$	20,023	70.7%
TRAVEL	$	-	$	-	$	-	$	-	0.0%
EQUIPMENT	$	-	$	-	$	-	$	-	0.0%
SUPPLIES	$	221,566	$	221,566	$	200,790	$	20,776	9.4%
CONTRACTUAL	$	4,568,098	$	4,363,280	$	2,789,178	$	1,574,101	36.1%
COSA	$	81,000	$	30,000	$	31,567	$	(1,567)	-5.2%
Fees to Prof Contr.	$	9,544	$	9,544	$	8,923	$	621	6.5%
EISD	$	1,189,999	$	1,099,344	$	170,509	$	928,836	84.5%
SAISD	$	1,087,000	$	1,087,000	$	729,978	$	357,022	32.8%
BRADY	$	775,000	$	775,000	$	558,787	$	216,213	27.9%
BSA	$	249,999	$	249,999	$	249,999	$	0	0.0%
Healy Murphy	$	186,090	$	186,089	$	186,089	$	0	0.0%
Inman Christian	$	249,999	$	249,999	$	249,999	$	0	0.0%
Seton Home	$	249,999	$	223,417	$	167,830	$	55,587	24.9%
YWCA	$	249,999	$	213,417	$	196,029	$	17,388	8.1%
COSA on behalf of Ella Austin	$	239,469	$	239,469	$	239,469	$	-	0.0%
OTHER	$	156,487	$	99,840	$	143,087	$	(43,247)	-43.3%
TOTAL FED BUDGET	$	5,037,486	$	4,776,022	$	3,165,779	$	1,610,243	33.7%
TOTAL BUDGET	$	5,037,486	$	4,776,022	$	3,165,779	$	1,610,243	33.7%

Variance Explanations:

Personnel Services and Fringe Benefits	$58.6k Salary & Fringe saving will be shifted to cover "Other" overage.
Travel	
Supplies	$20.7k pending receipt of invoices (Halo, Cintas, Lakeshore).
Contractual -COSA Other	$1.5M - Pending $1.35M March & Final invoice receipt of EISD/SAISD; $136k Pending receipt of 2 childcare final invoices.

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL
Administrative Cost	$474,867	$374

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 755,623

Procurement Card Transaction Log
YTD For the Period Ending: APRIL 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in April 2023		
				Monthly Total:	**$0.00**

IO	GL	GL Name	Amount
138000003182	5201040	Fees to Professional Contractors	$ 72.00
138000003182	5304010	Food	$ 355.00
		Year to Date Total:	**$427.00**

