

Review of Head Start Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – December 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:

No monitoring project reports were submitted in December 2020. However, the information below reflects the monitoring projects that were completed in the prior months such as Heal and Safety, Nutrition, and Critical Health Concerns.

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

Health & Safety Screeners:

- **Facilities** - Corrective Action Plan (CAP) was requested by provider/s completed and submitted to the City. Corrective action plan was received and follow-up will be monitored throughout program year.
- **Classroom Safety** - Corrective action plan which was due to City on December 9, 2020, was not submitted by the provider as requested.

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

Health & Safety Screeners:

- **Medication Administration** – All corrections have been completed and verified.
- **Outdoors/Gym** – Corrections pending.
- **Facilities** – Corrections pending.

- **Classroom Safety** –Corrections pending.

Nutrition Review #1: All corrections have been completed and verified.

Critical Health Concerns Review #1: All corrections have been completed and verified.

Follow-up Activities:

Health & Safety Screeners:

- **Classroom Safety** – Follow up with provider on submitting CAP. Continue reviewing files to ensure corrective action has been completed.
- **Facilities** – Continue reviewing files to ensure corrective action has been completed.
- **Outdoors/Gym** – Continue reviewing files to ensure corrective action has been completed.

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