



# Head Start and Early Head Start Programs Performance Summary

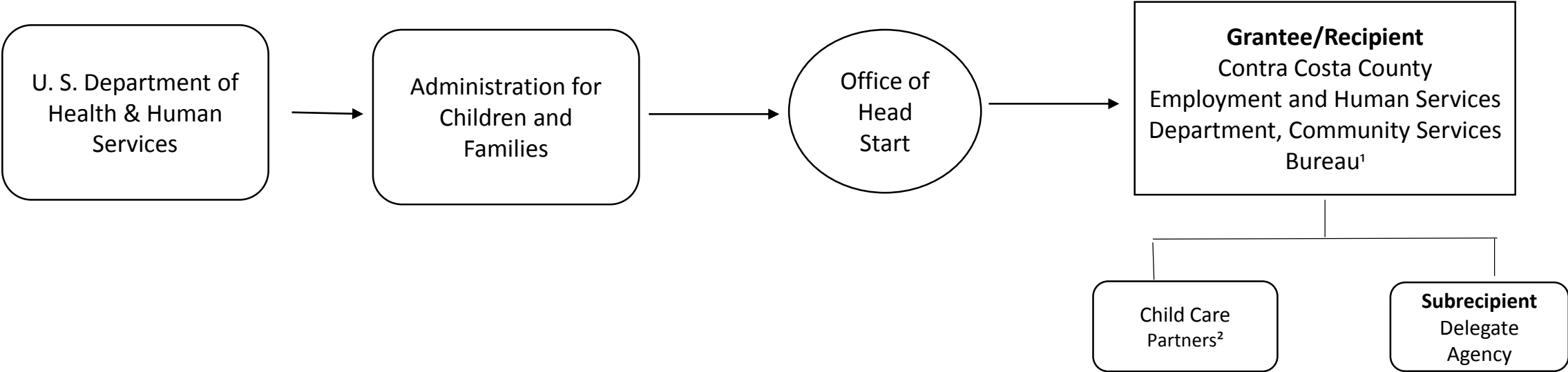
Monitoring Review of the Contra Costa  
County Community Services Head Start and Early Head Start programs.

From February 21-25, 2022

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Contra Costa County

# Federal Structure Administering Head Start Funds



<sup>1</sup>Grantee is also directly operating Child Care Centers

<sup>2</sup>Contractors who are receiving Head Start/Early Head Start funding to provide child care services

# Performance Summary

- Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs conducted from February 21 to 25, 2022.
- Program Performance Summary Report received on July 15, 2022.

No	Service Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
1	Ongoing Monitoring and Continuous Improvement	09CH010862	Deficiency	302.102(b)(1)(i-iv)	120 days
2	Program Governance	09CH010862	Area of Noncompliance	642(c)(1)(E)(ii)	120 days
3	Safety Practices	09CH010862	Deficiency	1302.102(d)(1)(ii)	120 days
4	Safety Practices	09CH010862	Deficiency	1302.47(b)(5)(iii)	90 days*
5	Safety Practices	09CH010862	Deficiency	1302.90(c)	90 days*
6	Ongoing Fiscal Capacity	09CH010862	Deficiency	75.303(a)	120 days
* On August 1, 2022, the Regional Office of Head Start approved a 60-day extension, giving Contra Costa County a total of 90 days to correct and implement procedures in the Service Area of Safety Practices.					

# Program Management and Quality Improvement

**Service Area #1:** Ongoing Monitoring and Continuous Improvement.

**Compliance Level:** Deficiency with Standard 1302.102(b)(1)(i-iv).

**Deficiency:** The recipient does not use data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.

**Timeframe for Correction:** 120 days.

# Program Management and Quality Improvement

**Service Area #2:** Program Governance.

**Compliance Level:** Area of Noncompliance with Standard 642(c)(1)(E)(ii).

**Area of Noncompliance:** The recipient does not maintain a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

**Timeframe for Correction:** 120 days.

# Monitoring and Implementing Quality Health Services

**Service Area #3:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.102(d)(1)(ii).

**Deficiency:** The recipient does not implement a process for monitoring and maintaining healthy and safe environments.

**Timeframe for Correction:** 120 days.

# Monitoring and Implementing Quality Health Services

**Service Area #4:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.47(b)(5)(iii).

**Deficiency:** The recipient did not ensure with subrecipient that no child was left alone or unsupervised while under the care of staff.

**Timeframe for Correction:** 90 days.

# Monitoring and Implementing Quality Health Services

**Service Area #5:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.90(c).

**Deficiency:** The recipient did not ensure that staff/subrecipient did not maltreat or endanger the health and safety of children.

**Timeframe for Correction:** 90 days.



# Monitoring and Implementing Fiscal Infrastructure

**Service Area #6:** Ongoing Fiscal Capacity.

**Compliance Level:** Deficiency with Standard 75.303(a).

**Deficiency:** The recipient does not plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

**Timeframe for Correction:** 120 days.

# Framework for Quality Improvement Plan (QIP) Detailing A Plan for Corrective Action

- Revise policies for Service Areas with Deficiencies and Area of Noncompliance to reflect improved procedures.
- Obtain Board approval for revised policies.
- Train County staff and contracted partners staff on revised policies.
- Implement revised procedures.
- Monitor for accurate and consistent execution of revised policies.

# Timeline and Key Dates

- Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs was conducted from February 21-25, 2022.
- Program Performance Summary Report received on July 15, 2022.
- Implement Quality Improvement Plan (QIP) framework immediately.
- QIP due to Administration for Children and Families (ACF) on August 14, 2022.
- Correct, implement and monitor policies/procedures:
  - Child supervision and health & safety procedures findings: October 17, 2022.
  - All remaining findings: November 16, 2022.

# Discussion