CRRSA.ARPA 2021-2023 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
			Budget	Actual	Variance $	Variance %	Encumbrance
Description	GL	5,037,486	4,840,186	2,986,347	1,853,839	38.30%	1,787,926
Regular Salaries	5101010	63,018	63,019	24,299	38,720	61.44%	0
Overtime Salaries	5101020	0	0	130	(130)	0.00%	0
Shift Differential	5101040	0	0	0	0	0.00%	0
Personnel Services		**63,018**	**63,019**	**24,429**	**38,590**	**61.24%**	**0**
Language Skill Pay	5101050	700	700	50	650	92.86%	0
FICA & Medicare Exp	5103005	5,323	5,323	1,536	3,787	71.14%	0
Life Insurance	5103010	21	21	6	15	73.56%	0
Retirement Exp	5105010	8,741	8,741	2,994	5,747	65.75%	0
Civln Actv Healthcr	5170040	13,532	13,532	3,709	9,823	72.59%	0
Fringe Benefits		**28,317**	**28,317**	**8,295**	**20,023**	**70.71%**	**0**
Fees to Prof Contr.	5201040	9,544	9,544	8,923	621	6.50%	4,683
Contractual-Subrecip	5202040	2,276,999	2,186,344	900,486	1,285,858	58.81%	1,376,513
EISD	5202040	1,189,999	1,099,344	170,509	928,836	84.49%	1,019,490
SAISD	5202040	1,087,000	1,087,000	729,978	357,022	32.84%	357,022
Contractual Services	5202020	2,281,555	2,167,391	1,879,769	287,622	23.80%	267,291
COSA	5202020	81,000	30,000	31,567	(1,567)	-5.22%	0
Brady Building	5202020	775,000	775,000	558,787	216,213	27.90%	131,152
BSA	5202020	249,999	249,999	249,999	0	0.00%	0
Healy Murphy	5202020	186,090	186,089	186,089	0	0.00%	0
Inman	5202020	249,999	249,999	249,999	0	0.00%	0
Seton Home	5202020	249,999	223,417	167,830	55,587	24.88%	0
YWCA	5202020	249,999	213,417	196,029	17,388	8.15%	0
COSA on behalf of Ella Austin	5202020	239,469	239,469	239,469	0	0.00%	0
Contractual		**4,568,098**	**4,363,280**	**2,789,178**	**1,574,101**	**36.08%**	**1,648,486**
Office Supplies	5302010	$5,329.76	$5,329.76	1912.17	$3,417.59	64.12%	0
Tools & Apparatus	5304050	0	0	(0)	0	0.00%	0
Other Commodities	5304080	186,830	186,830	73,911	112,920	60.44%	79,952
Cap<5000 - Comp Equ.	5501000	1,672	1,672	2,557	(886)	-52.99%	0
Cap<5000 - Other Imp	5501045	16,075	16,075	16,071	4	0.03%	0
Cap<5000 - M&E Other	5501055	6,616	6,616	66,445	(59,829)	-904.32%	1,300
Cap<5000 - Furn &Fix	5501065	5,044	5,044	39,894	(34,851)	-691.00%	46,067
Supplies		**221,566**	**221,566**	**200,790**	**20,776**	**9.38%**	**127,319**
Education - Classes	5201025	0	0	75	(75)	0.00%	0
Legal Expenses	5201050	0	0	38	(38)	0.00%	0
Adv and Publications	5203040	46,100	5,000	24,348	(19,348)	-386.96%	6,429
Binding & Printing	5203060	36,849	21,302	39,398	(18,096)	-84.95%	0
Transportation Fees	5203090	201	201	0	201	100.00%	0
Maint - Buildings	5204050	0	0	1,098	(1,098)	0.00%	0
Mail and Parcel Post	5205010	0	0	170	(170)	0.00%	0
Food	5304010	355	355	3,224	(2,869)	-808.05%	0
Cell Phone Services	5403040	1,233	1,233	294	939	76.18%	133
Wireless Data Comm.	5403510	$1,170	$1,170	$0	$1,170	100.00%	0
Software Licenses	5404520	51,428	51,428	51,428	0	0.00%	0
Cap Admin Costs - Direct	5402030	0	0	301	(301)	0.00%	0
Cap Admin Costs - Indirect	5402050	0	0	73	(73)	0.00%	0
Relocation Expenses	5407060	19,151	19,151	22,641	(3,490)	-18.22%	5,559
Other		**156,487**	**99,840**	**143,087**	**(43,247)**	**-43.32%**	**12,121**
Total		**5,037,486**	**4,776,022**	**3,165,779**	**1,610,243**	**33.72%**	**1,787,926**

EHS/*HEAD START*

EHS/HS Fiscal Reports GY 23-24 as of April 30, 2023

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$5,172,684	$1,293,696	$1,286,653	$7,043	0.5%
FRINGE	$2,101,637	$502,406	$501,214	$1,192	0.2%
TRAVEL	$32,447	$600	$1,589	($989)	-164.9%
SUPPLIES	$68,598	$11,671	$15,138	($3,467)	-29.7%
EQUIPMENT	$75,000	$0	$0	$0	0.0%
CONTRACTUAL	$20,407,513	$1,661,516	$1,498,891	$162,625	9.8%
COSA	$212,836	$22,516	$25,027	($11,455)	-50.9%
Edgewood	$6,284,997	$512,000	$435,167	$78,133	15.3%
San Antonio ISD	$13,556,460	$1,100,000	$1,015,383	$84,617	7.7%
SAMH/UIW	$353,220	$27,000	$23,314	$11,330	42.0%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$411,653	$130,761	$157,445	($26,684)	-20.4%
TOTAL FEDERAL BUDGET	$28,269,532	$3,600,650	$3,460,931	$139,719	3.9%
Non Federal/In Kind	$7,067,383	$ 629,186.00	$5,943	$623,243	99.1%
TOTAL BUDGET*	$35,336,915	$4,229,836	$3,466,874	$762,962	18.0%

