

ACTION ITEM B-2C

August 17, 2016

Corrective Action Plan: 2016 Self-Assessment

Action Item: It is recommended by the Policy Council and the EHS/HS Board Committee that the Board of Directors accepts the Early Head Start/Head Start corrective action plan resulting from the 2016 Self-Assessment process.

Purpose: To inform the Board of the program's planned actions to address the areas of non-compliance cited in the 2016 Self-Assessment, request feedback from the Board of Directors, and obtain Board approval of the written corrective action plan.

Areas of Non Compliance	
Child Health & Safety	Playground maintenance Child pick up technique Toy Sanitation
Facilities	Broken floor tile in one bathroom

Justification: The U.S. Department of Health and Human Services/Administration for Children and Families/Office of Head Start requires each agency to share its Federal review report with the governing body and develop a corrective action plan to address any areas of non-compliance cited during annual self-assessment.

The corrective action plan identifies the Head Start regulation which was deemed to be out of compliance, identifies the actions that the program will take to satisfactorily address the findings, and includes the status of each needed action.

Cost, Savings, and Benefits: The corrective action plan is developed to ensure AVANCE Houston's correction of any non-compliant areas and adherence to federal, state, and local laws and improve the quality of service delivery. AVANCE-Houston strives to meet all Federal regulations by obtaining Board approval for the corrective action plan for the 2016 Self-Assessment process.

Person Responsible for Action Item: Donna Wheeler, (EHS/HS Board Committee Chairperson), & Antionette Montgomery (Chief Administrator of EHS/HS)

Appendix A
2016 Self-Assessment
Corrective Action Plan

	Findings of Non-Compliance	Program Site	Action Taken	Person Responsible (PR)	Timeline	PR Report to Data Committee
1	Fence line and gate in playground area had hazardous debris (tree limbs) present.	Wesley	Debris was cleared from the area on the day of the visit.	Center Administrator	May 24, 2016	May 24, 2016 (completed during visit)
2a	Playground equipment not anchored onto outdoor play area surface. No soft surfaces present. Large areas of standing water noted.	My Little World CCP	Work with partner to purchase appropriate surfacing for play area.	Director of EHS	August 12, 2016	Completed July 2016
2b	Large areas of standing water noted.	My Little World CCP	Work with partner to apply proper grading to play area.	Director of EHS	August 12, 2016	Completed July 2016
3	Teacher used improper technique to pick up child (staff was corrected on the spot).	Wesley CCP	Provide individual training to staff on proper techniques for picking up children to prevent injury to child.	Director of EHS	August 12, 2016	May 24, 2016 (completed during visit)
4	Observed that toys mouthed by children were not isolated from other children or immediately sanitized during play. (When asked, staff was aware of the procedure for sanitizing toys).	Wesley CCP	Retrain staff on disease prevention through the practice of proper hygiene.	Director of EHS	August 12, 2016	May 24, 2016 (completed during visit)
5	Broken tile on the floor of the adult bathroom resulting in a dip in the level of the floor.	Wesley EHS	Work with owner to retile restroom floor.	Director of EHS	August 12, 2016	May 24, 2016 (completed during visit)