

**HEAD START PROCEDURES FOR:
SERVICES TO ENROLLED PREGNANT WOMEN AND EXPECTANT
FAMILIES IN HEAD START
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Reference: Head Start Standards Regarding Services to Enrolled Pregnant Women and Expectant Families in Early Head Start 1302.80-1302.82

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 Health and Nutrition Consultant
- 2.3 Parent/Family Community Engagement Consultant
- 2.4 Mental Health-Family/Community Partnership Consultants
- 2.5 Education/Disabilities Consultant for Early Head Start
- 2.6 Family Service Workers
- 2.7 Licensing Directors for each Early Head Start site
- 2.8 ERSEA Consultant
- 2.9 Grantee/Delegate/ISD Staff
- 2.10 Parents

3.0 Resources:

- 3.1 Community Resource Directory
- 3.2 Community Partners
- 3.3 Parent Handbook
- 3.4 Family Engagement Outcomes
- 3.5 Family Partnership Agreement
- 3.5 myHeadstart GoEngage Strengths and Challenges Form
- 3.6 myHeadstart GoEngage Activity Service
- 3.7 Evidence-based curricula including ReadyRosie, Parents as Teachers, and Conscious Discipline
- 3.9 Pamphlets & Resource Materials as referred to in 1302.81(a) and listed in Enrolled Pregnant Mothers Educational Print Resources List
- 3.10 Parent Newsletters and additional informational pamphlets addressing educational requirements of 1302.81

4.0 Procedures:

- 4.1 Family Support Services for health, nutrition, and mental health 1302.46 (b)(1)(i,iii). Parent collaborations will include opportunities for parents to:
 - 4.1.1 Learn about preventive medical and oral health...
 - 4.1.2 Learn about healthy pregnancy and postpartum care...
- 4.2 Enrolled Pregnant Women 1302.80 (a)(b)(c)(d)
 - 4.2.1 Within 30 days of enrollment, Grantee/Delegate and ISD Staff must determine whether each enrolled pregnant

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- woman has an ongoing source of continuous, accessible health care – provided by a healthcare professional that maintains her ongoing health record and is not primarily a source of emergency or urgent care – and, as appropriate, health insurance coverage
- 4.2.2 If an enrolled pregnant woman does not have a source of ongoing care as described in paragraph 4.2.1 of this section and, as appropriate, health insurance coverage, the Grantee/Delegate and ISD Staff, as quickly as possible, will facilitate her access to such a source of care that will meet her needs.
- 4.2.3 The Grantee/Delegate and ISD Staff must facilitate the ability of all enrolled pregnant women to access comprehensive services through referrals that, at a minimum, include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence.
- 4.2.4 The Grantee/Delegate and ISD Staff must provide a newborn visit with each mother and baby to offer support and identify family needs. A program must schedule the newborn visit within two weeks after the infant's birth.
- 4.3 Prenatal and Postpartum information, education, and services
1302.81 (a)(b)
- 4.3.1 Grantee/Delegate and ISD Staff will provide enrolled pregnant women, fathers, partners, or other relevant family members with prenatal and postpartum information, education, and services that address fetal development, importance of nutrition, risks of substance use (alcohol, drugs, smoking, etc.), postpartum recovery, prenatal and postpartum emotional health concerns, infant care, safe sleep practices, and practices/benefits of breastfeeding.
- 4.3.2 Grantee/Delegate and ISD Staff will address the need for appropriate support for enrolled pregnant women or other relevant family members for the benefit of their emotional well-being, of sharing in mutually responsive

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caregiving, and toward encouragement of father
engagement during pregnancy and early childhood.

4.4 Family Partnership services for Enrolled Pregnant Women 1302.82
(a)(b)

4.4.1 Grantee/Delegate Staff will engage enrolled pregnant women and other relevant family members, such as fathers. It will include a specific focus on factors that influence prenatal and postpartum maternal and infant health.

4.4.2 Grantee/Delegate Staff will engage enrolled pregnant women and other relevant family members such as fathers, will discuss program options, will plan for the infant's transition to program enrollment, and will support the family during the transition process.

4.5 Human Resources Management (Relating to services for enrolled pregnant women and expectant families) 1302.82

4.5.1 Consultants listed in 2.1 thru 2.8 will be trained in the Parents as Teachers Curriculum, Conscious Discipline, Ready Rosie, Community Resource Directory and Resource materials as referred to in 1302.81(a).

4.5.2 Family Service Workers and Licensing Directors will receive training in use of evidence-based curricula including Conscious Discipline and Ready Rosie.

4.5.3 Family Service Workers will receive training in use of resources including the ESC Community Resource Directory, resources from Parents as Teachers Curriculum, and additional resource materials referred to in 1302.81(a) listed in "Pregnant Mothers Print Resources List."

4.5.4 Family Service Workers will be trained by Family Service Worker Consultants for EHS on how to conduct a home visit with the pregnant parent and Family.

5.0 Associated Documents:

5.1 Enrolled Pregnant Mothers Print Resources List

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- 5.2 Training documents per 4.4.1 and 4.4.2 above to be filed in the Employee File.
- 5.3 Training documentation in myHeadstart the web-based data system per 4.1.1 and 4.1.2 above.

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Any other Records from 1302.80					
Family Services and Education Sections: Postings at ISD	Print/ Electronic	Locked filing cabinet at ISD	7 years	Shred/ Delete	ISD locked unit/Password protected
Case Notes	Electronic	Child's File	7 years	Delete	Password protected
Home Visit Forms/Parent Conferences	Print/ Electronic	Child's File	7 years	Shred/ Delete	ISD locked unit/Password protected
Training Reports in myHeadStart the web-based data system	Print	Computer	7 years	Delete	Passwords
Certificates of Training	Print	Employee File	7 years	Shred	Locked Cabinets

7.0 Monitoring:

- 7.1 File review
- 7.2 End of the month review

8.0 Revision History

Date	Revision	Description of Revision
12/2022	3.0, 3.5	remove "myHeadStart" replace with "GoEngage"
12/2022	3.0, 3.6	remove "myHeadStart" replace with "GoEngage"

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12/2022	5.0, 5.3	remove “myHeadStart” replace with “the web-based data system”
12/2022	6.0	remove “myHeadStart” replace with “the web-based data system”