

Review of Head Start Monitoring Report for 2019-2020





City of San Antonio Head Start Program

Monitoring Report – February 2020

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 these 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.

Following is a summary of findings during the time period indicated above:

Monitoring Projects Conducted:

Nutrition Review #2	February 2020
Education Review #2	February 2020
Pedestrian/Bus Safety Training Review #2	February 2020

Non-Compliances - There were no systemic or substantial issues or concerns in meeting performance standards or policies for the month of February.

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

Safe Environments Review #2 (100%):

- Classroom Safety - Report pending review.

Wellness Support Review #1:

Report pending review.

ERSEA Attendance Review #1:

Report pending review.

Education Review #1:

Report pending review.

Follow-up Activities:

Nutrition Review #2 – There were no concerns noted for this review.

Pedestrian/Bus Safety Training Review #2 – There were no concerns noted for this review.

Safe Environments Review #2 –

- Medication Administration – There were no concerns noted for this review.
- Outdoors/Gym – Response deadline date is **March 20th**
- Facilities – Response deadline date is **March 20th**.
- Classroom Safety – Report pending review.

90-Day Health Review #1:

Response deadline date is **March 3rd**.

Program Strengths:

We would like to commend the Head Start Program:

- There were no areas of concern noted during the Nutrition Review #2. The District staff (from the Nutritionist to the teachers) is doing an excellent job in communicating information relating to children's special diets and accommodating the needs of children in the classroom.
- There were no areas of concern identified during the Safe Environments – Medication Administration Review #2.

For more detailed information: Cassandra.Bentley@sanantonio.gov.



City of San Antonio Head Start Program

Monitoring Report – March 2020

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Following is a summary of findings during the time period indicated above:

Monitoring Projects Conducted:

Safe Environments Review #2	March 2020
Disabilities Review #2	March 2020
90-Day Health Review #1	March 2020

Non-Compliances - There were no systemic or substantial issues or concerns in meeting performance standards or policies for the month of February.

Safe Environments Review #2-Classroom Safety:

One indicator relating to classrooms being free from pollutants, hazards and toxins accessible to children was determined to be an area of non-compliance. Potential hazards such as Clorox wipes, sanitizer spray bottles and teacher purses were cited during this review. Although the majority of these issues had been immediately corrected on-site, this posed a potentially high-risk of safety.

Safe Environments Review #2-Facilities:

One indicator relating to emergency evacuation routes being posted in each classroom as well as every room used by children (such as Nurse's office, gross motor rooms, etc.), was determined to be an area of non-compliance for 5 sites from the total 19 sites reviewed. This area is reoccurring and was also cited during the Health & Safety Screener review.

Safe Environments Review #2-Outdoors/Gym:

One indicator relating to an ongoing system of preventative maintenance of the outdoor activity space and equipment documented through daily outdoor safety inspections was cited as an area of non-compliance for 4 sites from the total 19 sites reviewed. This area has been reoccurring in previous

reviews and a corrective action plan was submitted.

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

Safe Environments Review #2-Classroom Safety:

A total of 39 concerns were noted during this review which included, but was not limited to uncovered/exposed child-accessible outlets, child arrival/departure logs missing wellness checks, and inadequate and/or unclean restrooms and hand-washing facilities.

Safe Environments Review #2-Facilities:

There were 9 sites from the total 19 reviewed that were cited with concerns such as inadequate and/or unclean hallway restrooms, and classroom first-aid kits not being checked on a monthly basis.

Safe Environments Review #2-Outdoors/Gym:

There were two indicators which were cited during this review as areas of concern. One indicator was related to the outdoor activity space not being clean and/or free of undesirable and hazardous materials and conditions. The second indicator was related to the outdoor space/equipment not being designed to prevent child injury.

Disabilities Review #2:

There were only 2 files noted with a concern during this review. Both files were cited with a concern related to consent forms missing parent signatures.

90-Day Health Review #1:

This review identified the following concerns related to:

No evidence in ChildPlus that the child had a current physical exam.

No evidence in ChildPlus of a Lead Screening result.

No evidence in ChildPlus of a current Dental Exam.

No documented evidence that a Head Start Nutrition packet was given to the parent within 30 days.

Follow-up Activities:

Safe Environments Review #2-Classroom Safety: Please reference COVID-19 Disclaimer.

Safe Environments Review #2-Facilities : Please reference COVID-19 Disclaimer.

Safe Environments Review #2-Outdoors/Gym: Please reference COVID-19 Disclaimer.

Disabilities Review #2: Corrective action was completed and the review has been closed out. Please reference COVID-19 Disclaimer.

90-Day Health Review #1: Please reference COVID-19 Disclaimer.

Wellness Support Review #1: Due to COVID-19, this review was not conducted.

****COVID-19 Disclaimer:***

As a direct result of stay in place and social distancing requirements set in place to combat COVID-19, campus and office visits were postponed until further notice. Contact with teaching staff was limited to and primarily focused on providing essential resources and food supplies to families in need during the COVID-19 pandemic. Custodial staff focused on ensuring facilities were properly cleaned and sanitized on a daily basis. All corrections for current CAPs will be evaluated/addressed by the Health & Safety Coordinator once/if school closures have been lifted for the remainder of the 2019-2020 program year. Training and technical assistance will be provided during the BOY 2020-2021 professional development sessions. No further action to take place at this time.

