



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Dr. Lewis D Ferebee

District of Columbia Public Schools

1200 1st St NE Fl 12

Washington, DC 20002 - 7956

From: Responsible HHS Official

Date: 12/16/2019

Dr. Deborah Bergeron

Director, Office of Head Start

On 10/9/2019, the Administration for Children and Families (ACF) conducted a monitoring review of District of Columbia Public Schools Head Start program. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Dr. Lewis D Ferebee, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, a determination has been made that District of Columbia Public Schools Head Start program is a grantee with at least one area of deficiency in its Head Start program.

If you anticipate that you will not be able to correct all deficiencies within the correction time specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original corrective action time period.

In order to allow for sufficient time to consider extension requests, we ask that you submit your request within 10 days following receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

In addition to the area(s) of deficiency identified, there is at least one area of noncompliance documented in this report. Each area of noncompliance identified in this report that is not related to a deficiency must be corrected within 120 days following receipt of this report.

The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Brenda Hewitt, Regional Program Manager

Dr. Jeffrey Holmes, Chief Executive Officer/Executive Director

Dr. Cheryl Ohlson, Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Performance Summary

Applicable Standards	Grant Number(s)	Timeframe for Correction	Compliance Level	Service Area
1302.47(b)(5)(iv)	03CH3445 03CH010214	120 days	Noncompliance	Inappropriate Release
1302.90(c)(1)(ii)	03CH3445 03CH010214	30 days	Deficiency	Discipline

New Area of Noncompliance Determination(s)

Inappropriate Release

Noncompliance **1302.47(b)(5)(iv)**

Timeframe for Correction: 120 days

1302.47 Safety practices (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum: (iv) Only releasing children to an authorized adult,

The grantee did not ensure all staff and consultants followed appropriate practices to keep children safe during all activities, including, at a minimum only releasing children to an authorized adult. On August 30, 2019, school staff released a Head Start child enrolled at the Tacoma Elementary School to the incorrect adult.

A family friend was authorized to pick up Child A, which was verified by the main office and their identification was checked. Child A had a nickname that was similar to another child in the same class. When the family friend referred to Child A by the nickname, that name was relayed to the classroom teacher and was mistaken for the other child with the similar name. None of the staff members involved verified the last name of the Head Start child before the unauthorized release took place.

The incorrect child was escorted to the main office. The family friend did not know the child well enough to know she had the wrong child and left the school building with the child. While outside of the school, another parent recognized the child was with the wrong person and brought everyone back to the school. All parties ended up in the main office and the children were reunited with their authorized caregivers.

The grantee notified the Regional Office of the incident on September 6, 2019.

The grantee did not ensure all staff and consultants follow appropriate practices to keep children safe during all activities including, at a minimum only releasing children to an authorized adult; therefore, it was not in compliance with the regulation.

New Deficiency Determination(s)

Discipline
Deficiency
1302.90(c)(1)(ii)
Timeframe for Correction: 30 days

1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment;

The grantee did not ensure all staff, consultants, contractors, and volunteers abided by the standards of conduct and did not maltreat or endanger the health and safety of children, including at a minimum, that staff must not physically abuse a child. On September 24, 2019, a Head Start child enrolled at Wheatley Elementary School was forcibly moved by a Foster Grandparent volunteer which resulted in the child hitting his head against a bookshelf.

According to the incident reports, a child was throwing toys on the floor and refusing to pick them up. The Foster Grandparent volunteer forcefully dragged the child by his upper arm and "slammed" him in a chair which caused his head to jerk back and hit a bookshelf. The witness incident report stated the child's feet left the floor while being dragged.

The child was seen by the school nurse and given ice for his head. The child's parents and the Child & Family Services Agency was contacted. The grantee reported the incident to the Regional Office on September 30, 2019.

The grantee did not ensure all staff, consultants, contractors, and volunteers abided by the standards of conduct and did not maltreat or endanger the health and safety of children, including at a minimum, that staff must not physically abuse a child; therefore, it was not in compliance with the regulation.

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