

Review of Head Start Health Safety Screener Calendar





Health & Safety Screening Plan & Calendar

Required by the Office of Head Start (OHS)

August 2021

Purpose: Successfully complete the Health and Safety requirements outlined in ACF-IM-HS-13-02:
Five-Year Head Start Project Periods

Project Start Date: August 10, 2021

Project End Date: October 22, 2021

Key Dates:

August 9, 2021 – First day of school for SAISD and EISD

August 10, 2021 – Site visits begin

- Within 10 calendar days of receiving each review summary or as instructed, findings **MUST** be corrected (NOC's may have stricter timeline).

August 31, 2021 - Site visits completed

September 27, 2021 - All findings **MUST** be corrected

September 28, 2021 – Submit to Policy Council Chair for signature

September 29, 2021 – Certification Letter forwarded to Mayor for signature.

October 22, 2021 - Certification Due to Office of Head Start (OHS).

Approach:

Site Visits:

- Corrective Action will be completed on-site when possible.
- City of San Antonio Monitoring Staff will work with providers to correct findings and verify successful and adequate corrective action.
- Corrective action must be complete and finalized within 10 calendar days of receiving each review summary.
- Once all Corrective action is completed Head Start Administrator will sign Certification of Health and Safety Screener.

Governing Body:

- Head Start Policy Council Chair will review the Health and Safety Screener on **September 28, 2021** for signature.
- Certification Letter will be forwarded to the Mayor on **September 29, 2021** for signature.
- Certification of Health and Safety Screener will be submitted to OHS on **October 22, 2021**.

Schedule

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 EISD and SAISD Program Begins	10 Health & Safety (Screening) Nelson	11 Health & Safety (Screening) Carroll	12 Health & Safety (Screening) Knox	13 Health & Safety (Screening) Enter ChildPlus Data	14
15	16 Health & Safety (Screening) Tynan Gonzales	17 Health & Safety (Screening) Carvajal	18 Health & Safety (Screening) Arnold De Zavala Schenck	19 Health & Safety (Screening) Madison Maverick Neal Foster	20 Health & Safety (Screening) Enter ChildPlus Data	21
22	23 Health & Safety (Screening) Hirsch Huppertz Sara King Bowden	24 Health & Safety (Screening) Graebner JT Brackenridge	25 Health & Safety (Screening) Stafford	26 Health & Safety (Screening) Cardenas	27 Health & Safety (Screening) Enter ChildPlus Data	28
29	30 Health & Safety (Screening) Loma Park	31 Health & Safety (Screening) All Site Visits Completed				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Health & Safety [Corrective Action]	2 Health & Safety [Corrective Action]	3 Health & Safety [Corrective Action]	4
5	6 Labor Day City & EISD/SAISD Holiday	7 Health & Safety [Corrective Action]	8 30 th DAY! Health & Safety [Corrective Action]	9 Health & Safety [Corrective Action]	10 Health & Safety [Corrective Action]	11
12	13 Health & Safety [Corrective Action]	14 Health & Safety [Corrective Action]	15 Health & Safety [Corrective Action]	16 Health & Safety [Corrective Action]	17 Health & Safety [Corrective Action]	18
19	20 Health & Safety [Corrective Action]	21 Health & Safety [Corrective Action]	22 Health & Safety [Corrective Action]	23 45 th DAY! Health & Safety [Corrective Action]	24 Health & Safety [Corrective Action]	25
26	27 Health & Safety [Corrective Action] All Corrections Due	28 Head Start Policy Council and Chair Signature	29 Certification Letter to Mayor for Signature	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Columbus Day City & EISD/SAISD Holiday	12	13	14	15	16
17	18	19	20	21	22 Upload Certification Letter to OHS	23 75 th DAY!
24	25	26	27	28	29	30
31						