Program Strengths:

We would like to commend the Head Start program:

- The Head Start program has done an outstanding job addressing the needs of the Head Start families since the onset of the COVID-19 pandemic. Head Start families need our services and our support now more than ever.
- There were no concerns identified during the Safe Environments Review #2-Medication Administration.

For more detailed information: Cassandra.Bentley@sanantonio.gov.



City of San Antonio Head Start Program

Monitoring Report – April 2020

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 these 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.

Following is a summary of findings during the time period indicated above:

Monitoring Projects Conducted:

ERSEA Attendance Review #1	April 2020
Education Review #2	April 2020
45-Day Health Screenings Review #2	April 2020
90-Day Health Review #2	April 2020
45-Day Education Screenings Review #2	April 2020

Non-Compliances - There were no systemic or substantial issues or concerns in meeting performance standards or policies for the month of February.

ERSEA Attendance Review #1:

One indicator related to daily attendance and absences was cited as an area of non-compliance at 4 sites. This indicator was reoccurring and was also cited during the 2018-2019 ERSEA Attendance review. A Corrective Action Plan was requested which should include how provider will revise processes, procedures and/or actions to ensure the area of non-compliance is addressed, in order to prevent future re-occurrences for the mentioned sites, as well as all sites for the program as a whole.

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

ERSEA Attendance Review #1:

This review identified 45 files with a concern out of the total 111 files reviewed. The majority of files were cited with concerns related to an attempt not being made to contact the parent/guardian for an unexpected absence to ensure the child's safety and well-being.

Education Review #2:

The concerns that were identified during this review were related to:

The 1st MDS/URS was not conducted on or before the benchmark due date.

The child file did not contain evidence that an ASQ-3 was completed.

The child file did not contain evidence that an ASQ:SE-2 was completed.

45-Day Health Screenings Review #2:

Several concerns were identified during this review. To highlight a few, but not all inclusive are the following:

The parent was not being given a referral for services within 15 school days when an abnormal vision screening result was noted.

Follow-up was not being documented at least once a month in ChildPlus, when an abnormal vision screening was noted.

Hearing screenings were not being obtained or performed within 45 calendar days after the child first attended the program.

Vision screenings were not being obtained or performed within 45 calendar days after the child first attended the program.

90-Day Health Review #2:

There were several concerns identified during this review. To highlight a few, but not all inclusive are the following:

There is evidence that the child has a current dental exam.

There is evidence that the child has a current physical exam.

If a current dental exam was not received within 90 days after the child first attends the program, there is documentation in ChildPlus that follow-up with parents occurred once a month to bring the child up-to-date.

If an abnormal Growth Assessment result was noted, there is documentation that a Head Start Nutrition packet was given to the parent within 30 days

45-Day Education Screenings Review #2:

Several concerns were identified during this review. To highlight a few, but not all inclusive are the following:

Incorrect ASQ-3 status (completed or concern) entered into ChildPlus.

Improper completion of the ASQ:SE-2 tool.

Inaccurate scoring of the ASQ-3 tool.

Lack of evidence that the ASQ-3 tool was completed.

Inaccurate scoring of the ASQ:SE-2 tool.

Follow-up Activities:

ERSEA Attendance Review #1: An ERSEA Corrective Action Plan was submitted. Please reference COVID-19 Disclaimer.

Education Review #2:

Please reference COVID-19 Disclaimer.

45-Day Health Screenings Review #2:

Please reference COVID-19 Disclaimer.

90-Day Health Review #2

Please reference COVID-19 Disclaimer.

45-Day Education Screenings Review #2:

Please reference COVID-19 Disclaimer.

****COVID-19 Disclaimer:***

As a direct result of stay in place and social distancing requirements set in place to combat COVID-19, campus and office visits were postponed until further notice. Additional guidance to be provided to staff during 2020-2021 BOY training. No further action to take place at this time.

Program Strengths:

We would like to commend the Head Start program:

- The Head Start program has continued to do an outstanding job addressing the needs of the Head Start families since the onset of the COVID-19 pandemic.
- There were no concerns identified during the Education Site Visit Review #2.

For more detailed information: Cassandra.Bentley@sanantonio.gov.



City of San Antonio Head Start Program

Monitoring Report – June 2020

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 these 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.

Following is a summary of findings during the time period indicated above:

Monitoring Projects Conducted:

Critical Health Concerns Review #2

June 2020

Non-Compliances - There were no systemic or substantial issues or concerns in meeting performance standards or policies for the month of February.

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

Critical Health Concerns Review #2:

There were only a few concerns related to Critical Health during this review.

The areas of concern were related to:

- No monthly follow-up notes at least once a month if there was an Unconfirmed or Pending Medication status.
- Data Clerk not changing the CHC status to Terminated or For Information Only and no timestamp or notes documented in the event notes.
- The CHC event did not include the status (Active, Unconfirmed, Terminated, For Information

Only or Pending Medications) of the event.

Follow-up Activities:

Critical Health Concerns Review #2: Please reference COVID-19 Disclaimer.

****COVID-19 Disclaimer:***

As a direct result of stay in place and social distancing requirements set in place to combat COVID-19, campus and office visits were postponed until further notice. Additional guidance to be provided to staff during 2020-2021 BOY training. No further action to take place at this time.

Program Strengths:

We would like to commend the Head Start program:

- The Head Start program has done an outstanding job addressing Critical Health concerns. There was a huge improvement in Child files from the first review to the last.

For more detailed information: Cassandra.Bentley@sanantonio.gov.