

*Review of Head Start, Early
Head Start, and Early Head
Start-Child Care Partnership
Program Monitoring Report*

Head Start



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- The Data Clerk did not change the CHC status to “Terminated” or “For Information Only” for a CHC which was no longer applicable.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:

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Early Head Start Program



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:

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

**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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