

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

1.0 **Scope:** This describes the process by which Head Start will collaborate and communicate with parents as partners in the health and well being of their children. 1302.41(a), (b), (1),(2)

2.0 **Responsible:**

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

3.0 **Resources:**

- 3.1 Child file
 - 3.1.0 Consent Forms
 - 3.1.1 DECA
 - 3.1.2 Physical Form
 - 3.1.3 Dental Form
 - 3.1.4 Health Screenings: Vision/Hearing/Height/Weight/Blood Pressure/Lead/Hemoglobin
 - 3.1.5 GoEngage data
 - 3.1.6 Brigance
 - 3.1.7 Incident Reports
 - 3.1.8 Daily Information Sheet
- 3.2. Emergency Cards
- 3.3. Local ISD Parent Handbook
- 3.4. Head Start Parent Handbook

4.0 **Procedures:**

- 4.1 In a timely and effective manner, ISD Staff will collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner.
 - 4.1.1 Linguistically appropriate consent forms that include consent for health and developmental procedures will be completed at the time of application to Head Start and updated annually.
 - 4.1.2 Obtain or conduct health screenings. During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.
 - 4.1.3 Results of screenings will be given to parents through conferences, phone calls, and parent letters.
 - 4.1.4 Results of screenings will be documented in the web-based data system.
 - 4.1.5 Follow up and referrals will be initiated and completed with collaboration between parents and staff.
 - 4.1.6 Written documentation of parent refusal of services will be completed

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and filed in the child file and discussion documented in the web-based data system case notes.

- 4.1.7 Health emergencies that require rapid response on the part of staff or immediate medical attention information will be shared with parents through ISD Parent Handbook and Head Start Parent Handbook.
- 4.1.8 Parents will complete the Emergency Contact Card at registration with child’s information, parent’s contact information, alternate contacts in case parents cannot be reached, primary physician, dentist and allergies or medical conditions. The Emergency Card will also contain the signature of the parent for advanced authorization for emergency care. The emergency card information will be updated as changes occur.

5.0 Associated Documents:

5.1 See Resource Documents

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Child File Documents	Electronic	Web-based data system	7 years	Deleted	Password Protected

7.0 Monitoring:

7.1 Monthly

8.0 Revision History:

Date:	Revision#	Description of Revision
5-2017		
5-2018	Title 6	Added “(a)(b)(1)(2)” Edited “User” to “password” Review
6-2019	3.1.6, 4.1.4, 4.1.6, 6.0	changed PROMIS to myHeadstart
6-2019	4.1.1	Changed “Linguistically appropriate consent forms will be completed at the time of application to Head Start and updated annually.” to “Linguistically appropriate consent forms that include consent for health and developmental procedures will be completed at the time of application to Head Start and updated

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		annually.”
6-2019	4.1.2	Deleted “Parents will be given prior notification of health and developmental procedures.”
6-2019	6.0	Added “Child File Documents”
5-2020	3.1.4	“Height/Weight” changed to “Health Screenings: Vision/Hearing/Height/Weight/Blood Pressure/Lead/Hemoglobin”
5-2020	3.1.5	Deleted this line “Vision/Hearing Screening” Renumbered Child File
5-2020	4.1.2, 4.1.3	Added “Obtain or conduct health screenings”. The original 4.1.2 renumbered to 4.1.3.
6-2020	3.5	Added “3.5. Implementation Plan for Lead/Hemoglobin Screening”
12-2020	4.1.2	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
6-2021	3.5	Deleted 3.5. Implementation Plan for Lead/Hemoglobin Screening
4/29/2022		reviewed
12/2022	3.0, 3.1.5	remove “myHeadStart” replace with “GoEngage”
12/2022	4.0, 4.1.4	replace “myHeadStart” replace with “ the web-based data system”

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12/2022	4.0, 4.1.6	replace “myHeadStart” replace with “ the web- based data system”
12/2022	6.0	remove “myHeadStart” replace with “Web-based data system”