Variance Explanations:

Personnel Salaries	
Fringe Benefits	
Travel	($989) Travel realized earlier than expected.
Supplies	($3.4K) Office supplies, reusable water bottles, received in Apr.
Contractual - COSA	($11.4K) due to events , Texas A&M Institute, NTA, and Solis Translation
EISD	$78K - EISD pending EHS and HS March invoice, 45 days to invoice.
SAISD	
- SAMH/UIW	$11K March SAMH invoice processed in May
Other	($26K) Binding & Printing (calendars, home visit printing, etc. exceeds budget line)
Non Federal/In Kind	$623k Non federal posted in following period, May.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL
Administrative Cost	$5,300,537	$520,031	$ 400,513.61
(may not exceed 15% of Actual Expenditure)			

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	$277,322	$36,255	$29,442	$6,813	18.8%
EHS Training and Technical Assistance**	$45,632	$7,408	$5,943	$1,465	19.8%

**Earmarked Costs - $11,193 T&TA allocated to Edgewood ISD and $32,311 T&TA allocated to San Antonio ISD.

Procurement Card Transaction Log
For the Period Ending: April 30, 2023

Date	IO	GL	Vendor	Purpose	Amount
4/17/2023	138000003502	5201040	FBI.gov	4 FBI fingerprints	$72.00
				Monthly Total:	**$72.00**

IO	GL	Account Name	Amount
138000003502	5201025	Education - Classes	$165.00
138000003502	5201040	Fees to Prof Contr.	$126.00
		Year to Date Total:	**$363.00**

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Center: Office Clerk	$ -	$ -	$ -	$ 49,309.00	$ 6,163.62	$ 43,145.38
Personnel Salaries & Wages	$ 10,283,037.00	$ 787,511.00	$ 9,495,526.00	$ 3,470,087.00	$ 343,288.57	$ 3,126,798.43
FICA	$ 700,000.00	$ 57,912.20	$ 642,087.80	$ 300,000.00	$ 25,684.10	$ 274,315.90
Health Insurance	$ 1,155,376.00	$ 80,793.47	$ 1,074,582.53	$ 550,000.00	$ 48,906.82	$ 501,093.18
Retirement	$ 1,000,000.00	$ 85,749.20	$ 914,250.80	$ 100,000.00	$ 9,310.92	$ 90,689.08
Worker's Compensation	$ 80,000.00	$ 3,417.05	$ 76,582.95	$ 33,442.00	$ 1,384.00	$ 32,058.00
Classroom Supplies	$ 2,578.00	$ -	$ 2,578.00	$ -	$ -	$ -
Office Supplies	$ 2,578.00	$ -	$ 2,578.00	$ -	$ -	$ -
Medical and Dental Supplies	$ 380.00	$ -	$ 380.00	$ -	$ -	$ -
Janitorial Supplies	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -
Consulting Services -Communities in School- PACE	$ 300,000.00	$ -	$ 300,000.00	$ -	$ -	$ -
TTA	$ 32,311.00	$ -	$ 32,311.00	$ -	$ -	$ -
Total:	$ 13,556,460.00	$ 1,015,382.92	$ 12,541,077.08	$ 4,453,529.00	$ 428,574.41	$ 4,024,954.59

