



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | eclkc.ohs.acf.hhs.gov

To: Board Chairperson

*Ms. Carrie Stott
Board Chairperson
Bear River Head Start
95 West 100 South
Suite 200
Logan, UT 84321-5811*

From: Responsible HHS Official

*Dr. Blanca Enriquez
Director, Office of Head Start*

Blanca E. Enz 8/17/15
Date

Overview of Findings

From 3/9/2015 to 3/13/2015, the Administration for Children and Families (ACF) conducted a Fiscal/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review event for the Bear River Head Start Head Start and Early Head Start programs. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Ms. Carrie Stott, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time.

During your review, the team used a sampling methodology that included a random selection of child files. If your report includes findings related to evidence that involved sampling, the finding narratives in your report include specific percentages from each sample that were determined by dividing the number of issues found by the total sample size. This methodology, which uses statistically driven random samples, allows the OHS to use information collected through the representative samples to make generalizations regarding your program as a whole.

For example, if, during your review, the reviewer(s) examined a sample of 45 child files, the finding narrative will indicate the percentage of files that were identified with an issue. The percentage will be determined by dividing the number of child files with issues by 45.

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

Distribution of the Head Start Review Report

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

Ms. Debbie Hedin, Regional Program Manager
Ms. Susanna Robison, Policy Council Chairperson
Ms. Sarah Thurgood, CEO/Executive Director/Head Start Director

Overview Information

Review Type: *Fiscal/ERSEA*
Organization: *Bear River Head Start*
Program Type: *Head Start and Early Head Start*
Field Lead: *Ms. Kimberly Spriggs*
Funded Enrollment HS: *403*
Funded Enrollment EHS: *127*

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
Compliance Measure (CM)	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
Noncompliance	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
Deficiency	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <ul style="list-style-type: none"> (A) A threat to the health, safety, or civil rights of children or staff; (B) A denial to parents of the exercise of their full roles and responsibilities related to program governance; (C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or (D) The misuse of Head Start grant funds. <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

Fiscal Integrity

CM#	Compliance Measure	Compliance Level
FIS 1.1	The grantee's financial management systems provide for effective control over and accountability for grant and sub-grant funds, property and other assets and ensure they are used solely for authorized purposes.	Compliant 1301.32(a)(1), 74.21(b)(3-4), 92.20(b)(3-4), 92.26(a), 92.26(b)(1-5), A- 133(400)(d)(3, 5)
FIS 1.2	The grantee sought and received prior approval in writing for budget changes where prior approval is required and obtained approval for hiring of designated key personnel.	Compliant 74.25, 92.30
FIS 1.3	The grantee has obtained and maintained required insurance coverage for risks and liabilities.	Compliant 1301.11(a-b), 74.31
FIS 2.1	Financial reports and accounting records are timely, complete, and contain accurate information pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays (total expenditures), income, and interest. Reports include: • SF-425 (paper-based Federal Financial Report filed to with the Regional Office) • SF-425 (web-based Federal Cash Transactions report filed with the Division of Payment Management); and • USDA/Child and Adult Care Food Program (CACFP) reports	Compliant 1304.23(b)(1)(i), 1304.51(h), 74.21(b)(1-2), 92.20(b)(1-2)
FIS 3.1	The grantee implemented procurement procedures meeting , at a minimum, all requirements specified in applicable Federal, State, and local statutes, regulations, and administrative rules for Federal grants, including a written code or standards of conduct governing performance of employees in awarding and administering contracts. Contracts and delegate-agency agreements are current, available, signed, and dated, with a complete description of the performance and financial expectations of the grantee and the other parties. The grantee can demonstrate that contractual agreements were met.	Compliant 1309.54, 220, App A(A)(2)(e), 225, App A(C)(1)(f), 230, App A(A)(2)(g), 74.42, 74.43, 74.46, 74.47, 92.36(b)(2-3, 9), 92.36(c)(1), 642(e)(1)(B)(iv)(X)(aa)
FIS 4.1	Original time records are prepared and properly signed by the individual employee and approved by a responsible supervisory official, and an appropriate methodology was used to allocate salaries among Head Start and other programs.	Compliant 220, App A(C)(4)(a), 220, App A(J)(10)(a-d), 225, App A(C)(3)(a), 225, App B(8)(b)(1, 3-4), 230, App A(A)(4)(a)(2), 230, App B(8)(m)(1-2)
FIS 4.2	Head Start or Early Head Start grant funds are not used as any part of the monetary compensation (e.g. salary, bonuses, severance) of an individual employed by the grantee who is paid at an annual rate in excess of Executive Level II (\$181,500, effective January 2014).	Compliant 653(b)
FIS 4.3	Total compensation for personal services, including employee wages and incentive compensation payments, charged to the grant are allowable and reasonable.	Compliant 220, App A(J)(10)(a), 220, App(C)(2-3), 225, App A(C)(2)(b), 225, App B(8)(a, b), 230, App A(A)(3)(b), 230, App B(8)(b, c, j)

