

# ***Review of EHS & EHS-CCP Monitoring Report***





## City of San Antonio Head Start Program

### Monitoring Report – October 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 during the time indicated above:

<b>Monitoring Projects Conducted:</b> Unannounced Safe Environment Visits <ul style="list-style-type: none"> <li>• Blessed Sacrament Academy</li> <li>• Healy Murphy</li> <li>• YWCA</li> </ul> Transportation File Review 45 Day Sensory File Review	<b>October 2022</b>
<b>Non-Compliances –</b> 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.	
<b>Areas of Concern</b> (Individual incident(s) that fail to meet performance standard or policy): <u>Unannounced Safe Environment Visit</u> <ul style="list-style-type: none"> <li>• Diaper changing procedure was not posted or followed</li> <li>• Child roster was not up to date</li> <li>• Daily classroom checklist not completed accurately</li> <li>• Classroom baseboard coming undone</li> <li>• Breast milk bottle not labeled with child's name and date</li> <li>• Classroom did not have a flashlight</li> </ul> <u>Transportation File Review</u> <ul style="list-style-type: none"> <li>• Lesson plans for all EHS classrooms were reviewed with noted findings regarding data entry</li> </ul> <u>45 Day Sensory Child File Review</u> <ul style="list-style-type: none"> <li>• 105 child files were reviewed with noted findings regarding data entry</li> </ul>	

**Follow-up Activities:**

EHS Child Care Director's provided corrective action responses and evidence supporting the actions taken in the ChildPlus Data System. Follow up verification completed, and monitoring projects are now closed.

Monitors will follow up on CAP responses for Transportation File review and 45 Day Sensory Child File Review.

**For more detailed information:**

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