

Review of Head Start Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – January 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 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 in January 2021:

45 Day Health
45 Day Edeucation

Monitoring Projects Completed In January 2021:

Education Review #1
Pedestrian/Bus Safety Training Review #1
Health & Safety Screener – Transportation Services

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

There were no areas of non-compliance noted during reviews submitted in January 2021.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):Education Review #1:

Some of the concerns noted during this review, but not all inclusive are the following:

- MDS/URS forms were not scanned into ChildPlus within two weeks.
- MDS/URS event dates were not entered into ChildPlus in accordance to the ChildPlus Data Entry Guide.
- No documented evidence that education assessment outcomes or screenings were reviewed by teacher/parent.

- 1st Home Visits were not conducted on/before the date referenced on the ChildPlus and Data Entry Benchmark and Due Date Guide.
- 1st Parent/Teacher Conferences were not conducted on or before the due date referenced on the ChildPlus and Data Entry Benchmark and Due Date Guide.

Pedestrian/Bus Safety Training Review #1:

- No concerns were noted during this review.

Health & Safety Screener – Transportation Services:

Concerns noted during this review are as follows:

- Bus Driver not able to explain process for carrying out systematic preventative maintenance on vehicles.
- No documented evidence that Bus Driver possessed CDL license and/or possessed required training and safety qualifications prior to transporting children.
- Bus Monitor cannot explain program's procedure for acquiring up-to-date rosters and/or list of adults each child is to be released to.
- No documented evidence that Bus Monitor has been trained on all required topics prior to transporting children.

Follow-up Activities:

Health & Safety Screeners:

- **Classroom Safety** – CoSA Head Start Monitoring Staff are in the process of reviewing all submitted responses and corrections.
- **Facilities** – CoSA Head Start Monitoring Staff are in the process of reviewing all submitted responses and corrections.
- **Outdoors/Gym** – CoSA Head Start Monitoring Staff are in the process of reviewing all submitted responses and corrections.

Education Review #1: Corrective action due February 1, 2021.

Health & Safety Screener – Transportation Services: Corrective action due February 1, 2021.

For more detailed information: Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov