



Health Roles and Responsibilities

POLICY/APPROACH:

SOCFC recognizes the importance of, and is committed to, a team-based approach for the delivery of health services to children. It is for this reason that the roles and responsibilities of all health requirements are clearly defined to ensure accountability and consistency across service areas.

Due to the complex nature of children's health and development and its importance for school readiness, staff must be devoted to a team-based approach of working together to provide comprehensive high-quality services. With everyone's understanding, team work, and follow-through, the children in the program will receive the high quality of health services that they need and are entitled to as participants in the program.

Policy Council Approval 2/18/2014
Board Approval 2/20/2014

HEAD START PROGRAM PERFORMANCE STANDARDS:

- 1302.42 – Child health status
- 1302.41 – Collaboration and communication with families
- 1302.46 – Family support services for health, nutrition, and mental health

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

PROCEDURES:

The Health, Disabilities, and Mental Health Departments will review children who enter on IFSPs to ensure that any health needs are addressed.

Training on the health roles and responsibilities will be provided to staff during their initial on-boarding orientation, service area staff meetings, and/or as needed throughout the year. They will be informed of the various health requirements, timelines for completion, responsibilities, recordkeeping, communication, and ongoing follow-up.

As needed, or throughout the year, staff will be reminded of the importance of adhering to the tasks and responsibilities as they are outlined on the chart below. (FA= Family Advocate, HV SP = EHS Specialist, HBHV = Home Based Home Visitor)

See chart below:

	Responsibility of / Conducted by	By when	Entered in database by	Frequency of Screenings	Follow up on Failed Events by	Initial Follow up by	Ongoing Follow Up
Health & Nutrition Survey	Health Services. (at registration or Health Kick-Offs)	Before program entry	Health Services	HS: 1-time EHS: 1 time & at transition to HS	Health Services: Individual Care Plans FA, SP & HBHV F/U as needed ongoing <u>No entry without necessary plan in place- if needed</u>	FA, SP & HBHV notify Health Services	Health Services develop necessary plans with providers FA, SP & HBHV follows up with family monthly if concerns
Source of Medical Care/ Dental Care/ Insurance	Health Services. (at registration or Health Kick-Offs)	Deadline 30 days after program entry	FA, SP & HBHV Health Services	1 time, update if changes	FA, SP & HBHV to F/U ongoing as needed Health Services monitors 30 day deadline	FA, SP & HBHV	FA, SP & HBHV follows up with family monthly until they obtain insurance, medical & dental homes
Well Child or Well-Baby Exams	Health Services. (at registration or Health Kick-Offs)	Deadline to be UTD is 90 days after program entry	Health Services	Annually in Head Start According to EPSDT schedule in Early Head Start	FA, SP & HBHV	FA, SP & HBHV	FA, SP & HBHV follows up with family on expiring physicals 30 days prior to expiration and every 30 days when past due.
Immunizations	Health Services. (at registration or Health Kick-Offs)	EHS: per schedule prior to entry HS: 1 of each prior to entry Up-to-date prior to February exclusion	Health Services	Ongoing	FA, SP & HBHV to contact families re: missing/past due/coming due shots	FA, SP & HBHV follows up on exclusions Support from Health Services	Health Services monitors coming due immunizations for exclusion reporting, FA, SP & HBHV follow up with family.
Hearing	Health Screeners	45 days for new enrollees Annually for returners	Health Services	HS: 1 time per year EHS: 1 time per year minimum	FA, SP & HBHV assists family to make appointment for Evaluation and Treatment	Rescreen conducted within 30 days of 1 st failed; referral on failed rescreen within 14 days	FA, SP & HBHV monitors and documents monthly until treatment complete
Vision	Health Screeners	45 days for new enrollees Annually for returners	Health Services	HS: One time per year EHS: One time per year minimum	FA, SP & HBHV assists family to make appointment for Evaluation and Treatment	Rescreen conducted within 30 days of 1 st failed; referral on failed rescreen within 14 days	FA, SP & HBHV monitors and documents monthly until treatment complete
Heights & Weights / Growth Assessment	Health Services at Health Kick-Offs EHS/HS: AAs at orientation HB: Health Screener	45 days of program entry	EHS/HS: AAs HB: Health Screener	1 time per year, unless child has an Individual Care Plan	FA, SP & HBHV	FA, SP & HBHV	FA, SP & HBHV follows up with family monthly if concerns
Dental Exam	FA, SP & HBHV, Health Services. (at registration or Health Kick-Offs)	Annually (over 1 year old)	Health Services	HS: Exam 1 time per year, except if dentist indicates six month follow up EHS: Exam 1 time per year once child is 1 year old	FA, SP & HBHV assists family with making appointment for evaluation and treatment	FA, SP & HBHV	FA, SP & HBHV monitors and documents monthly until treatment complete
Developmental Screening	HS: ASQ-3 by teacher in collaboration with parent at initial home visit EHS: ASQ-3 by EHS Specialist/Teacher/HBHV at HV in collaboration with parents	Within 45 days of program entry	HS: Center AA Dis/MH SAA	HS: 1 time at initial enrollment and addition as requested, completed in collaboration with the parent except for children with existing IEP EHS: 1 time per year by the EHS specialist in collaboration with the parent at the initial home visit each year and additional as requested	If rescreen required, HS: Due date set by Dis/MH Manager and monitored EHS: Due date set and monitored	HS/EHS: Rescreen within 60 days, some due dates set on individual basis	Teachers, FA, HBHV and EHS Specialist set goals with the parents; children on IFSP's have family outcome goals on the IFSP; the goals can be used for the HS family goals as well.
Social Emotional Screening	HS and EHS: ASQ-SE by EHS Specialist/Teacher/HBHV at home visit in collaboration with parents (First HV)	Within 45 days of program entry	HS: DIS/MH Servicers EHS Staff	HS: 1 time at initial enrollment for all children completed with the parent at the initial home visit, then as needed or requested EHS: 1 time a year at home visit in collaboration with the parent, then as needed/requested	45 days	For both HS & EHS: Initial follow up by staff at staffing and consultations if requested All elevated ASQ/SE scores are reviewed by the Mental Health Consultant following their MH Classroom Observation at the debrief with staff, individual observations and follow up observations may by requested	Ongoing follow up continues by HS at staffings and EHS staff at home visits as well as the ongoing Mental Health Consultant staff consultations