

Review of EHS and EHS-CCP Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – March 2021

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring 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 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.

The following is a summary of findings for the Early Head Start- Child Care Partnership Program during the time indicated above:

Monitoring Projects: Education Child File Review Education Virtual Site Review Family and Community Child File Review Virtual Safe Environment Review <ul style="list-style-type: none"> ○ Blessed Sacrament Academy ○ Ella Austin Child Care Center ○ YWCA Olga Madrid Child Care Center 	March 2021
Non-Compliances - There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy across all monitoring projects.	
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):	
<u>Education Child File and Site Review</u> During the review, findings were noted due to the lack of evidence of documents in ChildPlus, and the ELAP data system. Also noted, Behavioral ASQ's were noted as missing from classroom files.	
<u>Family and Community Support Child File Review</u> Missing case notes and documents under the Family Services tab. Event notes and dates did not align with the Family Goal Setting form.	



There were discrepancies with 2020-2021 Family Goal Setting forms.
The Family Outcomes Assessment module in the Child Plus data system were not individualized at one EHS – CCP site.

Virtual Safe Environment Review

Facilities Checklist

A staff member's CPR and First Aid documentation was unavailable for review.
Pest Control receipt was not available for review.

Classroom Checklist

Classroom roster not current.
Classroom daily checklist was not completed correctly.

Recommendation for Improvement

Prior to the beginning of the year child assessments, the Early Education Services team and EHS monitor should have a scheduled meeting to discuss any changes and /or access to the E-LAP system. This would mitigate any challenges or concerns prior to the monitoring project.

Follow-up Activities:

Not applicable for March 2021.

For more detailed information: dianne.mendez@sanantonio.gov