

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, Education and Disabilities 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