



Mr. James Jones  
Board Chairperson  
Pace Community Action Agency, Inc.  
525 North 4<sup>th</sup> Street  
Vincennes, IN 47591-0687

Dear Mr. Jones:

Thank you for your participation in The Office of Head Start's Aligned Monitoring System FY2015 Environmental Health and Safety review event.

Attached, please find a copy of your final Environmental Health and Safety report and also, new this year, a detailed Appendix.

The monitoring report contains details of any Area of Concern, Non-Compliance and/or Deficiency identified during your review event with timeframes for correction, if applicable. The new Appendix provides specific details from the observations conducted by reviewers, by Center and by Classroom, and is meant to be used in conjunction with the monitoring report as you continue to assess and improve the quality of your program facilities.

On behalf of Danya International, Inc., we thank you for your patience and understanding as these detailed reports are provided to all Grantees who have participated in Environmental Health and Safety review events this year.

Sincerely,

The Head Start Monitoring Team  
[Headstartreviews@danya.com](mailto:Headstartreviews@danya.com)



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20024 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**  
*Mr. James Jones*  
*Board Chairperson*  
*Pace Community Action Agency, Inc.*  
*525 North 4th Street*  
*Vincennes, IN 47591-0687*

**From: Responsible HHS Official**  
*Dr. Blanca Enriquez*  
*Director, Office of Head Start*

*Blanca E. Enriquez* 4/30/15  
Date

## Overview of Findings

From 1/20/2015 to 1/23/2015, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the Pace Community Action Agency, Inc. 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. James Jones, 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.

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. Amie Glass, Policy Council Chairperson  
Dr. Bertha Proctor, CEO/Executive Director/Head Start Director

### Overview Information

Review Type:	<i>EnvHS</i>
Organization:	<i>Pace Community Action Agency, Inc.</i>
Program Type:	<i>Head Start and Early Head Start</i>
Field Lead:	<i>Ms. Corliss Starks</i>
Funded Enrollment HS:	<i>388</i>
Funded Enrollment EHS:	<i>69</i>

## Glossary

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

Term	Definition
<b>Compliance Measure (CM)</b>	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.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	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.
<b>Noncompliance</b>	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.
<b>Deficiency</b>	<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>

*Environmental Health & Safety*

CM#	Compliance Measure	Compliance Level
EnvHIS 1.1	The program ensures all facilities are healthy and safe for children, families, and staff.	<b>Compliant</b> 1304.53(a)(10), 1304.53(a)(10)(i-ii, iv-vi, xi-xii, xiv, xvi), 1304.53(a)(7-8), 1304.53(b)(1)(ii), 1306.35(b)(2)(i-iii, vii-ix)
EnvHS 1.2	Evacuation routes are clearly marked, and emergency procedures are posted for all facilities.	<b>Compliant</b> 1304.22(a)(1, 3), 1304.53(a)(10)(vii), 1306.35(b)(1)
EnvHIS 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.	<b>Compliant</b> 1306.30(c), 1306.35(d)
EnvHS 2.1	The program provides safe, clean, and appropriate indoor and outdoor learning environments.	<b>Compliant</b> 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.	<b>Compliant</b> 1304.22(e)(1)(i-iv)
EnvHIS 2.3	Spilled bodily fluids are cleaned up and disinfected immediately according to established professional guidelines.	<b>Compliant</b> 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.	<b>Compliant</b> 1304.22(e)(5)
EnvHS 2.5	The program's Nutrition program is designed and implemented to: <ul style="list-style-type: none"> <li>• Comply with USDA nutrition requirements</li> <li>• Ensure food safety, including all meals are void of choking hazards</li> <li>• Ensure that breast milk and formula are handled appropriately (when applicable)</li> <li>• Meet the individual nutritional needs and feeding requirements of each child (including children with special dietary, medical, or disability needs)</li> </ul>	<b>Compliant</b> 1304.23(b)(1), 1304.23(b)(1)(vii), 1304.23(e)(2)
EnvHIS 2.6	The program ensures that medication is not accessible to children and is properly administered, stored, and labeled.	<b>Compliant</b> 1304.22(c)(1-4)
EnvHIS 3.1	Prior to employing an individual, the program obtains a: <ul style="list-style-type: none"> <li>• Federal, State, or Tribal criminal record check (CRC) covering all jurisdictions in which it provides Head Start services to children</li> <li>• Federal, State, or Tribal CRC as required by the law of the jurisdiction in which the program provides Head Start services</li> <li>• CRC as otherwise required by Federal law</li> </ul>	<b>Compliant</b> 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.	<b>Compliant</b> 1306.20(g)(1-2),

		1306.32(a)(1-6)
<b>EnvIIS 3.3</b>	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.	<b>Compliant</b> 1304.52(g)(4)
<b>EnvHS 3.4</b>	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.	<b>Compliant</b> 1304.53(a)(9), 1306.35(a)(3)
<b>EnvIIS 3.5</b>	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.	<b>Compliant</b> 1310.10(g)
<b>EnvIIS 3.6</b>	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).	<b>Compliant</b> 1304.52(i)(1)(iii-iv), 1306.35(b)(2)(iv)

— 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
Vincennes Head Start	VCB 107 PM	EnvHS1.3	Life Safety Code	The classroom does not have an exit that leads directly to the outside or a window for emergency rescue or ventilation. There are 10 hopper style windows which pivot from the bottom and open at the top, and none of them are suitable for emergency egress.
Vincennes Head Start	VCB 108	EnvHS1.3	Life Safety Code	The classroom does not have an exit that leads directly to the outside or a window for emergency rescue or ventilation. The windows are hopper style and pivot from the bottom and open at the top, and do not provide an adequate opening for egress.
Vincennes Head Start	VCB 109	EnvHS1.3	Life Safety Code	The classroom does not have an exit that leads directly to the outside or a window for emergency rescue or ventilation. The windows are the old hopper style windows that pivot from the bottom and the opening is at the top, these windows are not suitable for emergency egress.
Vincennes Head Start	VCB 110 AM	EnvHS1.3	Life Safety Code	Life Safety codes recommend that all exit windows are no more than 44 in. above the floor. There is a large bank of windows and blocked glass, however only two of the windows open and they are significantly higher than 44 inches from the floor.
Vincennes Head Start	VCB 111 PM	EnvHS1.3	Life Safety Code	The classroom does not have an exit that leads directly to the outside or a window for emergency rescue or ventilation. The classroom has four large hopper style windows that pivot at the bottom and open at the the top, however the windows are not suitable for egress.
Vincennes Head Start	--	EnvHS1.3	Life Safety Code	Life Safety Codes recommend that each floor has a minimum of two exits that leads to the outside. The second story does not have exits which lead directly to the outside. All occupants must use the stairwells located on either end of the main corridor.
Washington Head Start	--	EnvHS1.3	Life Safety Code	Life Safety Codes recommend that each floor has a minimum of two exits that leads to the outside. The second floor of the Center is primarily used for administrative purposes, however the dedicated EHS classroom is located on the second floor, there are no exterior exit routes from the second floor. To egress from the second floor, occupants must use one of two interior stairwells that lead to the first floor, then egress from one of two main exits that lead directly to the outside.