

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J-Program Management and Quality Improvement

Section: 1302.101 Management System

Subject: Activity Delivery and Service Tracking

Policy:

The Tri-County Head Start/Early Head Start Program staff will keep an ongoing record to track communication with the family and the delivery of services to the family.

Procedure:

1. Staff will document all communications with parents on the Activity Service Delivery and Tracking form in the Family File.
2. Staff will document, date, time, and the party that was spoken to on the family's behalf (i.e., doctor, dentist, parent, or service provider).
3. Activity Service Delivery and Tracking notes will be entered into Child Plus at least monthly.