

# ***Review of Head Start Program Monitoring***





## City of San Antonio Head Start Program

### Monitoring Report – September 2021

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 corrected and 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):

ERSEA Eligibility (EISD 7<sup>th</sup> Selection)

Nutrition Review #1

Critical Health Concerns Review #1

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

Health & Safety Screener Review – Medication Administration

Health & Safety Screener Review – Classroom Observation

Health & Safety Screener Review – Facilities

Health & Safety Screener Review – Outdoors/Gym

Health & Safety Screener Review – Transportation

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

**Health & Safety Screener – Classroom Safety:**

There were several non-compliances noted during the review:

- Classroom space was not designed to prevent child injury and was not free from hazards/undesirable conditions including choking, strangulation, electrical, drowning, or hazards posed by appliances, and those presented by windows and glass doors, including falls and breakage (e.g., box fans accessible to children, accessible insect bait stations, stained ceiling tiles).
- Classroom was not free from pollutants, hazards and toxins that are accessible to children (e.g., hand sanitizer accessible to children, disinfectant spray and wipes accessible to children, classroom exit door blocked with shelving, pack of unopened lighters and permanent marker accessible to children).
- Head Start classes were not staffed by two paid staff persons. In more than one instance, only one instructional assistant was supervising classroom of children for more than a five-minute period.

**Health & Safety Screener – Facilities:**

There were several non-compliances noted during this review:

- Currently used fire extinguisher pressure gauge was reading in the red.
- Five (5) sites did not have a readily available first-aid kit that was kept current (e.g., expired antiseptic towelettes, alcohol pads and eye wash, and first-aid kit did not have a current monthly check).
- Four (4) sites did not have a current health or fire inspection certificate (e.g., red tag due to malfunctioning alarm, inspection not accessible due to locked closet, expired fire inspection).
- One (1) expired fire extinguisher.

**Health & Safety Screener – Transportation:**

There were several non-compliances noted during this review:

- Vehicles were not properly equipped with a clearly labeled and charged fire extinguisher.
- One (1) bus driver/monitor did not have an updated roster of children OR a list of authorized adults the children could be released to in case of an emergency.
- Three (3) bus drivers were identified with expired Medical Examiner Certifications.
- Evidence of a Commercial Driver's License (CDL) was not provided for one bus driver.
- Required training and annual refresher training documentation was not provided for one bus driver/monitor.

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

**Health & Safety Screener – Medication Administration:**

There was one concern noted during the review:

- The campus nurse was not able to explain/describe the process on how he/she maintains up-to-date first-aid kit supplies in accordance with the district's procedures.

**Health & Safety Screener – Classroom Safety:**

There were several concerns noted during this review:

- There was no ongoing system of preventative maintenance documented through daily indoor safety inspections (Daily Safety Classroom Checklists were incomplete).
- Child-accessible electrical outlet did not have a cover and/or a safety plug.
- Classroom did not have emergency lighting in case of a power failure (i.e., working flashlight).

**Health & Safety Screener – Facilities:**

There were several concerns noted during this review:

- Areas accessible to children (hallways, custodian closets, and staff lounge) were not free from pollutants, hazards, and toxins (e.g., custodian closet with toxic chemicals accessible to children and facility emergency exits were blocked).
- Emergency evacuation route did not indicate current location, room number, and pathway to safety.

**Health & Safety Screener – Outdoors/Gym:**

There were several concerns noted during this review:

- Four (4) sites had outdoor activity space and equipment that was not cleaned or free from undesirable and hazardous materials and conditions (e.g., gate to playground was left open,

rubber surfacing in the fall zone was dry and worn, bird feces on ledge of wall accessible to children play area).

- Three (3) sites had outdoor activity space which was not free from hazards that could endanger children's safety (Miracle Gro plant food with label, "Keep out of reach of children", accessible on gym floor, damaged gate, and broken and sharp handle on playground shed accessible to children).

**Comments:**

Due to CoVID-19, several areas of this review may have been affected by the pandemic and marked as "CoVID-19". The City of San Antonio understands the barriers that CoVID-19 has caused in conducting and obtaining screenings. These areas will not affect the compliance percentage for this program year and do not require any action.

**For more detailed information:**

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# ***EARLY HEAD START***



## City of San Antonio Head Start Program

### Monitoring Report – September 2021

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 **Early Head Start- Stafford Program** during the time indicated above:

<b>Monitoring Projects:</b> <b><u>Health and Safety Screening follow – up visit</u></b> <ul style="list-style-type: none"><li>○ Early Head Start Stafford</li></ul> <b><u>ERSEA Eligibility Child File Review</u></b> <ul style="list-style-type: none"><li>○ Completed 21 child file reviews in the ChildPlus Data System, Sr. Special Project Managers reviewed, and monitoring project is being finalized.</li></ul>	<b>September 2021</b>
<b>Non-Compliances –</b> <b><u>Health and Safety Screening site visits</u></b> <ul style="list-style-type: none"><li>○ None noted during visit.</li></ul>	
<b>Areas of Concern</b> (Individual incident(s) that fail to meet performance standard or policy): <b><u>Health and Safety Screening site visits</u></b> <ul style="list-style-type: none"><li>○ All areas of concern noted during the Health and Safety Screening visits have been corrected and the monitoring project is now closed.</li></ul>	
<b>Follow-up Activities:</b> Follow up visit completed September 2021.	
<b>For more detailed information:</b> <a href="mailto:Dianne.mendez@sanantonio.gov">Dianne.mendez@sanantonio.gov</a>	

***EARLY HEAD START***  
***CHILD CARE PARTNERSHIP***  
***(EHS-CCP)***



## City of San Antonio Head Start Program

### Monitoring Report – September 2021

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 **Early Head Start- Child Care Partnership Program** during the time indicated above:

<p><b>Monitoring Projects:</b></p> <p><b>September 2021</b></p> <p><b><u>Health and Safety Screening follow – up site visits</u></b></p> <ul style="list-style-type: none"> <li>○ Ella Austin Child Care Center – 3 follow up visits conducted</li> <li>○ Inman Christian Child Care Center</li> <li>○ Seton Home Child Care Center</li> </ul> <p><b><u>ERSEA Eligibility Child File Review</u></b></p> <ul style="list-style-type: none"> <li>○ Completed 51 child file reviews in the ChildPlus Data System, Sr. Special Project Managers reviewed, and monitoring project is being finalized.</li> </ul>	<p><b>Non-Compliances –</b></p> <p><b><u>Health and Safety Screening site visits</u></b></p> <p>Three EHS – CCP sites were noted with non-compliances during their review.</p> <p><b><u>Follow up</u></b></p> <p>The three EHS – CCP sites have corrected non-compliances noted during the Health and Safety Screening review and the monitoring project is now closed.</p>
<p><b>Areas of Concern</b> (Individual incident(s) that fail to meet performance standard or policy):</p> <p><b><u>Health and Safety Screening site visits</u></b></p> <ul style="list-style-type: none"> <li>○ All areas of concern noted during the Health and Safety Screening visits have been corrected and the monitoring project is now closed.</li> </ul>	





**Follow-up Activities:**

Follow up visits completed September 2021.

For more detailed information: [Dianne.mendez@sanantonio.gov](mailto:Dianne.mendez@sanantonio.gov)