

Tri-County Community Council

**Head Start
Child Health and
Developmental
Services Plan**

Revised 6/17/08

rk6/18/08

**HEAD START SERVICE PLAN
CHILD HEALTH AND DEVELOPMENTAL SERVICES**

Determining Child Health Status

PERFORMANCE OBJECTIVE: 1304.20 (a): Obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care.

1. **Prior to the first day of attendance**, each child must have a current original immunization card from the State of Florida, to be placed in the child's family file.
2. As soon as possible after acceptance, but no later than **30 calendar days** after enrollment, each child will have a well child physical on file at the Head Start Center the child attends. The physical must have been completed within the past year. The physical will include the required guidelines of the EPSDT. Each child enrolled in Head Start will have at least one lead and hemoglobin test result in their file within **90 calendar days** of the child's enrollment to the Head Start program. An annual physical examination will be completed and kept on file for each year the child participates in the program.
3. **At the time of enrollment**, consent for medical release should be signed and completed by the parents to allow Head Start staff access to results that may be pending at the child's physician's office. The child's parent will make the first attempt in obtaining pending results. If a parent needs assistance in obtaining pending results the Family Service Worker, Center Coordinator or Health Services Coordinator will then attempt to obtain pending results.
4. For children who are not up-to-date on an age-appropriate schedule of well child care, the Health Services coordinator, with the assistance of the Family Service Worker and Center Coordinator, will assist the parents in bringing the child up to date.
5. For children who are up-to-date on an age appropriate schedule of well child care, the Health Services Coordinator, Family Service Worker, and Center Coordinator will maintain an **on-going** monitoring of the child's health records to ensure that they continue to follow the recommended EPSDT schedule of well care. The Family Service Worker will send home reminders to the child's parent at a (1) month notice and then at a (2) week notice for medical requirements needed, i.e. physical.

DENTAL

6. As soon as possible, but no later than **90 calendar days** after the child's entry into the Head Start program, a dental examination will be completed and a recommended treatment plan established. This can be performed by a contracted dentist for the Head Start program or the child's private dentist. If the child already has a dentist the Family Service Worker or Center Coordinator will obtain a copy of the treatment record from that dentist.

7. **At the time of enrollment** and if the child has no regular dentist, a consent for dental services and health history form should be completed and signed by the parent. If a parent denies the dental examination and treatment for their child by the contracted Head Start dental provider, the Health Services Coordinator will be notified. The Health Services Coordinator will meet with the parent concerning dental care. If the parent continues to refuse dental treatment for the child, a denial of dental services will be completed and signed by the parent. The parent will then be responsible to provide to the program written documentation of dental treatment obtained for the child.

8. **At the time of enrollment, if the child has a private dentist**, a written release of dental records should be signed by the parents to give permission for the Health Services Coordinator or Family Service worker to obtain the child's dental records from the family's private dentist. The child's parent will make the first attempt in obtaining pending results. If a parent needs assistance in obtaining pending results the Family Service Worker, Center Coordinator or Health Services Coordinator will then attempt to obtain pending results

Evidence of compliance: Physical exam form, immunization card, consent for dental screening, health history form.

Staff responsibility: Family Service Worker, Center Coordinator, Health Services Coordinator.

Screening for developmental, sensory, and behavioral concerns

Performance Objective: 1304.20 (b) Screening for developmental, sensory, and behavioral concerns

(1) In collaboration with each child's parent, and within 45 calendar days of the child's entry into the program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmental, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, and emotional skills (see 45 CFR 1308.6 (b) (3) for additional information). To the greatest extent possible, these screening procedures must be sensitive to the child's cultural background.

1. Screen each child's development in behavioral, motor, language, social, cognitive, perceptual, and emotional skills using the Dial-3.
2. Assess sensory skills of visual and auditory from physical or performed by trained Head Start Staff.
3. Assess children's progress throughout the program year using Galileo Assessment. This will be used to assist teachers in planning and individualizing their lesson plans. Note: These screenings must be sensitive to the child's cultural background.
4. Complete mental health observation (Dial-3 Parent Questionnaire, Dial-3, Ages & Stages, and Deca – As needed).
5. Obtain an up-to-date physical and immunization record on each child.
6. Complete a child health record at enrollment.

Evidence of compliance:

Physical, immunization record, Dial-3 Parent Questionnaire, Dial-3, Ages & Stages, and Deca – As needed, consent from parents, child health record, and Galileo Assessment.

Staff responsibility: Family Service Worker, Disabilities Specialist, Center Coordinator, Health Services Coordinator, and Teaching Staff.

