

Review of 2022-2023 Head Start, EHS, and EHS-CCP Health Safety Screener Calendar



HEAD START



Health & Safety Screening Plan & Calendar

Required by the Office of Head Start (OHS)

August 2022

Purpose: Successfully complete the Health and Safety requirements outlined in ACF-IM-HS-13-02:
Five-Year Head Start Project Periods

Project Start Date: August 9, 2022

Project End Date: October 21, 2022

Key Dates:

August 8, 2022 – First day of school for EISD

August 16, 2022 – First Day of school for SAISD

August 9, 2022 - Site visits begin

- Within 10 calendar days of each visit – Findings **MUST** be corrected

August 31, 2022 - Site visits completed

September 26, 2022 - All findings **MUST** be corrected

September 27, 2022 – Submit to Policy Council Chair for Signature

September 28, 2022 – Certification Letter forwarded to Mayor for signature

October 21, 2022 - Certification Due to Office of Head Start (OHS)

Approach:

Site Visits:

- Corrective Action will be completed on-site when possible.
- City of San Antonio Monitoring Staff will work with providers to correct findings and verify successful and adequate corrective action.
- Corrective action must be complete and finalized within 10 calendar days from date of initial site visit.
- Once all Corrective action is completed Head Start Administrator will sign Certification of Health and Safety Screener.

Policy Council:

- Head Start Policy Council Chair will review the Health and Safety Screener on **September 27, 2022**, for signature.
- Certification Letter will be forwarded to the Mayor on **September 28, 2022**, for signature.
- Certification of Health and Safety Screener will be submitted to OHS on **October 21, 2022**.

Schedule

August 2022						
◀ Sep 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 EISD Program Begins	9 EISD Health & Safety (Screening) Transportation	10 EISD Health & Safety (Screening) Transportation	11 EISD Health & Safety (Screening) Transportation	12 CoSA Monitor Make-Up Day/Documentation Day	13
14	15 EISD Health & Safety (Screening) Transportation	16 SAISD Program Begins	17 SAISD Health & Safety (Screening) Transportation	18 SAISD Health & Safety (Screening) Transportation	19 CoSA Monitor Make-Up Day/Documentation Day	20
21	22 SAISD Health & Safety (Screening) Transportation	23 SAISD Health & Safety (Screening) Transportation	24 SAISD Health & Safety (Screening) Transportation	25 SAISD Health & Safety (Screening) Transportation	26 CoSA Monitor Make-Up Day/Documentation Day	27
28	29 SAISD Health & Safety (Screening) Transportation	30 SAISD Health & Safety (Screening) Transportation	31 SAISD Health & Safety (Screening) Transportation All Site Visits Completed			

September 2022

◀ Sep 2014

Nov 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CoSA Monitor Make-Up Day/Documentation Day	2 CoSA Monitor Make-Up Day/Documentation Day Request HR Letter from ISDs	3
4	5 Labor Day CITY/EISD/SAISD Holiday	6 EISD 30 th Day CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action]	7 CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action]	8 CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action]	9 CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action]	10
11	12 Health & Safety [Corrective Action] CoSA Monitor Follow Up	13 Health & Safety [Corrective Action] CoSA Monitor Follow Up	14 SAISD 30 th Day Health & Safety [Corrective Action] CoSA Monitor Follow Up	15 Health & Safety [Corrective Action] CoSA Monitor Follow Up	16 CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action] CoSA Monitor Follow Up EISD Student Holiday	17
18	19 Health & Safety [Corrective Action] CoSA Monitor Follow Up	20 Health & Safety [Corrective Action] CoSA Monitor Follow Up	21 EISD 45 th Day Health & Safety [Corrective Action] CoSA Monitor Follow Up	22 Health & Safety [Corrective Action] CoSA Monitor Follow Up	23 CoSA Monitor Make-Up Day/Documentation Day Health & Safety [Corrective Action] CoSA Monitor Follow Up	24
25	26 Health & Safety [Corrective Action] CoSA Monitor Follow Up All Corrections Due	27 Certification Letter to HS Policy Council Chair for Signature	28 Certification Letter to Mayor for Signature	29 SAISD 45 th Day	30 CoSA Monitor Make-Up Day/Documentation Day	

October 2022

◀ Sep 2014

Nov 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 CoSA Monitor Make-Up Day/Documentation Day	8
9	10	11	12	13	14 CoSA Monitor Make-Up Day/Documentation Day	15
16	17	18	19	20	21 SAISD Student Holiday CoSA Monitor Make-Up Day/Documentation Day Upload Certification Letter to OHS!	22
23	24 SAISD Student Holiday	25	26	27	28 CoSA Monitor Make-Up Day/Documentation Day	29

EARLY HEAD START



Health & Safety Screening Plan & Calendar

Early Head Start at Stafford

**First Day of Program Year
8/8/2022**

June 7, 2022

Purpose: Successfully complete the Health and Safety requirements

Project Start Date: August 25, 2022

Project End Date: October 21, 2022

Key Dates:

August 25, 2022 - Site visit begins

- Within 15 calendar days of each visit – **Findings MUST be corrected**

September 9, 2022- Follow up site visit completed

September 23, 2022 – Process Letter to the Mayor

October 21, 2022 - Upload signed Certification of Health & Safety Screener into the Head Start Enterprise System

Approach:

Site Visits:

- EHS Monitoring Staff completes visit.
- Corrective Action completed on-site when possible.
- EHS Monitoring Staff will email Service Provider of the released monitoring project in ChildPlus no later than close of business the day following the visit.
- Service Provider have 15 calendar days to submit a corrective action plan response.
- Service Provider will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 calendar days, Service Provider MUST communicate with the EHS Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS Monitoring Staff will work with Service Provider to correct findings and verify corrective action.
- The Head Start Administrator signs Certification of Health & Safety Screener once all corrective actions are completed.

