

Review of Early Head Start Health Safety Screener Calendar



EARLY HEAD START



Health & Safety Screening Plan & Calendar

Stafford Early Head Start

8/9/2021

Purpose: Successfully complete the Health and Safety requirements

Project Start Date: August 26, 2021

Project End Date: October 22, 2021

Key Dates:

August 26, 2021 - Site visit begins

- Within 15 calendar days of each visit – Findings **MUST** be corrected

September 29, 2021 – Process Letter to the Mayor

October 22, 2021 - Upload signed Certification of Health & Safety Screener into the Head Start Enterprise System

Approach:

Site Visits:

- EHS Monitoring Staff completes visit.
- Corrective Action completed on-site when possible.
- EHS Monitoring Staff will email Service Provider of the released monitoring project in ChildPlus no later than noon the day following the visit.
- Service Provider have 15 days to submit a corrective action plan response.
- Service Provider will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 days, Service Provider **MUST** communicate with the EHS Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS Monitoring Staff work with Service Provider to correct findings and verify corrective action.
- Once all corrective actions are completed the Head Start Administrator signs Certification of Health & Safety Screener.

Policy Council:

- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 28, 2021**, for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health & Safety Screener.

Mayor Signature:

- Process letter and obtain City of San Antonio Mayor signature of the completed Health & Safety Screener Certification on **September 29, 2021**.

July 21, 2021

CAAB: COMMUNITY ACTION ADVISORY BOARD:

- Results of Health & Safety Screener presented to Community Action Advisory Board on **September 30, 2021**, for their review. (Dates subject to change)

Submittal:

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 22, 2021**.

Schedule
August 2021

Schedule August 2021						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1.	2.	3.	4.	5.	6.	7.
8.	9. First Day of Program 2021- 2022	10.	11.	12.	13.	14.
15.	16.	17.	18.	19.	20.	21.
22.	23.	24.	25.	26. Health & Safety Screener Stafford EHS	27.	28.
29.	30.	31.				

September 2021

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1.	2.	3	4.
5.	6. Labor Day Holiday	7.	8. 30th Day	9.	10.	11.
12.	13.	14.	15.	16. Health & Safety Screener Stafford EHS	17.	18.
19.	20.	21.	22.	23. 45th Day	24.	25.
26.	27.	28 Review Health & Safety Screener results to Policy Council	29. Certification Letter to Mayor for Signature	30. Review Health & Safety Screener results to CAAB		

July 21, 2021

October 2021

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1.	2.
3.	4.	5.	6.	7.	8.	9.
10	11.	12.	13.	14.	15.	16.
17.	18.	19.	20.	21.	22. Upload Certification Letter in HSES	23. 75th DAY!
24.	25.	26.	27.	28.	29.	30
31						

July 21, 2021

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)



Health & Safety Screening Plan & Calendar

Early Head Start-Child Care Partnership

8/9/2021

July 21, 2021

Purpose: Successfully complete the Health & Safety requirements

Project Start Date: August 17, 2021

Project End Date: October 22, 2021

Key Dates:

August 17, 2021 - Site visits begin

- Within 15 calendar days of each visit – Findings **MUST** be corrected

August 25, 2021- Site visits completed

September 29, 2021 – Process Letter to the Mayor

October 22, 2021 - Upload signed Certification of Health & Safety Screener into the Head Start Enterprise System

Approach:

Site Visits:

- EHS Monitoring Staff completes each visit.
- Corrective Action completed on-site when possible.
- EHS Monitoring Staff will email Service Providers of the released monitoring project in ChildPlus no later than noon the day following the visit.
- Service Providers have 15 days to submit a corrective action plan response.
- Service Providers will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 days, Service Provider **MUST** communicate with the EHS Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS Monitoring Staff work with Service Providers to correct findings and verify corrective action.
- Once all corrective actions are completed the Head Start Administrator signs Certification of Health & Safety Screener.

Policy Council:

- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 28, 2021**, for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health & Safety Screener.

Mayor Signature:

- Process letter and obtain City of San Antonio Mayor signature of the completed Health & Safety Screener Certification on **September 29, 2021**.

CAAB: COMMUNITY ACTION ADVISORY BOARD:

- Results of Health & Safety Screener presented to Community Action Advisory Board on **September 30, 2021**, for their review. (Dates subject to change)

Submittal:

- Signed Certification of Health & Safety Screener will be submitted to OHS on **October 22, 2021**.

Schedule

August 2021						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1.	2.	3.	4.	5.	6.	7.
8.	9. First Day of Program 2021- 2022	10.	11.	12.	13.	14.
15.	16.	17. Health & Safety Screener Healy Murphy	18. Health & Safety Screener BSA	19. Health & Safety Screener Seton Home	20. Health & Safety Screener Inman	21.
22.	23.	24. Health & Safety Screener Ella Austin	25. Health & Safety Screener YWCA	26.	27.	28.
29.	30.	31.				

September 2021

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
			1.	2. Health & Safety Screener follow up visit Healy Murphy	3. Health & Safety Screener follow up visit BSA, Seton Home	4.
5.	6. Labor Day Holiday	7.	8. 30th Day	9.	10.	11.
12.	13.	14. Health & Safety Screener follow up visit Inman, YWCA	15. Health & Safety Screener follow up visit Ella Austin	16.	17.	18.
19.	20.	21.	22.	23. 45th Day	24.	25.
26.	27.	28 Review Health & Safety Screener results to Policy Council	29. Certification Letter to Mayor for Signature	30. Review Health & Safety Screener results to CAAB		

October 2021

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1.	2.
3.	4.	5.	6.	7.	8.	9.
10	11.	12.	13.	14.	15.	16.
17.	18.	19.	20.	21.	22. Upload Certification Letter in HSES	23. 75th DAY!
24.	25.	26.	27.	28.	29.	30
31						