

Review of Head Start Program Monitoring





City of San Antonio Head Start Program

Monitoring Report – June 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 (Project is either still in progress OR has ended, but report has not yet been officially submitted to providers):

ERSEA Eligibility (SAISD 1st Selection)
Wellness Support Review #2

Monitoring Projects Completed (Project ended and report was officially submitted to providers):

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

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

- There were no areas of non-compliance noted for the reviews completed in June 2021.

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

Nutrition Review #2:

- There were no concerns noted for this review.

Critical Health Concerns #2:

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

- If the CHC status was active, there was no documentation scanned into ChildPlus and action notes were not added under CHC event.
- If the CHC status was Unconfirmed or Pending Medications, there were no follow-up notes at least once a month to obtain the information.

Education Review #2:

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

- The MDS meeting document did not include the completion date.
- The MDS/URS document did not include a list of all required staff in attendance.
- The MDS meeting document did not include a discussion of the strengths and needs of the child/family.
- The MDS meeting document did not include the topics covered during the meeting.
- The 1st Home Visit event date was not entered into ChildPlus according to the ChildPlus Data Entry Guide.
- The 1st Parent/Teacher Conference event date was not entered into ChildPlus according to the ChildPlus Data Entry Guide.
- The 1st Parent/Teacher Conference was not conducted on or before the date referenced on the ChildPlus Data Entry & Benchmark Due Date Guide.

ERSEA Eligibility Review (3rd Selection):

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

- Selection Criteria Point System was not completed correctly.
- Gross Annual Income was not calculated correctly.
- Family Size was not determined correctly.
- There was not a signed and completed Eligibility Verification Record (EVR) form scanned into ChildPlus.
- Child's eligibility was not determined correctly.
- The Family Income Application was not signed in ChildPlus.

Pedestrian Bus-Safety Review #2:

- There were no concerns noted for this review.

Disabilities Review #2:

- There were no concerns noted for this review.

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 conducting 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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