

Review of Head Start Program Monitoring





City of San Antonio Head Start Program Monitoring Report – March 2022

The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings during the time period indicated above:

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

Disabilities Review #2
 Disabilities Coordinator Interview
 Family & Community Support Review #2
 Family & Community Support Coordinator Interview
 Education Review #2
 Education Coordinator Interview
 Pedestrian Bus/Safety Review #2

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

ERSEA Eligibility Review #6 (SAISD)
 90-Day Health Concerns Review #1
 Safe Environments Review #1 (100%) – Classroom Safety
 Safe Environments Review #1 (100%) – Outdoor/Gym
 Safe Environments Review #1 (100%) – Medication Administration
 Safe Environments Review #1 (100%) – Facilities
 Safe Environments Coordinator Interview
 Nutrition Review #2
 Nutrition Coordinator Interview
 Critical Health Concerns Review #2

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

Safe Environments Review #1 (100%) – Classroom Safety:

There were several areas of non-compliance identified during this review:

- Classroom was not free from pollutants, hazards, and toxins that were accessible to children and could endanger children's safety.
- Classroom space was not designed to prevent child injury and was not free from hazards/undesirable conditions, including choking, strangulation, electrical, drowning or hazards

posed by appliances, and those presented by windows and glass doors, including falls and breakage and all other safety hazards.

Safe Environments Review #1 (100%) – Facilities:

There were several areas of non-compliance identified during this review:

- Current health, fire, and other applicable licenses and inspection certificates were not present on site.
- Electric or battery-operated carbon monoxide detectors were not inspected monthly, and one was not installed.
- Approved (by state or local marshal) working fire extinguishers are current. Fire extinguishers and fire safety supplies are readily available to staff.

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

90-Day Health Concerns Review #1:

There were several concerns noted during this review:

- There was no evidence of a Lead Screening result documented in ChildPlus.
- There was no evidence that the child had a current physical exam.
- The Blood Pressure result was not documented in ChildPlus according to the ChildPlus Data Entry Guide.
- There was no evidence of a Growth Assessment of height and weight documented in ChildPlus according to the ChildPlus Data Entry Guide.
- There was no documentation that a Head Start Nutrition Packet was given to the parent within 30 school days after the screening when an abnormal Growth Assessment result was noted.
- There was no evidence that the child had a current Dental Exam.

Safe Environments Review #1 (100%) – Classroom Safety:

There were several concerns noted during this review:

- Classroom space was not designed to prevent child injury and was not free from hazards/undesirable conditions, including choking, strangulation, electrical, drowning or hazards posed by appliances, and those presented by windows and glass doors, including falls and breakage and all other safety hazards.
- Classroom restroom and hand washing facilities were not adequate, clean, in good repair, and/or easily reached by children.
- Classroom was not free from pollutants, hazards, and toxins that were accessible to children and could endanger children's safety.

Safe Environments Review #1 (100%) – Outdoor/Gym:

There were several concerns noted during this review:

- Outdoor equipment and space were not cleaned and free of undesirable and hazardous materials and conditions.
- Outdoor activity space and equipment were not designed to prevent child injury and free from hazards that could endanger children's safety.

Safe Environments Review #1 (100%) – Facilities:

There were several concerns noted during this review:

- Each site did not have a readily available first-aid kit which was checked monthly for expired items.
- All areas accessible to children (hallways, custodian closets, and staff lounge) were not free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety.
- The emergency evacuation route did not indicate the current location, the room number and highlighted pathway to safety.

Nutrition Review #2:

There were two concerns noted during this review:

- If the child had a food allergy or special dietary need, there was no follow-up documentation in ChildPlus once per month until the Nutrition need/concern was resolved.
- If the child had a food allergy or special dietary need, the documents associated with the Nutrition need/concern were not scanned into ChildPlus.

Critical Health Concerns Review #2:

There were several concerns noted during this review:

- There were no follow-up notes at least once a month to obtain the information, when the CHC status was Unconfirmed or Pending Medications.
- A Critical Health Concern (CHC) was identified, but an event had not been created in ChildPlus.

Comments:

There were no concerns noted during the following reviews/interviews:

- ERSEA Eligibility Review #6 (SAISD)
- Safe Environments Review #1 (100%) – Medication Administration
- Safe Environments Coordinator Interview
- Nutrition Coordinator Interview

Due to delays related to COVID-19 and the availability of supplies, the City of San Antonio recognizes that the program was not able to complete lead screenings as scheduled.

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

For more detailed information:

Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov

Review of EHS and EHS-CCP Program Monitoring



EARLY HEAD START



City of San Antonio Head Start Program

Monitoring Report – March 2022

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues, so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the **Early Head Start- Stafford Program** during the time indicated above:

Monitoring Projects:	March 2022
<u>Wellness Support Monitoring, Child File Review and Manager Interview</u> Completed Child File Review and Manager Interview	
<u>90 Day Health Monitoring, Child File Review</u> Completed Child File Review	
Non-Compliances – There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.	
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):	
<u>Wellness Support Child File Review</u> <ul style="list-style-type: none"> There were 8 child files reviewed with noted findings-Pending Review 	
<u>90 Day Health Child File Review</u> <ul style="list-style-type: none"> There were 22 child files reviewed with noted findings-Pending Review from Service Area 	
Follow-up Activities: Disabilities and Education monitoring projects were completed, monitors will continue to track corrections. Monitors will also continue to track review of Wellness support and 90 Day Health projects.	
For more detailed information: Cynthia.garcia3@sanantonio.gov & Dianne.mendez@sanantonio.gov	

***EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)***



City of San Antonio Head Start Program

Monitoring Report – March 2022

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues, so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the **Early Head Start- Child Care Partnership Program** during the time indicated above:

Monitoring Projects:

March 2022

Unannounced Safe Environments Visits

- Blessed Sacrament Academy
- YWCA Olga Madrid Child Care Center

Wellness Support Child File Review and Manager Interview

Completed Child File Review and Manager Interview

90 Day Health Child File Review

Completed Child File Review

Non-Compliances –

A non-compliance was observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy requirements.

It was observed that three EHS – CCP classrooms at Blessed Sacrament Academy Child Care Center did not have two teachers as required in the EHS – CCP Policy: Environmental Health and Safety 2 and as defined within the Performance Based Deliverables Scorecard.

It was also observed that a child's Epinephrine Injection prescription box did not have the pharmacy label with the child's name nor the doctors' instructions as required in the EHS- CCP Policy: Environmental Health and Safety 6.



The provider is required to submit a Corrective Action Plan outlining the center's process to ensure that two teachers are in the EHS-CCP classrooms at all times and a process to ensure that medication is properly stored, labeled and not accessible to children.

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

Unannounced Safe Environments Visits

- Medication authorization form not current
- Flashlight missing batteries
- Electrical outlet not covered
- First Aid Kit missing a thermometer
- Electrical cord not secured
- Bleach bottle not in a locked cabinet
- Daily Classroom checklist was not current
- Classroom Roster was not current
- Tree lights were not secured
- Classroom teacher did not follow diaper changing procedure

Wellness Support Child File Review and Manager Interview

- There were 46 child files reviewed with noted findings-**Pending Review**

90 Day Health Child File Review

- There were 60 child files reviewed with noted findings-**Pending Review from Service Area**

Follow-up Activities:

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

Disabilities and Education monitoring projects were completed, monitors will continue to track corrections. Monitors will also continue to track review of Wellness support and 90 Day Health projects.

For more detailed information:

Cynthia.garcia3@sanantonio.gov & Dianne.mendez@sanantonio.gov