Edgewood Independent School District GY22-23-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	$ 3,787,412.00	$ 337,364.86	$ 3,450,047.14	$ 1,354,388.00	$ 108,825.73	$ 1,245,562.27
FICA	$ 55,639.00	$ 321.69	$ 55,317.31	$ -	$ 1,308.69	$ (1,308.69)
Health Insurance	$ 364,914.00	$ 2,367.67	$ 362,546.33	$ -	$ 5,222.95	$ (5,222.95)
Retirement	$ 327,320.00	$ 1,845.76	$ 325,474.24	$ -	$ 4,188.17	$ (4,188.17)
Worker's Compensation	$ 42,592.00	$ 650.79	$ 41,941.21	$ -	$ 902.51	$ (902.51)
Classroom Supplies	$ 23,000.00	$ -	$ 23,000.00	$ -	$ -	$ -
Office Supplies	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -
Medical and Dental Supplies	$ 2,500.00	$ 396.60	$ 2,103.40	$ -	$ -	$ -
Janitorial Supplies	$ 2,500.00	$ 897.45	$ 1,602.55	$ -	$ -	$ -
Cap <5000 - Computers	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 6,000.00	$ -	$ 6,000.00	$ -	$ -	$ -
CPR TTA	$ 5,000.00	$ 1,300.00	$ 3,700.00	$ -	$ -	$ -
Contracted services for PASEO	$ 6,000.00	$ -	$ 6,000.00	$ -	$ -	$ -
Staff Development/Training/Seminars/Class-TTA	$ 6,191.00	$ -	$ 6,191.00	$ -	$ -	$ -
Food and Snacks for meetings	$ 600.00	$ 469.22	$ 130.78	$ -	$ -	$ -
Adverstising and Publications	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
Binding Printing and Reproduction	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Transportation Fees-Staff Mileage	$ 1,000.00	$ 33.41	$ 966.59	$ -	$ -	$ -
Mail and Postage	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
Food for Children(Not reimbursed by USDA)	$ 33,875.00	$ 3,310.75	$ 30,564.25	$ -	$ -	$ -
Gas and Electricity	$ 25,000.00	$ -	$ 25,000.00	$ -	$ -	$ -
Water and Sewer	$ 3,565.00	$ -	$ 3,565.00	$ -	$ -	$ -
Total:	$ 4,702,108.00	$ 348,958.20	$ 4,353,149.80	$ 1,354,388.00	$ 120,448.05	$ 1,233,939.95

Edgewood Independent School District GY23-24-EHS	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
Total Salaries	$ 1,203,342.00	$ 83,546.15	$ 1,119,795.85	$ 63,688.00	$ 5,689.51	$ 57,998.49
FICA	$ 17,500.00	$ 35.88	$ 17,464.12	$ 923.00	$ 88.23	$ 834.77
Health Insurance	$ 101,237.00	$ 801.34	$ 100,435.66	$ 20,759.00	$ 242.18	$ 20,516.82
Retirement	$ 126,450.00	$ 292.23	$ 126,157.77	$ 7,006.00	$ 313.00	$ 6,693.00
Worker's Compensation	$ 13,360.00	$ 83.26	$ 13,276.74	$ 710.00	$ 114.68	$ 595.32
Official Travel (out of town)	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Equipment >$5,000 per unit cost, enter specific data	$ 6,500.00	$ -	$ 6,500.00	$ -	$ -	$ -
Classroom and Program Supplies	$ 45,000.00	$ -	$ 45,000.00	$ -	$ -	$ -
Office Supplies	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -
Medical and Dental Supplies	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Janitorial Supplies	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
Cap <5000 - Computers	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -
CPR	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -
In-Kind Facility use inclding maintenance and repair of fac	$ -	$ -	$ -	$ 299,436.00	$ -	$ 299,436.00
Staff Development/Training/Seminars-Class CDA	$ 15,000.00	$ -	$ 15,000.00	$ -	$ -	$ -
Advertising and Publications	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Subscriptions	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Binding and Printing	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Mail and Postage	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Food for Staff Training	$ 1,500.00	$ 229.78	$ 1,270.22	$ -	$ -	$ -
Transportation Fees Staff Mileage	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Food For Adults	$ 16,000.00	$ 1,219.75	$ 14,780.25	$ -	$ -	$ -
Parent Activites	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Misc Fee	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -
Volunteer Hours -Inkind	$ -	$ -	$ -	$ -	$ -	$ -
Donations-Inkind	$ -	$ -	$ -	$ 1,600.00	$ -	$ 1,600.00
Total:	$ 1,582,889.00	$ 86,208.39	$ 1,496,680.61	$ 394,122.00	$ 6,447.60	$ 387,674.40

City of San Antonio

Agenda Memorandum

File Number:
23-192114

Agenda Item Number: 7

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Head Start, EHS, and EHS-CCP Monthly Program Report

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act 642(d)(2)(A-E) requires the program share accurate and regular information with the governing body and in accordance with the Head Start Act Sec 642(c)(1)(E). The report includes a status on the monthly program report, activities for the programs for the month of April 2023.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start
Monthly Report to Policy Council
April 2023