FIS 5.1	The grantee has implemented procedures to determine allowability, allocability, and reasonableness of costs charged against its Head Start and Early Head Start grant awards as required by the applicable cost principles. If the grantee is required to allocate costs between funding sources (including Head Start and Early Head Start awards), the program utilizes a method for allocating costs that reflects the relative degree of benefit for each program receiving the benefit of the allocated cost.	Compliant 220, App A(A)(2)(e), 220, App A(C)(2-4), 225, App A(C)(1, 2, 3), 230, App A(A)(2, 3, 4)
FIS 5.2	Indirect cost charges are supported by a negotiated and approved indirect cost rate. The grantee did not charge indirect costs.	N/A 1301.32, 225, App A(C)(3)(a), 230, App A(A)(2)(a), 230, App A(E)(2)(c)
FIS 5.3	The grantee can demonstrate all contributions of non-Federal share (NFS), including cash and third-party in-kind, are necessary and reasonable for accomplishing program objectives, allowable under applicable cost principles, and allocable if also benefiting another award. Financial records are sufficient and support the verification of adherence to applicable cost principles.	Compliant 74.23(a)(1-5), 74.23(d, f), 74.23(h)(1-3), 74.23(i)(1-2), 92.24(a)(1), 92.24(b)(1, 3, 6), 92.24(b)(7)(i, iv), 92.24(e)(1), 92.24(d), 92.24(e)(2)(i), 92.24(g)
FIS 5.4	During each funding period reviewed, the grantee charged to the award only costs resulting from obligations incurred during the funding period.	Compliant 74.28, 92.23(a)
FIS 6.1	The grantee has established the allowability of costs for owned or leased facilities and has adequately protected any Federal Interest in facilities through the filing of Notices of Federal Interest, insurance, and maintenance of property records. Compensation for the use of facilities owned by the grantee, a delegate agency, or other related party was through depreciation or use allowance based on the cost of the facility (excluding costs paid by Head Start). The grantee obtained advance Regional Office permission for any mortgage or loan agreements using collateral property acquired or subject to major renovation using Head Start funds and has ensured that mortgage/loan agreements include the required provisions.	Compliant 1309.10, 1309.20, 1309.21(b), 1309.21(d)(1-3), 1309.21(d)(4)(i-iii), 1309.22(a-c), 1309.23(a)(1-2), 1309.23(b), 1309.31(b), 1309.40, 220, App A(J)(14), 225, App B(11), 225, App B(37)(c), 230, App B(11)(a-b), 230, App B(43)(c)
FIS 6.2	The grantee safeguarded equipment purchased using Head Start funds by maintaining complete and accurate equipment records, verifying accuracy of records by conducting a physical inventory, and following disposition requirements. The grantee obtained advance Regional Office permission for any encumbrance of equipment acquired using Head Start funds. Testing not performed because (a) the total cost of equipment purchased from any Head Start award did not exceed \$50,000 or (b) in the last three years, the grantee did not purchase any piece of equipment with a unit cost of \$25,000 or more.	N/A 74.34(f)(1, 3), 74.34(g), 74.37, 92.32(d)(1-2), 92.32(e)

