

Review of EHS and EHS-CCP Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – January 2023

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><u>Unannounced Safe Environment Visits</u></p> <ul style="list-style-type: none"> • Ella Austin • Inman • Seton Home <p><u>90 Day Health File Review</u></p>	<p>January 2023</p>
<p>Non-Compliances –</p> <p>There were two non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the health and education services.</p> <ul style="list-style-type: none"> • Newly hired staff training certificates not available for HR file review • Substantial lack of evidence that the medical PIR questions were answered in ChildPlus 	
<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"> • Bleach bottle not in a locked cabinet • Diaper changing procedure not followed • Classroom daily checklist not completed accurately • Classroom roster not current • Classroom flashlight not available • Changing table disinfecting process not completed accurately • Classroom toothbrushes not labeled accurately <p><u>90 Day Health File Review</u></p> <ul style="list-style-type: none"> • 152 child files were reviewed with noted findings regarding data entry 	
<p>Follow-up Activities:</p> <p>EHS Child Care Director's will provide corrective action responses and evidence supporting the actions taken in the ChildPlus Data System. Follow up verification will be completed</p>	



once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for 90 Day Health File Review.

For more detailed information:

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