Review of EHS and EHS-CCP Program Monitoring







City of San Antonio Head Start Program

Monitoring Report - May 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- Stafford Program** during the time indicated above:

Monitoring Projects:

May 2021

Internal EHS Consolidated Comprehensive Services Child File Review

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): Five files missing:

- o Parent Handbook Module
- Family Partnership Agreements

Three files:

Incomplete Teacher/Parent Home Visit forms

Two files:

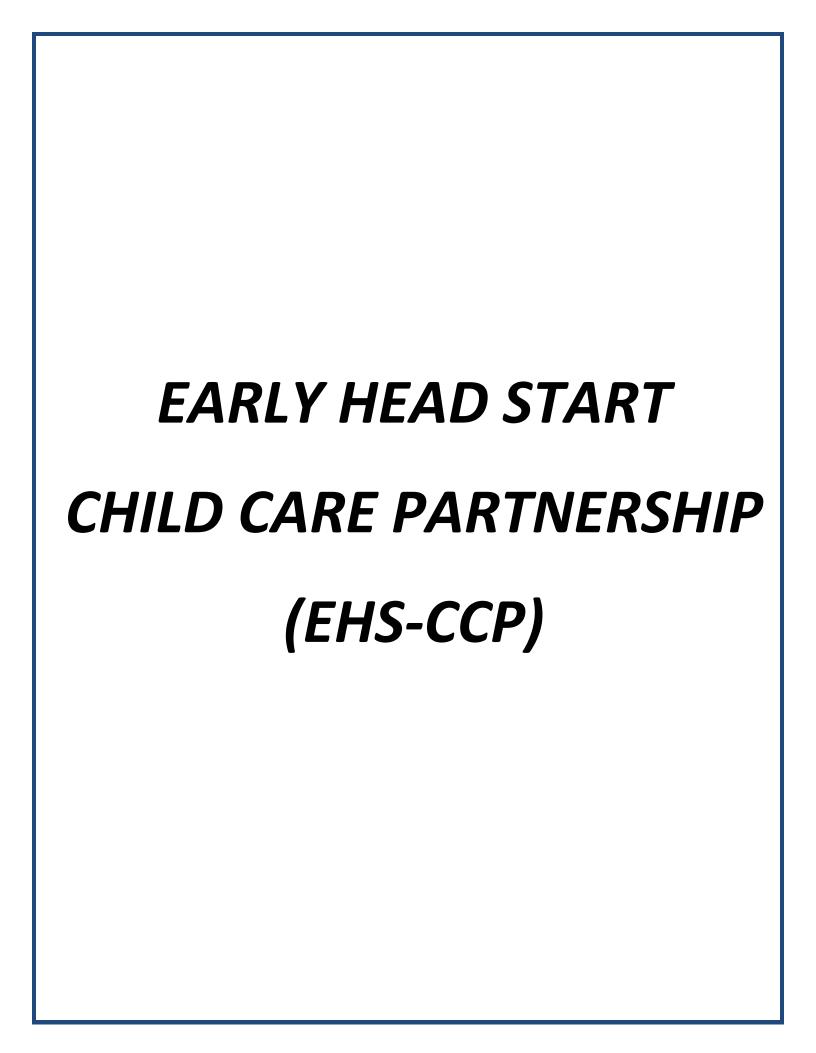
- Incomplete ASQ-3s
- Missing immunizations

One file missing:

- Well child check
- o ASQ-SE2
- Up to date immunizations
- Attendance

Follow-up Activities: Follow up on the 45 Day Health and Safe Environment Screener completed and closed out.

For more detailed information: Rhonda.roach@sanantonio.gov





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

Monitoring Projects: Curriculum Fidelity

- o BSA
- Ella Austin
- Healy Murphy
- Inman Christian
- Seton Home
- o YWCA

HR File Reviews

- o BSA
- Ella Austin
- Healy Murphy
- o Inman Christian
- Seton Home
- YWCA

Unannounced Safe Environment site visits

- Healy Murphy
- Inman Christian
- Seton Home
- YWCA

May 2021



Non-Compliances -

Curriculum Fidelity

No non-compliances noted.

HR File Reviews

No non-compliances noted.

Unannounced Safe Environment site visits

No non-compliances noted.

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

No findings were noted.

HR File Reviews

Four of the six providers had items missing for review:

- o Missing required training certificates; physical exam
- CDA expired and in process of renewal
- o Pending enrollment in CDA class but within hiring procedure timeline

Unannounced Safe Environment site visits

Items being addressed through Corrective Action Plan responses:

- Seton Home Gas inspection expired
- o Inman Bleach bottle not under lock and key
- Healy Murphy -Diaper changing cabinet unlocked
- o Healy Murphy Health and Safety Resource Booklet not posted in one class
- YWCA Daily classroom checklist incomplete

Follow-up Activities:

Ella Austin Unannounced Safe Environment Corrective Action Plan (CAP) follow up continuing for May 2021.

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