

Review of Head Start Quality Assurance Report





Quality Assurance Report January 2024

Conducted (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- Governance Review
- Safe Environments Review #1

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

- 45-Day Education Screenings Review
- ERSEA Attendance Review

45-Days Education Screenings Review:	
Area of Non-Compliance	No non-compliances were identified.
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> • There was no evidence that an ASQ-3/ASQ:SE-2 screening had been completed. • The ASQ-3/ASQ:SE-2 screening was not properly completed. • The correct ASQ-3/ASQ:S-2 Event date had not been entered into ChildPlus. • Information entered in the ChildPlus module did not match the information on the ASQ-3 Information Summary page. • There was no evidence that the ASQ-3/ASQ:SE-2 had been completed within 45 calendar days after child first attended the program.
Follow-Up Activities:	
<p>The CoSA Quality Assurance (QA) Team will work with the District Staff to ensure that all concerns are corrected and addressed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

ERSEA Attendance Review:	
Areas of Non-Compliance	<p>Two (2) areas of non-compliance were identified during this review:</p> <ul style="list-style-type: none"> Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being. Daily attendance and absences were not recorded in ChildPlus.
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> A home visit and/or other direct contact with child's parent/guardian had not been made for two unexplained consecutive days or multiple unexplained absences. In circumstances where chronic absenteeism persisted, the program had not documented the efforts made to re-engage the family. The daily attendance and absences were not recorded in ChildPlus. Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being.
Follow-Up Activities:	
<p>The CoSA QA Team is currently working with the District Staff and the CoSA Family and Support Team to ensure that all non-compliances and concerns are addressed. A Corrective Action Plan (CAP) will be submitted in order to address the additional action steps that need to be taken in order to prevent future reoccurrences. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

For more detailed information:
Cassandra.Bentley@sanantonio.gov