



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 3th Floor Portals Building, 1250 Maryland Ave. SW, Washington DC 20024 | eclkc.ohs.acf.hhs.gov

To: Board Chairperson
Mr. Thomas Arenberg
Board Chairperson
Next Door Foundation, Inc.
2545 North 29th Street
Milwaukee, WI 53210-3116

From: Responsible HHS Official
Ms. Ann Linehan
Acting Director, Office of Head Start

Ross Weaver for 4/10/15

Date

Overview of Findings

From 2/23/2015 to 2/27/2015, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the Next Door Foundation, Inc. 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 event. This Head Start Review Event Report has been issued to Mr. Thomas Arenberg, 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 program was 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. Kay Willmoth, Regional Program Manager
Ms. Bridgette Howard, Policy Council Chairperson
Ms. Carol Keintz, CEO/Executive Director
Ms. Monica Brooks, Head Start Director

Overview Information

Review Type: *EnvHS*
Organization: *Next Door Foundation, Inc.*
Program Type: *Head Start*
Field Lead: *Mr. Stephen Suriano, M.S.*
Funded Enrollment HS: *1075*
Funded Enrollment EHS: *Not Applicable*

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>
Immediate Deficiency	Deficiencies identified during a review that pose imminent harm or danger to children and staff which requires that the grantee take immediate corrective action. The Office of Head Start interprets "immediate corrective action," as specified in the Act, as those situations that must be resolved at the point of discovery or up to 30 days from when the notice of deficiency is given.

Summary of Findings

Finding Type	Applicable Standards	Program Type	Grant	Timeframe	Compliance Level
Safe and Clean Facilities	1304.53(a)(10)(vi)	HS	05CH8319	N/A	Concern
Safe and Clean Facilities	1304.53(a)(10)(vii)	HS	05CH8319	120 days	Noncompliance
Healthy Learning Environments	1304.22(c)(3)	HS	05CH8319	N/A	Concern
Safe Learning Environments and Supervision	1304.52(i)(1)(iii)	HS	05CH8319	120 days	Noncompliance

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 1304.53(a)(10)(vi)</p>
EnvHS 1.2	<p>PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies 1304.53 Facilities, Materials, and Equipment. (a) Head Start Physical Environment and Facilities (10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that: (vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures);</p> <p><u>EnvHS (2/23/2015)</u></p> <p>The grantee did not ensure exits were clearly marked. Forty-six settings were observed, and 41 did not have Exit signs posted over classroom doors.</p> <p>Observations in classrooms 101, 103, 104, 106, 107, 109, 113, 115, 120, 122, 127, 129, 131, 133, 137, 139, 141, 149, and 151 at the Capitol Center; classrooms 65, 68, 77, 120, 128, 129, and 131 at the 29th Street Center; classrooms 113, 114, 119, 124, 125, 126, and 127 at the Urban Day Center; classrooms 118, 119, 121, and 123 at the Holmes Center; and classrooms 121, 122, 124, and 125 at the Malaika Center did not have Exit signs posted over the classroom doors.</p> <p>The grantee did not ensure exits were clearly marked; therefore, it was not in compliance with the regulation.</p> <p>Timeframe for correction: 120 days</p>	<p>Noncompliance 1304.53(a)(10)(vii)</p>
EnvHS 1.3	<p>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>	<p>Compliant 1306.30(c), 1306.35(d)</p>

EnvHS 2.1	The program provides safe, clean, and appropriate indoor and outdoor learning environments.	Compliant 1304.53(a)(10)(viii, x, xvii), 1304.53(a)(5, 7-8), 1304.53(b)(1)(iii), 1304.53(b)(3), 1306.35(b)(2)(v-vi)
EnvHS 2.2	Staff, volunteers, and children wash their hands properly and when needed to ensure the health of children and adults.	Compliant 1304.22(e)(1)(i-iv)
EnvHS 2.3	Spilled bodily fluids are cleaned up and disinfected immediately according to established professional guidelines.	Compliant 1304.22(e)(3-4)
EnvHS 2.4	The program adopts sanitation and hygiene practices for diapering that adequately protect the health and safety of children and staff.	Compliant 1304.22(e)(5)
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.	Concern 1304.22(c)(3)
	In 1 to 10% of the program's settings, child or adult medications were not labeled, stored under lock and key, or refrigerated, if necessary.	
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	The program ensures the maintenance of appropriate class and group sizes based on the predominant age of the children.	Compliant 1306.20(g)(1-2), 1306.32(a)(1-6)
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	PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies 1304.52 Human Resources Management. (i) Standards of conduct. (1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that	Noncompliance 1304.52(i)(1)(ii)