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	696	1,975	2,762
YTD Enrollment	765	2,257	3,022
Enrollment Turnover	9.0%	12.0%	9.0%
Number of Days to Fill a Vacancy	14	17	17
Waiting List	73	15	88
Income Eligible <100%	48%	39%	42%
Over Income 101-130%	12%	8%	9%
Over Income 131% +	8%	7%	7%
Foster	2%	1%	2%
Homeless	6%	13%	11%
Public Assistance (TANF, SSI, SNAP)	24%	31%	29%
Average Daily Attendance	88%	91%	90%
Disability Enrollment			
Percent (#) of enrolled children with a disability (based on funded enrollment)	13.38%	14.89%	14.50%
Food Reports			
Meals Served	20,887	59,584	80,471
Snacks Served	10,715	29,430	40,145
Special Diets	43	109	152
Education Services - Complete			
1st Home Visit (Benchmark Due Date: EISD-10/7/22; SAISD-10/14/22)	98%	93%	95%
2nd Home Visit (Benchmark Due Date: 3/28/2023)	95%	85%	88%
1st Parent Conference (Benchmark Due Date: 12/16/2022)	96%	88%	90%
2nd Parent Conference (Benchmark Due Date: 5/31/2023)	0%	1%	99%
Family Engagement Services - Complete			
Family Assessments BOY (Benchmark Due Date: 12/23/2022)	94%	93%	93%
Family Assessments EOY (Benchmark Due Date: EISD-6/14/23; SAISD-6/8/23)	25%	12%	16%
Family Meeting Home Visits (Benchmark Due Date: EISD-8/15/23; SAISD-8/26/23)	99%	98%	98%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	12	43	55
Mental health consultation was provided (by a licensed mental health professional)	0	3	3
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/21/22; SAISD-9/29/22)	99%	90%	92%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/21/22; SAISD-9/29/22)	99%	89%	92%
Health Screenings - Complete			
Nutrition Assessment	100%	99%	99%
TB Questionnaire	100%	99%	99%
Hearing Screening	98%	99%	99%
Vision Screening	98%	99%	99%
Blood Pressure	97%	99%	98%
Growth Assessment	98%	99%	99%
Lead Test	69%	74%	73%
Well Child/Physical Exams	96%	91%	92%
Dental Exams	94%	91%	92%

EARLY HEAD START

Early Head Start Monthly Report
April 2023

Indicators	Center Based	Home Based	TOTAL
Enrollment			
Funded Enrollment	80	48	128
End of Month as reported to the Office of Head Start	96	11	107
YTD Enrollment	105	17	122
Enrollment Turnover	11%	41%	16%
Number of Days to fill a vacancy	0	17	17
Waiting List	53	0	53
Income Eligible <100%	48%	0%	41%
Over Income 101-130%	7%	24%	9%
Over Income 131% +	1%	6%	2%
Foster	0%	0%	0%
Homeless	23%	6%	20%
Public Assistance	22%	65%	28%
Average Daily Attendance (TANF, SSI, SNAP)	91%	N/A	91%
Disability Enrollment			
Percent (#) of enrolled children with a disability	4%	7%	6%
Food Reports			
Meals Served	2,702	0	2,702
Snacks Served	1263	0	1,263
Special Diets	11	0	11
Education Services- Complete			
1st Home Visit (Benchmark Due Date: 09/28/2022)	99%	0%	99%
2nd Home Visit (Benchmark Due Date: 03/21/2023)	81%	0%	81%
1st Parent Conference (Benchmark Due Date: 12/16/2022)	87%	0%	87%
2nd Parent Conference (Benchmark Due Date: 06/01/2023)	44%	0%	44%
Family Engagement Services- Complete			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/22; Home-based 11/11/22)	96%	100%	97%
Family Assessments EOY (Benchmark Due Date: Center-based 5/31/23); Home-based 6/7/23	13%	14%	13%
Family Meeting Home Visit	100%	100%	100%
Mental Health Services- Complete			
Mental health Consultation (provided by licensed mental health professional)	68	2	70
Wellness Services Support (Referral/ Resource)	59	0	59
Education Screenings- Complete			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/21/22; Home-based 8/10/22)	98%	80%	89%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/21/22; Home-based 8/10/22)	98%	80%	89%
Health Screenings- Complete			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	92%	60%	76%
Vision Screening	90%	70%	80%
Hemoglobin Test	26%	20%	23%
Lead Test	54%	30%	42%
Well-Child Exams (90-day requirement)	94%	80%	87%
Well-Child Exams	69%	20%	45%
Dental Exams	76%	10%	43%

