

**HEAD START PROCEDURES FOR:
HEALTH CARE TRACKING
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** This describes the process by which Head Start will establish and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community. 1302.40(b)

2.0 **Responsible:**

- 2.1 Health/Safety/Nutrition Consultant
- 2.2 ESC Support Staff
- 2.3 Family Service Worker
- 2.4 Family Engagement Consultant
- 2.5 Parent

3.0 **Resources:**

- 3.1 Head Start Performance Standards
- 3.2. Head Start Parent Handbook

4.0 **Procedures:**

4.1 The Region 14 ESC Head Start/Early Head Start Program will establish and maintain a Health Services Advisory Committee (HSAC) which will include Head Start/Early Head Start parents, community professionals, community partners, and other volunteers from the community in an effort to bring professional experts together periodically to review and evaluate Head Start/Early Head Start medical standards of practice and local needs and problems.

4.1.1 The Health Service Advisory Committee (HSAC) will meet a minimum of two or more times yearly.

4.1.2 Performance Standards, budgets, timelines, plans, policies and procedures, and assistance in providing continuous and accessible health care for children and families will be discussed and planned

4.1.3 Each member will be encouraged to complete a post HSAC evaluation that allows him or her to write comments and give recommendations concerning health issues and committee logistical and technical issues and return their comments and recommendations to the health staff.

4.1.4 Agendas, feedback forms, meeting minutes, and future even handouts for each session will be electronically distributed to all committee members.

4.1.5 The roster, agenda, attendance, and minutes will be stored in the web-based data system, and will be monitored a minimum of two or more times yearly.

5.0 **Associated Documents:**

- 5.1 See Resource Documents

6.0 **Record Retention Table:**

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Identification	Format	Storage	Retention	Disposition	Protection
Health Services Advisory Committee Documents	Electronic	Web-based data system	7 years	Deleted	Password Protected

7.0 Monitoring:

7.1 A minimum of two or more times yearly.

8.0 Revision History:

Date:	Revision#	Description of Revision
4/29/2022		reviewed
12/2022	4.0, 4.1.5	remove “myHeadStart” replace with “the web-based data system”
12/2022	6.0	remove “myHeadStart” replace with “the web-based data system”