

Health Roles and Responsibilities

Policy/Approach:

SOHS 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, teamwork, 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.

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, 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 | 0-1 years: 1 time 1-5 years: 1 time | Health Services: Individual Care Plans FA & HBHV F/U as needed ongoing <u>No entry without necessary plan in place- if needed</u> | Health notify FA & HBHV | Health Services develop necessary plans with providers FA & 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 & HBHV Health Services | 1 time, update if changes | FA & HBHV to F/U ongoing as needed Health Services monitors 30-day deadline | FA & HBHV | FA, & HBHV follows up with family monthly until they obtain insurance, medical & dental homes. Health Monitors |
| 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 Early Head Start | FA & HBHV | FA & HBHV | FA & HBHV follows up with family on expiring physicals 30 days prior to expiration and every 30 days when past due. Health Monitors |
| Immunizations | Health Services. (at registration or Health Kick-Offs) & Exclusion Day | EHS: per schedule prior to entry HS: 1 of each prior to entry Up-to-date prior to February exclusion | Health Services | Ongoing | FA & HBHV to contact families re: missing/past due/coming due immunizations | FA & HBHV follows up on exclusions Support from Health Services | Health Services monitors coming due immunizations for exclusion reporting, FA & 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 & 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 & 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 & 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 & 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 after program entry | EHS/HS: AAs HB: Health Screener | 1 time per year, unless child has an Individual Care Plan | FA & HBHV | FA & HBHV | FA & HBHV follows up with family monthly if concerns |
| Dental Exam | FA & 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 concern EHS: Exam 1 time per year once child is 1 year old | FA & HBHV assists family with making appointment for evaluation and treatment | FA & HBHV | FA & HBHV monitors and documents monthly until treatment complete. Health Monitors |
| Developmental Screening | HS: ASQ-3 by teacher in collaboration with parent at initial home visit EHS: ASQ-3 by 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 Teacher 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 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 Teacher/HBHV at home visit in collaboration with parents (First HV) | Within 45 days of program entry | HS: DIS/MH Services 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 be 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 |