



## 2013 - 2014 Self Assessment Summary

### Agency Specific Strengths, Findings and Areas for Program Improvement

Program Design and Management					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
1304.52(j), 1310.17(f)(1)	Staff interviews	San Antonio Independent School District (SAISD)		At SAISD two staff indicated that their performance review occurred two years ago and not one year ago due to being on a District waiver based on having excelled performance.	

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
ERSEA3A, 645(a)(1)(B)(iii)(aa-bb), 645(a)(1)(B)(iv), 645(a)(1)(B)(iii)(l)	Selection	Edgewood Independent School District (EISD) and SAISD			Both ISD's exhibit ethically strong and high level accountability with the selection process. The grantee approves and monitors the plans and ensures adherence to HS guidelines through ERSEA policies, procedures and Selection Matrix. The ChildPlus data management system used by the program provides an advanced system of scanning and attaching to make it easier and more effective to track

					applicant records and documents. The City of San Antonio (City) Head Start Program policy and the Selection Criteria Point System ensure there is a systematic selection process for all children considered for enrollment. Selections are conducted as a committee consisting to insure compliance with policy. The selection processes are applied for all children considered for enrollment.
<u>1306.32(a)(2-6);</u> <u>1306.35(a)(3)</u>	Classroom information	SAISD		Four incorrect and out-dated rosters were found at SAISD. In the examples with discrepancies, classroom version of roster was missing a child. Also, SAISD exchanged two classroom teachers with each other without communication with the City so data management records were incorrect.	

Fiscal					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
74.21(b)(1), 74.21(b)(2), 92.20(b)(1), 92.20(b)(2), 1304.23(b)(1)(i), 1304.51(h)(2)	Audits - Organization's process for review of annual OMB A-133 audits of delegate agencies and for	City, EISD, SAISD			EISD, SAISD, and the City undergo a yearly audit performed by outside auditing agency. This is added quality measure for the Program.

	addressing any issues of concern identified in the audit.				
74.21(b)(6), 74.28, 92.23(a), 92.20(b)(5), 230, App A(A)(3), 230, App A(A)(3)(a), 230, App A(A)(2)(a), 225, App A(C)(1)(b), 225, App A(C)(1)(j), 220, App A(C)(2), 220, App A(C)(4)(a), 230 App A(A)(2)(g), 220, App A(C)(3)	A concern related to ensuring allowability, allocability, and reasonableness of costs was identified in the transaction guide. Process for reviewing and approving charges before obligation or payment.	City, EISD, SAISD			<p>EISD, SAISD, and the City have a strong approval process in place to ensure Head Start, and expenditures in general, are allowable, allocable and reasonable based on the grant and/or program requirements. Per the City's budget development and approval process, all anticipated expenditures must be allowable by the grant and approved through the budget prior to obligation or payment. Districts submit monthly invoices based on program budget approved by the City at the beginning of the Head Start grant.</p> <p>Example of part of the approval process for purchases of \$25K or more=The principal, director, or Head Start Senior Director review and approve charges prior to payments and sign the documents, via our electronic requisition system. Board of Director approval is required on purchases of \$25,000 or more. Three bids are obtained on purchases of \$10,000 or more unless using Region 20</p>

					approved vendor or sole source (rare) vendor.
642(c)(1)(E)(i-iii), 642(d)(2)(A), 642(c)(1)(E)(iv)(V)(bb)	Financial reports presented in logical groupings and with sufficient detail to allow the reader to understand the financial operations of the organization and the Head Start award	CITY			<p>City has a strong financial management systems and fiscal reporting process. City is able to produce reliable and timely financial reports and information that is presented to the Head Start Policy Council (HSPC) and Governing Body. Financial reports include the detailed budget, expenditures year-to-date by budget category, and variance; as well as administrative costs. Reports also include pie charts that provide a visual representation of the detailed budgetary reports.</p> <p>City Fiscal staff is also available during the HSPC and Educational Excellence Committee (EEC) meetings to present the Financial Report and respond to any questions from members.</p> <p>Observed sample monthly Financial Reports from HSPC Binders, standard reporting templates subject to change based on recommendations from management and/or HSPC and EEC members.</p>

Education and Early Childhood Development					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
1304.24(a)(1)(iii)	Coordinator and Content Area Expert interview	EISD			At EISD all sites participate in Families and Schools Together (FAST) program which is designed to

					strengthen the family and parent involvement to help children succeed in school and in life and reduce violence in the home.
641A (g)(2)(A)	Coordinator and Content Area Expert interview	EISD			At EISD all sites participate in Texas School Ready (TSR). Texas School Ready increases children's school readiness through five evidence-driven components: research-based curriculum, technology-driven child progress monitoring, facilitated teacher professional development, ongoing teacher mentoring and sustainability.
641(a)(1)(B)(i-ix)	Staff Interviews	SAISD			SAISD's three Head Start Centers participate in Texas Literacy Initiative, a TEA grant to improve school readiness and success in language and literacy of disadvantaged students.
1304.21(a)(3)(i)(B), 1304.21(a)(i)(v)	Staff Interview	SAISD			SAISD implemented the Family Connection curriculum which offers family-focused resources that are completely devoted to helping early childhood teachers build connections between a child's two most important worlds: school and home. It also provides activities for parents and their children to do at home.