ERSEA

CM#	Compliance Measure	Compliance Level
ERSEA 1.1	When monthly average daily attendance in center-based programs falls below 85 percent (except in the case of illness or well-documented absences), the causes of absenteeism are analyzed, and the program initiates appropriate family support as needed	Compliant 1305.8(a-b)

ERSEA 2.1	Program staff verified each child's eligibility and included in each file a statement signed by a program employee identifying the child's eligibility category and the documents examined to determine eligibility.	Compliant 1305.4(c-e)
------------------	--	---------------------------------

ERSEA 2.2	<p>The program enrolls children who are categorically eligible (who fall within defined income-eligibility requirements).</p> <p>Defined Eligibility Requirements include:</p> <ul style="list-style-type: none">• Family income is below the poverty line• Family or child receives public assistance (SSI and TANF)• Family is homeless• Child is a foster child <p>Additional income-eligibility requirements:</p> <ul style="list-style-type: none">• Ten percent of children enrolled in the program may be over the income threshold• An additional 35 percent of children who are not categorically eligible may be from families whose income is between 100 and 130 percent of poverty	Compliant 645(a)(1)(B)(iii)(I-II)
------------------	---	---

ERSEA 3.1	Actual program enrollment is composed at least 10 percent of children with disabilities.	Compliant 1308.5(c)(1-4), 640(d)(1)
------------------	--	---

ERSEA 3.2	The program enrolled 100% of its funded enrollment and ensures an active and ranked waiting list is maintained at all times.	Compliant 642(g)
------------------	--	----------------------------

— END OF REPORT —



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | eclkc.ohs.acf.hhs.gov

To: Board Chairperson

*Mr. Kevin Fife
Board Chairperson
Bear River
95 West 100 South
Suite 200
Logan, UT 84321-5811*

From: Responsible HHS Official

*Dr. Blanca Enriquez
Director, Office of Head Start*

Date 10-2-15

Overview of Findings

From 4/27/2015 to 5/1/2015, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the Bear River Head Start and Early Head Start programs. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Mr. Kevin Fife, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered during this review event, your Head Start and Early Head Start programs were found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. 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. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

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

Distribution of the Head Start Review Report

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

Ms. Debbie Hedin, Regional Program Manager
Ms. Susanna Robison, Policy Council Chairperson
Ms. Sarah Thurgood, CEO/Executive Director/Head Start Director

Overview Information

Review Type:	<i>EnvHS</i>
Organization:	<i>Bear River</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Ms. Marita Allen</i>
Funded Enrollment HS:	<i>403</i>
Funded Enrollment EHS:	<i>127</i>

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
Compliance Measure (CM)	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
Noncompliance	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
Deficiency	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

Summary of Findings

Finding Type	Applicable Standards	Program Type	Grant	Timeframe	Compliance Level
Safe and Clean Facilities	1304.53(a)(10)(xi), 1304.53(a)(7), 1306.35(b)(2)(ii, ix)	HS and EHS	08CH1056	N/A	Concern
Healthy Learning Environments	1304.53(a)(10)(viii, x)	HS	08CH1056	N/A	Concern
Healthy Learning Environments	1304.22(e)(1)(iv)	HS and EHS	08CH1056	N/A	Concern
Safe Learning Environments and Supervision	1306.20(g)(1)	HS and EHS	08CH1056	120 days	Noncompliance
Safe Learning Environments and Supervision	1306.35(b)(2)(iv)	HS and EHS	08CH1056	N/A	Concern

