

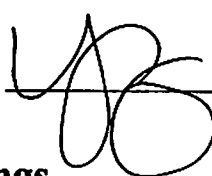


DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson
Mr. John Quinn
Board Chairperson
Akron Summit Community Action, Inc.
55 E Mill St.
Akron, OH 44309-2000

From: Responsible HHS Official
Ms. Yvette Sanchez Fuentes
Director, Office of Head Start

 02/04/11
Date

Overview of Findings

On 12/17/2010, the Administration for Children and Families (ACF) conducted a monitoring desk review of the Akron Summit Community Action, Inc. Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

This Head Start Review Report has been issued to Mr. John Quinn, Board Chairperson, as legal notice to your agency of the results of the program review.

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. Shakita VanLiew, Policy Council Chairperson
Mr. Malcolm Costa, CEO/Executive Director
Mr. William Alford, Head Start Director

Overview Information

Review Type: *Desk Review*
Organization: *Akron Summit Community Action, Inc.*
Program Type: *Head Start and Early Head Start*
Team Leader: *Mr. Franklin Marfia*
Purpose: *Follow Up*
Funded Enrollment HS: *1593*

Funded Enrollment EHS: 40

Status of Previously Identified Areas of Noncompliance

Date of Review in which Noncompliance was identified	Applicable Standards	Program Type	Status
<i>Apr 25, 2010</i>	<i>1304.52(k)(1)</i>	<i>HS and EHS</i>	<i>Corrected</i>

PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies

1304.52 Human Resources Management.

(k) Staff and volunteer health.

(1) Grantee and delegate agencies must assure that each staff member has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Triennial(4/25/2010)

The grantee did not ensure each staff member had an initial health examination including screening for tuberculosis (TB). A review of 48 Human Resources files found 3 staff--the Health Coordinator, Family Development Consultant, and Recruitment and Enrollment Administrator--did not have health examinations on file. In an interview, the Human Resources Manager confirmed the grantee did not have initial health examinations on record for the three individuals. A review of the grantee's Personnel Policies found part VI-Conditions of Employment, section C, required all new employees to complete a pre-employment physical.

The grantee did not ensure three staff members had initial health examinations including screenings for TB; therefore, it was not in compliance with the regulation.

Desk Review - Corrected

The grantee ensured each staff member had an initial health examination including screening for tuberculosis (TB). A review of Employee Medical Statements provided evidence the three employees identified during the triennial review obtained health examinations including a TB screening. The examination completion dates were as follows: Health Coordinator, May 15, 2010; Family Development Coordinator, May 4, 2010; and Recruitment and Enrollment Administrator, May 20, 2010.

In an interview, the Human Resources Manager stated the Personnel Policies regarding medical requirements were amended, requiring all new hires to have an initial health exam including a TB screening at some point during the first 5 days of new employee training and orientation. The Human Resources Manager said the health examination and TB screen results were required for

the new employee to continue employment after the 5-day orientation. A review of the Personnel Policies found part VI-Conditions of Employment, section C, required all new employees to complete an initial post-employment physical, including a TB test within the first 5 days of employment. A review of the health examinations of five new employees hired between December 6 and 13, 2010 found all had health examinations including a screening for TB completed within the timeframe required by the grantee's policy.

The grantee ensured staff members obtained health examinations including screenings for TB and had policies in place ensuring all new hires obtained physical examinations at hiring. This area of noncompliance is corrected.

— END OF REPORT —