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
April 2023

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	44	48	64	28	12	20	216
End of Month as reported to the Office of Head Start	44	48	64	28	12	20	216
YTD Enrollment	47	63	74	36	19	23	262
Enrollment Turnover	6%	24%	14%	22%	37%	13%	18%
Number of Days to fill a vacancy	4	6	0	17	12	0	9
Waiting List	70	67	91	103	0	91	422
Income Eligible <100%	45%	35%	38%	36%	16%	26%	36%
Over Income 101-130%	9%	5%	4%	8%	0%	0%	5%
Over Income 131% +	2%	2%	5%	0%	0%	17%	4%
Foster	2%	0%	8%	0%	0%	4%	3%
Homeless	19%	25%	15%	31%	79%	39%	26%
Public Assistance (TANF, SSI, SNAP)	23%	33%	30%	25%	5%	13%	26%
Average Daily Attendance	95%	91%	87%	89%	90%	94%	91%
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	4%	6%	11%	0%	5%	7%
Food Reports							
Meals Served	1,372	1,291	1,974	862	228	684	6,411
Snacks Served	686	620	978	424	111	342	3,161
Special Diets	11	6	18	11	9	6	61
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/28/2022)	100%	100%	100%	100%	100%	100%	100%
2nd Home Visit (Benchmark Due Date: 4/5/2023)	98%	93%	75%	0%	82%	100%	77%
1st Parent Conference (Benchmark Due Date: 1/6/2023)	98%	96%	89%	96%	82%	100%	94%
2nd Parent Conference (Benchmark Due Date: 6/27/2023)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/30/2022)	100%	95%	100%	100%	100%	100%	99%
Family Assessments EOY (Benchmark Due Date: 5/31/2023)	5%	2%	14%	17%	80%	78%	20%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Mental health Consultation (provided by licensed mental health professional)	43	38	42	43	13	28	207
Wellness Services Support (Referral/ Resource)	49	8	6	14	4	8	89
Education Screenings- Complete							
ASQ - 3 Developmental	100%	98%	97%	100%	100%	100%	99%
ASQ - SE2 Behavioral	100%	98%	97%	100%	100%	100%	99%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	97%	100%	100%	100%	100%	100%
Vision Screening	100%	97%	100%	100%	100%	100%	100%
Hemoglobin Test	51%	20%	42%	37%	27%	30%	35%
Lead Test	69%	55%	67%	70%	18%	65%	57%
Well-Child Exams (90-day requirement)	100%	98%	100%	100%	100%	100%	100%
Well-Child Exams	81%	36%	77%	93%	64%	90%	74%
Dental Exams	98%	89%	88%	93%	82%	100%	92%

City of San Antonio

Agenda Memorandum

File Number:
23-192118

Agenda Item Number: 8

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Head Start Program Monitoring

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act 641A requires the program to provide ongoing monitoring and continuous improvement information on the Head Start Program. The systems highlight the importance of using ongoing monitoring to ensure programs are making the necessary adjustments to realize their goals and objectives. The expectation is that programs share their ongoing monitoring data with

staff, Policy Councils, and governing bodies to engage them in all aspects of the program planning process.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Review of
Head Start Program
Monitoring

HEAD START
City of San Antonio
Department of Human Services

City of San Antonio Head Start Program
Monitoring Report – April 2023

The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for areas of non-compliances and concerns. 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)***:**
HR Review
Safe Environments Review #2 (25%) – Classroom Safety
Safe Environments Review #2 (25%) – Medication Administration
Safe Environments Review #2 (25%) - Facilities
Safe Environments Review #2 (25%) – Outdoors/Gym
Metro Health Review – Dental Health

Monitoring Projects Completed (*Project ended and report was officially submitted to providers*)**:**
45-Day Health Screenings
ERSEA Attendance
Family & Community Support

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

45-Day Health Screenings:
Area of non-compliance noted for this review:
- Files reviewed did not have documented evidence in ChildPlus that follow-ups occurred at least once a month until the concern was resolved.