Environmental Health & Safety

CM#	Compliance Measure	Compliance Level
EnvHS 1.1	<p>The program ensures all facilities are healthy and safe for children, families, and staff.</p> <p>The program has not ensured the safety and health of children by keeping facilities, materials, and equipment well maintained, clean, and in good repair.</p> <ul style="list-style-type: none"> • 1 to 4% of the items on the Health and Safety Checklist indicated a concern Additionally, • In 1 to 10% of the program's settings, an item on the Health and Safety Checklist indicated a concern. 	<p>Concern</p> <p>1304.53(a)(10)(xi), 1304.53(a)(7), 1306.35(b)(2)(ii, ix)</p>
EnvHS 1.2	Evacuation routes are clearly marked, and emergency procedures are posted for all facilities.	<p>Compliant</p> <p>1304.22(a)(1, 3), 1304.53(a)(10)(vii), 1306.35(b)(1)</p>
EnvHS 1.3	All facilities comply with State and local licensing requirements including, but not limited to, child care licensing, fire and building inspections, and occupancy permits.	<p>Compliant</p> <p>1306.30(e), 1306.35(d)</p>
EnvHS 2.1	<p>The program provides safe, clean, and appropriate indoor and outdoor learning environments.</p> <p>In 1 to 10% of the program's settings, the program did not provide safe, clean, and appropriate indoor and outdoor learning environments.</p>	<p>Concern</p> <p>1304.53(a)(10)(viii, x)</p>
EnvHS 2.2	<p>Staff, volunteers, and children wash their hands properly and when needed to ensure the health of children and adults.</p> <p>In 1 to 10% of the program's settings, proper hand-washing techniques were not used or hand-washing did not occur at the appropriate times.</p>	<p>Concern</p> <p>1304.22(e)(1)(iv)</p>
EnvHS 2.3	Spilled bodily fluids are cleaned up and disinfected immediately according to established professional guidelines.	<p>N/A</p> <p>1304.22(e)(3-4)</p>

Spills of bodily fluids were not observed in any of the observations conducted.

EnvHS 2.4	The program adopts sanitation and hygiene practices for diapering that adequately protect the health and safety of children and staff.	N/A 1304.22(e)(5)
------------------	--	-----------------------------

Diapering did not occur during any of the observations conducted.

EnvHS 2.5	The program's Nutrition program is designed and implemented to: <ul style="list-style-type: none"> • Comply with USDA nutrition requirements • Ensure food safety, including all meals are void of choking hazards • Ensure that breast milk and formula are handled appropriately (when applicable) • Meet the individual nutritional needs and feeding requirements of each child (including children with special dietary, medical, or disability needs) 	Compliant 1304.23(b)(1), 1304.23(b)(1)(vii), 1304.23(e)(2)
------------------	---	--

EnvHS 2.6	The program ensures that medication is not accessible to children and is properly administered, stored, and labeled.	Compliant 1304.22(e)(1-4)
------------------	--	-------------------------------------

EnvHS 3.1	Prior to employing an individual, the program obtains a: <ul style="list-style-type: none"> • Federal, State, or Tribal criminal record check (CRC) covering all jurisdictions in which it provides Head Start services to children • Federal, State, or Tribal CRC as required by the law of the jurisdiction in which the program provides Head Start services • CRC as otherwise required by Federal law 	Compliant 648A(g)(3)(A-C)
------------------	--	-------------------------------------

EnvHS 3.2	PART 1306 - Head Start Staffing Requirements And Program Options 1306.20 Program staffing patterns. (g) Grantee and delegate agencies offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed the limits specified in this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count. (1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age.	Noncompliance 1306.20(g)(1)
------------------	---	---------------------------------------

EnvHS (4/28/2015)

The grantee did not ensure the group size in each Family Child Care (FCC) home in which Head Start children were enrolled did not exceed the limits specified in the regulation. Observations in 25 settings found the group size in 5 exceeded the limit.

