



FAQ: Environmental Health and Safety Review Event

What is the Environmental Health and Safety review event?

The Environmental Health and Safety (EnvHS) review is a review event that monitors the health and safety of a grantee's classrooms, centers, and family child care (FCC) environments.

What is different about Environmental Health and Safety tool?

The Environmental Health and Safety tool was enhanced in order to assess the quality of health and safety at each center, classroom, and FCC setting. Previous years of monitoring data were analyzed, and best practices from across the country were used to enhance this tool. This tool also includes life safety codes that will be assessed and used for data collection for the Office of Head Start (OHS).

How long will the EnvHS review event be?

An Environmental Health and Safety review event usually takes place over an average of three days. At least one Head Start Environmental Health and Safety Reviewer will be on-site during this time. The number of reviewers and the duration of time they will be on-site depends on both the number of facilities and classrooms as well as the time required to travel to each facility.

How will the sample of centers, classrooms, and FCC settings be selected?

Starting in FY2015, the Office of Head Start will be monitoring the total number of centers, classrooms, and FCC settings for each grantee. This is to ensure that the OHS has a clear picture of the grantee as a whole. There will no longer be a sample of settings selected; every setting will be reviewed.

What do I need to do to prepare for the EnvHS review event?

Prior to the EnvHS review event, every grantee should view the EnvHS presentations posted on the Virtual Expo. Additionally, every grantee should ensure that the data in the Head Start Enterprise System (HSES) is complete and accurate. Because the reviewer will be visiting every classroom and center, please be sure these data are uploaded accurately into HSES prior to the review event. Review the EnvHS protocol document that is posted on the Early Childhood Learning and Knowledge Center (ECLKC) Web site. Make sure that all of your pre-site documents are in order. The pre-site documents required of the grantee are: licensing certificates, building inspections, occupancy certificates, fire prevention inspections, and USDA inspections.



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What resources will grantees have to support them?

Each grantee will be assigned a Monitoring Event Coordinator (MEC) who will be the grantee's point of contact over the course of its five-year grant. The MEC will set up the 30-day planning call with the grantee, schedule all interviews and tasks for the on-site review event, and collect all pre-site information needed for the EnvHS review event (described above).

A Review Field Lead (RFL) will be assigned to each EnvHS review event. The RFL will oversee the EnvHS review event activities. The MEC will transfer the information they have discussed with the grantee to the assigned RFL. Prior to the on-site review event, the RFL will contact the grantee, introduce him or herself, and confirm the schedule for the review event. The RFL will be available to answer any questions or concerns the grantee may have while the review event is taking place.

What will reviewers be looking at during the EnvHS review event?

The Environmental Health and Safety review event covers the following key areas of health and safety:

1. **Safe and Clean Facilities:** The program ensures physical environments are safe for children, parents, and staff (e.g., classroom circle rugs are free of debris).
2. **Healthy Learning Environments:** The program establishes and maintains healthy practices and routines (e.g., hand washing).
3. **Safe Learning Environments and Supervision:** The program ensures children's safety through thorough background checks and effective supervision practices (e.g., maintaining a good staff to child ratio).
4. **Safe Transportation:** The program ensures children's safety through effective and safe transportation (e.g., ensuring a transportation aide is present).

The EnvHS reviewer will be conducting safety observations, document reviews (e.g., criminal record check (CRC) tracking documents), and interviews in order to collect the evidence needed for the OHS to determine the health and safety of the grantee. The safety observations will be guided by the EnvHS protocol checklist.

How will I receive the results of my EnvHS review event?

When the reviewers have completed their assessment, the Review Team Lead will submit to OHS a preliminary report from the Environmental Health and Safety review. OHS will make final determinations and issue an Environmental Health and Safety final report to each grantee.