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HEAD START PROCEDURES FOR:
PERIODIC OBSERVATION & PREVENTATIVE CARE, TREATMENT
AND FOLLOW UP
COMPONENT: CENTER FOR YOUNG LEARNERS

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1. **Scope: This describes the process of Ongoing Well Child and Oral HealthCare according to the Head Start Standard 1302.42(c)(1)(2)(3).**

2. **Responsible:**
    2.1   Family Service Worker
    2.2   Health Consultant
    2.3   Parent

3. **Resources:**
    3.1   Child file
           3.1.1   DECA
           3.1.2   Physical Form
           3.1.3   Dental Form
           3.1.4   Height/Weight
           3.1.5   Vision/Hearing Screening
           3.1.6   GoEngage data
           3.1.7   Brigance
           3.1.8   Incident Reports
           3.1.9   Daily Information Sheet (EHS)
           3.1.10   Daily Health Check (HS)
           3.1.11   Nutrition History Update
           3.1.12   IFSP/IEP
           3.1.13   Health History
    3.2   Emergency Cards

4. **Procedures:**
    4.1   ISD Staff will gather information from parents related to health, dental or development.
    4.2   FSW will work with parents to facilitate appointments, travel, and payment as needed by each parent to complete further diagnostic testing, evaluation, treatment and follow-up plan.
    4.3   ISD Staff and Health Consultants will monitor health histories, exams and screenings to identify any new or recurring developmental, medical, oral, or mental health concerns.
    4.4   ISD Staff or Health Consultant will communicate with parents of children with identified needs through phone calls, home visits, and conferences.
    4.5   Communication and follow up action will be documented in the case notes.
    4.6   ESC and ISD Staff will encourage and assist parents to assume responsibility for obtaining all health services, providing assistance in accessing resources, and in removing any barriers to services that the

parents encounter.

4.7   FSW will monitor families' progress of accessing medical/dental care and equipment and document in the case notes and/or service notes.

4.8   Program will facilitate and monitor necessary oral health preventive care according to the Texas Health Steps Periodicity Schedule. Topical fluoride
treatments will be provided by a dental provider. Program will provide toothpaste for dental hygiene for children.

4.9   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.

5.0 Associated Documents:
5.1   GoEngage
5.2   Child File

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Child File	Electronic	Web-based data system	7 years	Delete/ Shred	User Protected

7.0 Monitoring:

7.1 File Reviews

5.   Revision History:

5-2017		
5-2018	6.0	Reviewed, Changed "deleted to Delete/Shred"
6-2019	3.1.6 and 5.1	Changed 'PROMIS to "MyHeadstart"
6-2019	4.7	Changed "FSW will monitor families' progress of accessing medical/dental care and document in the case notes." to "FSW will monitor families' progress of accessing medical/dental care and document in the case notes and/or service notes."
6-2019	2.2	Changed "Health

		Consultant" to "Health/Safety/Nutrition Consultant"
7-2020	Reviewed - No Changes	
12-2020	4.9	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. "
12-2020	Titles	Changed titles to match. Changed "Health Care Tracking" on document itself to match the Doc title "Periodic Observation and Preventative Care, Treatment and Follow-up"
4/29/2022		review
12/2022	3.0, 3.1.6	remove "myHeadStart" replace with "GoEngage"
12/2022	5.0, 5.1	remove "myHeadStart" replace with "GoEngage"
12/2022	6.0	remove "myHeadStart" replace with "Web-based data system"