Extended follow-up and treatment

PERFORMANCE OBJECTIVE: 1304.20

1. **At the time of enrollment** a medical home information form and health history form should be completed and signed by the parent that identifies an ongoing source of continuous, accessible health care (medical home) for the enrolled child. If the family does not have an ongoing source of continuous, accessible health care (a medical home), the Family Service Worker and /or Center Coordinator must assist the parents in accessing a source of continuous, accessible health care for the child. This will be accomplished as quickly as possible, but no later than **90 calendar days** from the child's entry into the program.
2. The Family Service Worker, with the assistance of the Center Coordinator will establish a system of **ongoing** communication with the parents of each child identified to have specific health needs to facilitate and implement a follow-up plan to track the identified health need.
3. **Within 14 days** of the child's dental examination, the child's parents will be notified by the Family Service Worker or Center Coordinator in writing of the findings of the child's dental examination and any recommended follow-up treatment.
4. The Center Coordinator and the Family Service Worker will provide **ongoing** assistance to parents in obtaining any prescribed medications, aids or equipment for medical and dental conditions.
5. The Center Coordinator and/or Family Service Worker will assist parents to schedule and keep appointments for dental follow-up
Dental follow-up and treatment includes:
 - 1) Fluoride supplements and topical fluoride treatments as recommended by dental professionals.
 - 2) Other necessary preventive measures and further dental treatment as recommended by the dental professional.
 - 3) A treatment plan established by the dentist and approved by the parent for any operative dental procedures.
6. The Health Services Coordinator, Center Coordinator, and Family Service Worker will assist parents to obtain related services to address health concerns outlined in the Individualized Education Plan for their child.

7. Head Start funds will be used for professional medical and dental services only when no other pay source is available. When Head Start funds are used for such services, the Health Services Coordinator must provide written documentation to the Head Start Director supporting the claim of no other available funding.

- 8 The Health Services Coordinator, with the assistance of the Center Coordinator and Family Service Worker, will maintain **ongoing** documentation of health issues, and address any areas of concern on the Head Start Child Individual Plan (HSCIP).

Evidence of compliance: Medical home information form, health history form, dental follow-up form, family file, educational file, HSCIP.

Staff responsibility: Family Service Worker, Center Coordinator, Health Service Coordinator, Teaching Staff.

Ongoing Care

PERFORMANCE OBJECTIVE: 1304.20 (a) the program will implement ongoing procedures to identify health concerns.

1. In addition to assuring children participate in a schedule of well child care, the Health Services Coordinator, Center Coordinator, Family Service Worker and Teacher will conduct **ongoing**, periodic observations of each individual child's developmental progress including changes in physical appearance and emotional and behavioral patterns. These procedures will include observations from the child's parents as well as staff members.
2. Periodic in-service training will be provided to all program staff during the school year to assist them to identify common health and developmental concerns of children as needed or by request of staff.
3. The program staff will be instructed who to contact at each site with health or behavioral concerns. This information will be forwarded to the Education Services Coordinator for review and forwarded to the appropriate Coordinator if needed.

Evidence of compliance: Family file, education file, disability file, referrals, interoffice communication.

Staff responsibility: Family Service Worker, Center Coordinator, Education Services Coordinator, Teaching Staff.

PARENTAL INVOLVEMENT IN HEALTH ISSUES

PERFORMANCE OBJECTIVE: 1304.20 (e) Parents will be involved in decisions concerning their child's health.

1. To ensure that each child enrolled in the program is receiving appropriate health services the Family Service Worker, Center Coordinator, Teacher, or Health Services Coordinator will consult with parents immediately when health or developmental problems are suspected or identified.
2. Staff will discuss with parents any health and developmental procedures used by the program. Staff will obtain in advanced informed consent from the parent or guardian for each procedure. The Family Service Worker or Center Coordinator will explain the results of diagnostic testing and request consent for treatment from the parents prior to the beginning of any treatment.
3. Parents will be notified in advance and informed consent will be obtained for all procedures their child will receive in the program. Staff will assist parents in familiarizing their children with each procedure using developmentally appropriate practices to prepare the child for any upcoming assessments, screenings, or health and dental procedures.
4. Staff will encourage parents to be active participants in their child's health care by ensuring that families participate in an ongoing family health care system including physical examinations and current immunizations for siblings not currently enrolled in Head Start.
5. If a parent or guardian refuses to give consent for health services for their child, the Health Services Coordinator or Center Coordinator will obtain written documentation of the refusal. This documentation will be filed in the family file. If the refusal endangers the child's physical or emotional well being, every effort will be made to help the parent or guardian understand the importance of the service. If staff is unsuccessful, the Head Start Director will be consulted for further guidance on steps to take in the matter.

Evidence of compliance: Family Contact Form, Activity/Service Delivery and Tracking, Consent for Screening Form, Education File, and Family Files.

Staff responsibility: Family Service Worker, Center Coordinator, Health Services Coordinator and Teaching Staff

Individualization of the program

Performance objective: 1304.20 (f) Individualization of the program

(1) Grantee and delegate agencies must use information from the screening for developmental, sensory, and behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from the child's parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths and needs.

1. Maintain an up-to-date physical and immunization record on each child.
2. Complete a child health record at enrollment.
3. Assess sensory skills of visual and auditory from physical or performed by a trained Head Start Staff.
4. Within 45 calendar days of enrollment perform a Dial -3 on each child.
5. Assess children's progress throughout the program year using the Galileo assessment. This will be used to assist teachers in planning and individualizing their lesson plans.
6. Monitor child's medical and dental records.

Evidence of compliance:

Physical, immunization record, Dial-3, consent from parents, child health record, and Galileo Assessment.

Staff responsibility: Family Service Worker, Disabilities Specialist, Center Coordinator, Health Services Coordinator, and Teaching Staff.

CEEC Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use _____ to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in affect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

ChIPLEY Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in affect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

Walton Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts classroom three, classroom three will contact the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in affect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

Westville Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Administration Receptionist is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Administration Receptionist will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts classroom four, classroom four will contact the kitchen, and the kitchen will contact classroom three.
- 5) Password: _____
- 6) Lockdown remains in affect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date