ERSEA Attendance Review:
Areas of non-compliance noted during this review:
- Files reviewed did not have documented evidence in ChildPlus that an attempt was made to contact the parent/guardian for any unexpected absence to ensure the child's safety.
- Files reviewed did not include documented efforts to re-engage the family when chronic absenteeism persisted.
- Files reviewed did not include records of daily attendance and absences.

Family & Community Support:
Area of non-compliance noted for this review:
- Files reviewed did not reflect parent/guardians were provided an opportunity to develop family goals.

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

45-Day Health Screenings:
Concerns noted for this review:
- Files did not have an evidence-based hearing screening obtained or performed within 45 calendar days after the child first attended the program of each school year.
- Files did not have an evidence-based vision screening obtained or performed within 45 calendar days after the child first attended the program of each school year.
- Files did not have an evidence-based hearing screening.
- Files did not have Education Service Provider follow-up action documented in ChildPlus.
- Files did not have an evidence-based vision screening documented according to the ChildPlus Data Entry Guide.
- Files did not have an evidence-based vision screening.
- If an abnormal vision screening result was noted, follow-up was not documented in ChildPlus at least once a month until the concern was resolved.

ERSEA Attendance Review:
Concerns noted for this review:
- Files reviewed did not have documented evidence in ChildPlus reflecting that a home visit or other direct contact with child's parent/guardian had been made if the child had been absent for two unexplained consecutive days and/or had multiple unexplained absences.
- Files reviewed did not include records of daily attendance and absences.
- When contact with the family (telephone or a home visit) was not successful, contact by other means, such as email, text messaging, postal mail or other methods had not been made and/or was not documented in ChildPlus until the child resumed attendance.

Family & Community Support:
Concerns noted for this review:
- Files reviewed did not have evidence that follow-up was conducted with families based on goal timelines.
- Files reviewed did not have goal-setting follow-up dates recorded in the goal event section according to the ChildPlus Data Entry Guide.
- Files reviewed did not utilize a Family Assessment Tool to identify family's strengths, needs, and interests.
- Files reviewed did not have a Needs Referral scanned and attached in ChildPlus.
- Files reviewed did not have Family Assessment data entered in ChildPlus by the ChildPlus Data Entry Guide due date.
- Files reviewed did not have a scanned Goal Setting form.
- Files reviewed did not have documented follow-up once each month until progress was marked complete.
- Files reviewed did not have Needs Referral documentation (Community Resource Form) scanned and attached into ChildPlus.

For more detailed information:
Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov

City of San Antonio

Agenda Memorandum

File Number:
23-192123

Agenda Item Number: 9

Agenda Date: May 23, 2023

In Control: Head Start Policy Council Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of EHS and EHS-CCP Program Monitoring

SUMMARY:

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

BACKGROUND INFORMATION:

The Head Start Act 641A requires the program to provide ongoing monitoring and continuous improvement information on the Early Head Start and EHS-CCP Program. The systems highlight the importance of using ongoing monitoring to ensure programs are making the necessary adjustments to realize their goals and objectives. The expectation is that programs share their

ongoing monitoring data with staff, Policy Councils, and governing bodies to engage them in all aspects of the program planning process.

ISSUE:

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

ALTERNATIVES:

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

RECOMMENDATION:

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

Review of
EHS and EHS-CCP
Program Monitoring

HEAD START
City of San Antonio
Department of Human Services

City of San Antonio Head Start Program

Monitoring Report – April 2023

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 during the time indicated above:

Monitoring Projects Conducted: **April 2023** Unannounced Safe Environment Visits • Ella Austin • Inman • Seton Home Follow up and closures of previously issued Corrective Action Plans Wellness Support – Pending
Non-Compliances – There were two repeat non-compliances noted that showed a systemic concern in meeting performance standards or policy relating to the Safe Environment service area. • Required staff certificates not available for HR file review – One site • Expired Fire Inspection – One Site
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy): Unannounced Safe Environment Visit • Carpets need steam cleaning • Diaper changing table used as teacher work area • Two cribs needed tight fitted sheets • Daily classroom checklist incomplete • Electrical outlet not covered • Radio not secured • Exit sign removed from doorway Wellness Support Review • Completion pending
Follow-up Activities: EHS Child Care Director's will provide corrective action responses and evidence supporting the actions taken in the ChildPlus Data System. Follow up verification will be completed once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for Family and Community review.

For more detailed information:
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