An observation at Beckstead FCC found seven children present, and there was no assistant. In addition, one child in the group was under 2 years of age.

An observation at Robison FCC found 15 children and 2 providers present. Two children were under the age of 2, and the group-size limit was exceeded by three children.

An observation at Dillinga FCC found 14 children and 2 providers present. Four children were under the age of 2, and the group-size limit was exceeded by two children.

An observation at Mayers FCC found 15 children and 2 providers present. Three children were under the age of 2, and the group-size limit was exceeded by three children.

An observation at Pauni FCC found 13 children and 2 providers present. Three

children were under the age of 2, and the group size was exceeded by one child.

The grantee did not ensure the group size in each FCC home in which Head Start children were enrolled did not exceed the limits specified in the regulation; therefore, it was not in compliance with the regulation.

Timeframe for correction: 120 days

EnvHS 3.3	The program ensures that no more than eight children are placed in an infant and toddler space, and no more than four children are assigned to each teacher.	Compliant 1304.52(g)(4)
EnvHS 3.4	The program arranges all outdoor play areas to prevent children from getting into unsafe and/or unsupervised areas. The program also ensures that children en route to play areas are not exposed to vehicular traffic without supervision.	Compliant 1304.53(a)(9), 1306.35(a)(3)
EnvHS 3.5	The program ensures children are released only to a parent, legal guardian, or other individuals as designated in writing by the parent or legal guardian.	Compliant 1310.10(g)
EnvHS 3.6	Program staff supervise children at all times with limited disruptions and engage with them in a manner that is developmentally appropriate (e.g., the use of positive guidance techniques; timely, predictable and unrushed routines; technology is used only to promote children's learning).	Concern 1306.35(b)(2)(iv)

In one or two settings, staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children.

— END OF REPORT —

FY 2015 Environmental Health & Safety Monitoring Report Appendix

This appendix provides details on issues identified during observation of centers and classrooms during the Environmental Health & Safety monitoring event. The information is organized by grantee center and classroom. It includes findings associated with noncompliances and deficiencies identified in the review report as well as issues related to concerns, which do not require corrective action but may warrant attention. The Office of Head Start has provided this resource to assist grantees in continuous program improvement. The review report itself, to which this appendix is attached, remains the official, legal notice communicating findings that require correction. The federal regulations associated with each of the findings are provided in the official report. This appendix is designed to be used in conjunction with the official report.

Center	Classroom	CM	Item Type	Details
Aldersgate	--	EnvHS1.3	Life Safety Code	The facility does not have a fire-alarm system.
Bear River Early Head Start	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Brigham City	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation.
CCC Barrett	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. There were several children in high chairs, eating dry cereal during the observation. On several different occasions, as the staff was tending to other children or performing other tasks, the staff were further than arm's reach from the children in the high chairs.
CCC Beckstead	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. The Provider had no assistant and had no provision for having an adult with the children when the adult needed to leave them to use the bathroom.
CCC Dallinga	--	EnvHS2.2	Area of Concern	There were two dogs located at the center. One of the dogs was allowed in the same area as the children, however, there did not appear to be any requirement for children or staff to wash hands after coming in contact with the dog. Petting and handling the dog without follow-up hand-washing was observed.
CCC Gill	--	EnvHS1.1	Area of Concern	The immunization record for the dog is out of date and poses a risk to children. The dog was due for DA2PPL Booster on 4/23/14 and also due for Bordetella Booster on 4/23/14.
CCC Mayers	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. Staff was not always within arm's reach of a child in a high chair. On several occasions it was observed that the infants in the high chairs were out of arm's length from both the provider and the assistant, as they tended to other children.
CCC Pauni	--	EnvHS3.6	Area of Concern	Staff were present with children, however they were not supervising and engaging with children in a manner that ensures the safety of children. There was an infant in a high chair that was not within arm's reach of a staff member. The child in the high chair was being fed in a small room off to the side of the main activity area by the Provider's assistant. The assistant left the room momentarily (approximately one minute) to speak with the Provider and the child was left unattended.

