

Review of Head Start Monitoring Report





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

Education Review

Pedestrian Bus-Safety Training Review

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

Nutrition Review

Critical Health Concerns Review

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

There were no areas of non-compliance noted during this review period.

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

Nutrition Review:

There was one concern noted during this review:

- Child file with an Unconfirmed Nutrition need/concern identified did not have follow-up documentation (action notes) indicating why Special Diet event was terminated.

Critical Health Concerns (CHC) Review:

There were files noted with a concern for the following two areas:

- Follow-up notes were not documented at least once a month until the appropriate documentation and/or medication was received.
- The Data Clerk did not change the CHC status to “Terminated” or “For Information Only” for a CHC which was no longer applicable.

For more detailed information:

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