

Review of Head Start Program Monitoring





City of San Antonio Head Start Program Monitoring Report – September 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*):

Nutrition Review

Critical Health Concerns Review

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

Health & Safety Screener Review (100%) – Medication Administration

Health & Safety Screener Review (100%) – Outdoors/Gym

Health & Safety Screener Review (100%) – Facilities

Health & Safety Screener Review (100%) – Classroom Safety

Health & Safety Screener Review (100%) – Transportation

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

Health & Safety Screener Review (100%) – Medication Administration:

There were two areas of non-compliance noted during this review:

- During the nurse interview, nurses were not able to explain/describe the process on how all staff person/s administering medications are trained in the administration of such medications.
 - Temporary Nurse was not aware of alternate staff on campus who was trained to administer medications.
- During the nurse interview, nurse was not able to explain/describe the process on how all staff person/s administering medications are trained in the administration of such medications.
 - The Health Assistant stated no other campus staff was currently trained to administer medications.

Health & Safety Screener Review (100%) – Facilities:

There was one area of non-compliance noted during this review:

- Posted fire inspections were expired.

Health & Safety Screener Review (100%) – Classroom Safety:

There were areas of non-compliance noted during this review:

- Classrooms were not free from pollutants, hazards and/or toxins that were accessible to children.
- Classroom restrooms and hand washing facilities were not adequate, clean and/or in good repair.
- The classroom did not have a documented child's arrival/departure log that included child's physical/mental condition.
- Staff did not supervise the indoor play area at all times.

Areas of Concern *(Individual incident(s) that fail to meet performance standard or policy):***Health & Safety Screener Review (100%) – Medication Administration:**

There were two areas of concern noted during this review:

- Nurse could not locate first-aid kit in office and was unsure of the process on how to maintain first-aid kit supplies in accordance with district procedures.
- Stained and/or missing ceiling tiles in clinic.

Health & Safety Screener Review (100%) – Outdoors/Gym:

There were areas of concern noted during this review:

- Outdoor activity space and equipment was not free of undesirable and hazardous materials and conditions.
- Outdoor activity space did not have sufficient age-appropriate spaces, equipment, and/or furniture.
- Outdoor activity space and equipment was not designed to prevent child injury and free from hazards that could endanger children's safety.

Health & Safety Screener Review (100%) – Facilities:

There were areas of concern noted during this review:

- All areas accessible to children were not free from pollutants, hazards and/or toxins which were accessible to children.
- Emergency evacuation routes were not posted in each classroom, as well as every room used by children and staff.
- Smoke and carbon monoxide detectors were not tested monthly.
- Emergency Evacuation routes did not indicate the current location, the room number and/or the highlighted pathway to safety.
- Toilet training and/or diaper changing procedures were not posted in changing areas.
- Each site did not have a readily available first aid kit which was checked monthly.

Health & Safety Screener Review (100%) – Classroom Safety:

There were areas of concern noted during the classroom review:

- Classroom space was not designed to prevent child injury and/or was not free from hazards/undesirable conditions.
- Child-accessible electrical outlets did not have covers or safety plugs.
- There was not an on-going system of preventative maintenance documented through daily indoor safety inspections.

- Classroom restrooms and hand washing facilities were not adequate, clean and/or in good repair.
- Equipment, toys, materials, supplies and furniture were not safe, clean and/or in quality condition.
- Child rosters were not kept up to date at all times to ensure that no child was left unsupervised.

For more detailed information:

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