



January 4, 2016

Ms. Mikel Brightman  
**City of San Antonio**  
**Grant Number(s): 06CH7074**  
106 S. St. Mary's Street, 7th Floor  
San Antonio, TX 78205

Dear Ms. Brightman:

The Office of Head Start (OHS) will conduct a Comprehensive Services and School Readiness (CSSR) monitoring review of City of San Antonio / 06CH7074 during the week of 2/22/2016. Ms. Mia Mackey, an off-site Content Area Lead (CAL), has been assigned to oversee the on-site review process. Ms. Mackey will contact you prior to the start of the review to confirm the schedule for on-site activities and discuss applicable details. She can be reached at MMackey@danya.com.

The FY2016 Head Start Monitoring Protocol is a resourceful tool that was designed to help you prepare for your upcoming review. The protocol is available at <http://eclkc.ohs.acf.hhs.gov/hslc/grants/monitoring>. The OHS has also provided an additional resource for grantees to better understand the Aligned Monitoring System. Please visit the Virtual Expo at <https://vts.inxpo.com/Launch/Event.htm?ShowKey=21103>.

The OHS requires all programs receiving a CSSR review to upload the following documents to the Head Start Enterprise System (HSES):

- School Readiness Goals
- Daily Classroom Schedules
- Class Rosters
- Document Used to Track Teacher Qualifications
- Description of Locally Designed Curriculum (if applicable)
- Grantee Contact Information Form

Please Note: When possible, Class Rosters should be submitted in an editable Microsoft Excel® spreadsheet and only include currently enrolled children (do not include pregnant women or wait-listed/withdrawn children). The roster for each class should include the center name, class/group name, teacher's name, enrollment date and entry date. The roster should also identify children with disabilities.

For technical assistance, please contact the HSES Help Desk at [Help@hsinfo.org](mailto:Help@hsinfo.org) or call (toll-free) 1-866-771-4737 or (local) 703-528-0591, Monday-Friday, 8:00 a.m.-7:00 p.m. EST, except weekends and Federal holidays.

If you have questions or require assistance regarding your review date, please contact Danya's Review Scheduling Team at [OHSMonitoring2016@danya.com](mailto:OHSMonitoring2016@danya.com) or (800) 518-1932 (Option 2).

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Northington', is written over a light blue horizontal line.

Cynthia Northington  
Senior Director, Operations

cc: Honorable Mayor Ivy R. Taylor  
cc: Ms. Melody Woosley