

Review of Head Start Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – May 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 areas of weaknesses are corrected and strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

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

Monitoring Projects Conducted:

Nutrition Review #2
Critical Health Concerns #2
Education Review #2
ERSEA Eligibility (3rd Selection)
Pedestrian Bus Safety #2

Monitoring Projects Completed:

Family and Community Review #1
Safe Environments #1
ERSEA Eligibility (2nd Selection)

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

Safe Environments Review #1:

Four areas of non-compliance were found during this review:

- Ten (10) classrooms reviewed did not have documented child's arrival/departure log that includes: Site, Name, Date, Teacher's name, Arrival/Departure, Physical/Mental condition, and Parent/Nurse notification when a concern is identified.
- Eight (8) classrooms reviewed were not free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety.
- Four (4) classrooms reviewed had child-accessible electrical outlets uncovered, without tamper-resistant and/or safety plugs.
- One (1) classroom reviewed had space which was not designed to prevent child injury and free from hazards/undesirable conditions.

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

Family and Community Review #1:

To highlight some of the concerns, but not all inclusive are the following:

- There was no evidence that follow-up contact was conducted with families based on goal timelines.
- Parent Connection Committee (PCC) meeting documentation did not reflect an opportunity for parent/guardian to have questions and/or discussion.

Safe Environments Review #1:

To highlight some of the concerns, but not all inclusive are the following:

- **Outdoors/Gym**
 - Outdoor activity space and equipment was not clean and/or free of undesirable and hazardous materials and conditions.
- **Facilities**
 - Each site did not have a readily available first aid kit which was checked monthly.
 - Emergency evacuation routes were not posted in each classroom, as well as every room used by children and staff (including the main office, nurse's office and other central locations on campus).
- **Classroom Safety**
 - Emergency lighting was not available in the case of power failure.
 - There was an outlet uncovered on a power strip and hand sanitizer which was accessible to children.

ERSEA Eligibility Review (2nd Selection):

To highlight some of the concerns, but not all inclusive are the following:

- Selection Criteria Point System was not completed correctly.
- Income points were not awarded correctly.
- Gross Annual Income not calculated correctly.
- Child's eligibility was not determined correctly.

Comments:

Due to CoVID-19, several areas of this review may have been affected by the pandemic and marked as "CoVID-19". The City of San Antonio understands the barriers that CoVID-19 has caused in performing and obtaining screenings. These areas will not affect the compliance percentage for this program year and do not require any action.

For more detailed information:

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