June 7, 2022

Policy Council:

- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 27, 2022**, for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health & Safety screener **September 27, 2022**.

Mayor Signature:

- Process letter and obtain City of San Antonio Mayor signature of the completed Health & Safety Screener Certification on **September 23, 2022**.

CAAB: COMMUNITY ACTION ADVISORY BOARD:

- Results of Health & Safety Screener presented to Community Action Advisory Board on **October 20, 2022**, for their review. (Dates subject to change)

Submittal:

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 21, 2022**.

June 7, 2022

Schedule

August 2022						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1	2	3	4	5	6
7	8 First Day of Program 2022-2023	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Health & Safety Screener Stafford	26	27
28	29	30	31			

2022-2023 Calendar Subject to Change

June 7, 2022

September 2022						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2	3
4	5	6	7 30th Day	8	9 Follow up visit Health & Safety Screener Stafford	10
11	12	13	14	15	16	17
18	19	20	21	22 45th Day	23 Submit to Mayor Certification Letter	24
25	26	27 PC Meeting 6:15 PM	28	29	30	

2022-2023 Calendar Subject to Change

June 7, 2022

October 2022						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 CAAB Meeting 5:30PM	21 Upload Certification Letter in HSES 75 th Day	22
23	24	25	26	27	28	29
30	31					

2022-2023 Calendar Subject to Change

June 7, 2022

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



Health & Safety Screening Plan & Calendar

Early Head Start-Child Care Partnership

**First Day of Program Year
8/8/2022**

July 21, 2021

Purpose: Successfully complete the Health & Safety requirements

Project Start Date: August 16, 2022

Project End Date: October 21, 2022

Key Dates:

August 16, 2022 - Site visits begin

- Within 15 calendar days of each visit – **Findings MUST be corrected**

September 1-14, 2022- Follow up site visits completed

September 23, 2022 – Process Letter to the Mayor

October 21, 2022 - Upload signed Certification of Health & Safety Screener into the Head Start Enterprise System

Approach:

Site Visits:

- EHS Monitoring Staff completes each visit.
- Corrective Action completed on-site when possible.
- EHS Monitoring Staff will email Service Providers of the released monitoring project in ChildPlus no later than close of business the day following the visit.
- Service Providers have 15 calendar days to submit a corrective action plan response.
- Service Providers will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 calendar days, Service Provider MUST communicate with the EHS Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS Monitoring Staff will work with Service Providers to correct findings and verify corrective action.
- The Head Start Administrator signs Certification of Health & Safety Screener once all corrective actions are completed.

Policy Council:

- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 27, 2022**, for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health & Safety Screener on **September 27, 2022**

Mayor Signature:

- Process letter and obtain City of San Antonio Mayor signature of the completed Health & Safety Screener Certification on **September 23, 2021**.

CAAB: COMMUNITY ACTION ADVISORY BOARD:

- Results of Health & Safety Screener presented to Community Action Advisory Board on **October 20, 2022**, for their review. (Dates subject to change)

Submittal:

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 21, 2021**.

Schedule

August 2022						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1.	2.	3.	4.	5.	6.
7.	8. First Day of Program 2022- 2023	9.	10.	11.	12.	13.
14.	15.	16. Health & Safety Screener Healy Murphy	17. Health & Safety Screener BSA	18. Health & Safety Screener Seton Home	19. Health & Safety Screener Inman	20.
21.	22.	23. Health & Safety Screener Ella Austin	24. Health & Safety Screener YWCA	25.	26.	27.
28.	29.	30.	31.			

September 2022

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1. Health & Safety Screener follow up visit Healy Murphy	2. Health & Safety Screener follow up visit BSA, Seton Home	3.
4.	5. Labor Day Holiday	6.	7. 30th Day	8.	9.	10.
11.	12.	13. Health & Safety Screener follow up visit Inman, YWCA	14. Health & Safety Screener follow up visit Ella Austin	15.	16.	17.
18.	19.	20.	21.	22. 45th Day	23. Certification Letter to Mayor for Signature	24.
25.	26.	27. Review Health & Safety Screener results to Policy Council	28.	29.	30.	

October 2022

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1.
2.	3.	4.	5.	6.	7.	8.
9.	10.	11.	12.	13.	14.	15.
16.	17.	18.	19.	20. Review Health & Safety Screener results to CAAB	21. Upload Certification Letter in HSES 75th DAY	22.
23.	24.	25.	26.	27.	28.	29.
30.	31.					