Center	Classroom	CVI	Item Type	Details
CCC Robison	--	EnvHS1.1	Area of Concern	There are two window wells in the back yard, accessible to children, which are un-protected, presenting fall hazards of approximately 4 feet.
Fielding	--	EnvHS1.1	Area of Concern	There is not a fire extinguisher available in this classroom. The building inspection from the pre-site guide that occurred on 9/17/14 requested that a fire extinguisher be hung on the wall inside the Head Start classroom, but it had not been hung as of 9/29/2015.
Hyrum	--	EnvHS1.3	Life Safety Code	The facility does not have a fire-alarm system.
Malad	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation.
Millville	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Richmond	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Smithfield	--	EnvHS1.3	Life Safety Code	The fire-alarm system does not have a manual means of initiation or visual cues when activated.
Soda Springs	--	EnvHS2.1	Area of Concern	In the outdoor play area, there were stakes in the ground around the sand pit; posing a risk that children could be injured if they were to fall on a raised stake.

**Bear River Head Start
Environmental Health and Safety Review
Corrective Action Plan**

10/10/15
Prepared By
Sarah Thurgood

The following plan indicates the strategies, and corrective action that will be implemented to ensure compliance for the non-compliance identified in the Environmental Health and Safety review conducted 4/27/2015 to 5/01/2015 for Bear River Head Start.

Area of Non-Compliance

1306.20 Program staffing patterns

Requirement

(g) Grantees offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed limits specified within this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count.

(1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age.

Non-Compliance

The grantee did not ensure the groups size in each Family Child Care (FCC) home in which Head Start children were enrolled did not exceed the limits specified in the regulation. Observations in 25 settings found the group size in 5 of the 25 settings to exceed the limit.

Provider #1- 7 children present, with no assistant. 1 child in the group was under age 2.

Provider #2- The group size limit was exceeded by 3 children. 2 children were under age 2.

Provider#3- the group size exceeded by 2 children. 4 children under age 2.

Provider #4- the group size was exceeded by 3 children. 3 children under age 2.

Provider #5- the group size was exceeded by 1 child. 3 children under age 2.

Corrective Plan

Strategy	Barriers to be Addressed
<p>Work with Providers to realign enrollment slots. Providers will need to assign children into another Providers services and open child care slots.</p> <p>Providers receive Stipend payments from Bear River Head Start for complying with all Performance Standards. These standards include lower ration requirements than the State of Utah. If Providers do not comply, it will be necessary to cut their Stipend payments.</p> <p>We will continue working with Providers to understand the positive impact on their children served if they maintain lower child/ Provider ratios.</p> <p>If Providers do not agree to achieve and maintain ratio requirements, Bear River will need to terminate our agreement with them. The grantee will then identify new Providers that will follow all Performance Standards including ration requirements.</p> <p>Staff will receive additional training on child care regulations, health and safety requirements, and understand their role in ensuring compliance.</p>	<p>Providers get very attached to their children served, and want to continue serving them until they transition out. Even though this may be difficult for Providers and/or parents, we will need to ensure we make the transition as smooth as possible, in reassigning children into different provider's open enrollment slots. We will make every effort to ensure the needs of the children and their families are addressed.</p> <p>Providers have struggled with Performance Standard ratios being lower than the State of Utah's child care ratio requirements. Providers see that they may make less money if they have lower ratios. We must work with Providers to understand that lower ratios equal higher quality of child care.</p>

Timeline	Staff Responsible
<p>Prior to November 7th, 2015</p> <p>Bear River Head Start will ensure full compliance in this area.</p>	<p>Kami Christensen- Child Care Connection (CCC) Coordinator</p> <p>Meri Niederhauser- CCC Child Development Specialist</p> <p>Mary Hammond- CCC Mentor Coach</p> <p>Site Visitors</p>