

Review of EHS and EHS-CCP Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – February 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:

Monitoring Projects Conducted:	February 2023
<u>Midyear Health & Safety Screener</u>	
<ul style="list-style-type: none"> • BSA • Ella Austin • Healy Murphy • Inman • Seton Home 	
<u>Disability Child File, Manager Interview and Site Visits</u> <u>Family and Community Support Child File Review</u>	
Non-Compliances –	
<p>There were three sites with non-compliances noted that showed a systemic concern in meeting performance standards or policy relating to the Safe Environment service area.</p>	
<ul style="list-style-type: none"> • Required staff certificates not available for HR file review – Three Sites • Expired Fire Alarm Inspection – One Site • Required medication documents not available for review- Two Sites • Classroom group size not met at the time of observation- Two Sites 	
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):	
<u>Unannounced Safe Environment Visit</u>	
<ul style="list-style-type: none"> • Classroom roster not current • Changing table disinfecting process not completed accurately • Toothbrush process not completed accurately • Electrical outlet not covered 	
<u>Disability Review</u>	
<ul style="list-style-type: none"> • (37) files, (1) Manager Interview and (16) Classroom site visits were reviewed with noted findings regarding classroom documentation and ChildPlus data entry 	
<u>Family and Community Support Child File Review</u>	
<ul style="list-style-type: none"> • 92 files were reviewed with noted findings regarding data entry 	

**Follow-up Activities:**

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 once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for Family and Community File Review.

For more detailed information:

Dianne.mendez@sanantonio.gov