642(f)(3)(B)	Coordinator and Content Area Expert interview	SAISD		At SAISD staff did not have verification/evidence of research-based curriculum on file.	
642(f)(3)(B)	Staff Interview	EISD, SAISD		Staff were unsure of the parent involvement in the district process of curriculum selection	

Mental Health					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
N/A					

Family and Community Partnerships					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
1304.52(d)(6)	Family & Community Partnership Coordinator Interview	SAISD			SAISD has developed a Head Start Parent Academy in the four Head Start centers based on parent requests and surveys. These academies provide trainings in subjects such as anger management and parenting skills.
1304.52(d)(5)	Family & Community Partnership Coordinator Interview	SAISD/CITY			The City Family Support Coordinators at the City and SAISD are highly experienced in the fields of case management with a combined 38 years of experience.
<u>1304.40(a)(1-2),</u> <u>642(b)(7)</u>	Child File Review	SAISD/EISD	Improve documentation and follow-up on goals.		

Disabilities					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
N/A					

Nutrition					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
<u>1304.23(a-b)</u>	Review parent contact logs or daily child notes, if available. Is there documentation that staff communicate regularly with parents about their child's nutritional needs?	SAISD/EISD	A portion of files reviewed were missing follow-up documentation for children whose health forms noted a possible special diet requirement.		
<u>1304.23(c)(4)</u>	Describe how staff implements family-style meals. For example: o Is conversation shared during the meal? o If the program serves prepackaged food, are providers still sitting with the children during meals and snacks? o Do providers or other designated staff use mealtime as an opportunity to model language, conversation, and social interaction and to introduce nutritious foods?	EISD		Observed lunch in the cafeteria in where three classrooms were eating with 3-Para-professionals and two lunch monitors. Two Para professionals were at tables eating the same meal as children and sharing conversation with the children. The other staff (three) lunch monitors were directing children and assigning tables/seats and were not at tables modeling language, engaged in conversation or sharing the same meal. They were unable to sit and eat with children despite best efforts.	

Health					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
<u>1304.20; 1304.40</u>	Assist parents in accordance with 45 CFR 1304.40(f)(2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process	City			<p>Increased Program-wide implementation of "Cavity Free Kid" and "I Am Moving, I Am Learning" curriculums to support development of healthy lifestyle habits and address awareness of childhood obesity.</p> <p>Increased partnership with University Health Systems to provide mobile clinic opportunities to families.</p>
<u>1304.20(a-c)</u>	<p>Review child files for documentation (e.g., case notes, family contact logs) of the program's attempts to help parents bring their child up to date. Does the program work with parents to bring their child up to date on a schedule of primary preventive health care?</p> <p>Review files of the children with known or suspected health or developmental problems (that you identified at the review's start) to</p>	SAISD/EISD	Review of files at both Providers indicated that the program did not demonstrate documentation of follow-up with families to ensure all children were up to date on their EPSDT schedule and that health concerns were followed up in a timely matter.		



	<p>determine whether further testing, examination, or treatment was obtained and whether a follow-up plan is in place and implemented, if appropriate.</p> <p>Review child files for documentation of parent permission prior to the administration of any health procedures. If parents have not given permission, look for documentation of refusal to authorize services.</p>				
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Safe Environments					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
<u>1304.53(a)(7);</u> <u>1304.22(a)(3);</u> <u>1304.53(a)(10)(xiv)</u>	<p>Observed facilities and equipment, and describe anything that is unsafe or needs repair, if applicable.</p> <p>Are garbage and trash stored and disposed of in a safe, sanitary manner?</p> <p>Observe the facilities and equipment, and describe anything that is unsafe or needs repair, if</p>	SAISD/EISD		<p>Improve attention to detail in the cleanliness and appearance of sites. Also, increase training for custodial staff to ensure all outlets are covered after use of an outlet for janitorial services.</p>	

	applicable.				
<u>1304.53(a)(10)</u>	Are playground equipment and surfaces maintained to minimize injury to children?	EISD	At one site at EISD a pipe was discovered to have come loose from the wall anchoring that could pose a hand entrapment risk to a child. Also at that same site on the playground there was a PVC pipe with a piece of torn foam insulation that exposed an electrical wire (wire was self insulated and not an electrical threat).		
1304.53(a)(7)	Observe the facilities and equipment, and describe anything that is unsafe or needs repair, if applicable.	EISD	Classroom was found with unlocked cabinet with the keys, exposing a purse to the children. (corrected on site)		

Transportation					
Regulation	Description	Agency	Finding	Program Improvement Area	Strength
SAF2E, 1310.10(d)(1-4); 1310.12(b)(1-2)	Does the vehicle providing transportation services have a well-stocked first aid kit?	EISD		A well-stocked first aid kit was observed in Bus# 29 with no items expired. However the first aid kit was mounted to the bus with permanent screws making it inaccessible in case of emergency or bus evacuation. (Corrected on site)	