

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

1. **Scope:** This describes the process by which each child has ongoing sources of continuous, accessible health care, and health insurance coverage.
Head Start Standard 1302.42(a)(1)(2),(b)(2).

2. **Responsibility:**
 - 2.1. FSW
 - 2.2. Health/Safety/Nutrition Consultants
 - 2.3. Parents

3. **Resources:**
 - 3.1. Child's File/GoEngage
 - 3.2. Community Resource Directory
 - 3.3. Texas Health Steps Periodicity Schedule
 - 3.4. Current Year Texas Minimum State Vaccine Requirements
 - 3.5. Texas Day Care Minimum Standards - Minimum Standards for Child Care Centers - Texas

4. **Procedures:**
 - 4.1. Within the first 30 calendar days after the child first attends the program, FSW will consult with the parent to determine whether each child has continuous, ongoing health, dental and insurance coverage.
 - 4.2. Current providers and insurance information will be documented on health history form, in the web-based data system and updated as changes occur.
 - 4.3. If the child does not have a source of ongoing care and health insurance coverage, FSW will utilize local resources to assist parent(s) to establish health providers and insurance coverage.
 - 4.4. For Head Start student(s), within the first 90 days after a child first attends the program, FSW will obtain documentation of whether the child is up-to-date as recommended by the Texas Health Steps Schedule for medical, dental and immunizations.
 - 4.5. For Early Head Start students, the child must have current health determination status and up-to-date immunization to enter the classroom.
 - 4.6. If children do not have up-to-date physical, dental exams or current immunizations, parents will be assisted according to individual needs to bring the child up-to-date as quickly as possible.
 - 4.7. All efforts to assist parents will be documented in GoEngage case notes.
 - 4.8. Within 45 calendar days after the child first attends the program, vision and hearing screening will be obtained or performed. During times of emergencies, natural disasters, pandemics,

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- etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.
- 4.9. Initial Nutritional Assessment will be done at registration and updated during enrollment/re-enrollment process to assess child's likes, dislikes, cultural preference, allergies, special dietary requirements, or any problems related to nutrition. Nutritional Summary of Parental Recommendations for Meals and Snacks for Head Start Children will be completed by FSW and copy sent to ESC and copy to school food manager.
- 4.10. Community Nutrition issues will be identified through the community assessment, and by the Health Services Advisory Committee.
- 4.11. Each Head Start classroom will complete daily health observations for each student enrolled. 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.
- 4.12. The Daily Health Check Form will be completed. Child will be observed for:
- 4.11.0 Happy or crying
 - 4.11.1 Lice or nits in hair
 - 4.11.2 Severe cough
 - 4.11.3 Rashes, bites
 - 4.11.4 Swelling or Bruises
 - 4.11.5 Discharge: eyes ears or nose
 - 4.11.6 Sores, cuts, scrapes, bruises
- 4.13. Early Head Start Classrooms teachers and parents will complete the Daily Information Sheet for each child.
- 4.14. Appropriate care for the child will be taken, such as referral to school nurse or call to parent. (See P&P 1302.47(4)(i)(K), 1302.47(7)(iii)) Any concerns will be documented in individual case notes.
- 4.15. Oral health exams, preventive treatment including topical fluoride treatments and follow up care will be monitored through the web-based data system and child file reviews.
- 4.16. Community fluoride water supply status will be reviewed annual through community assessment. Analysis will be shared with the Health Services Advisory Committee for further recommendations.

5. Associated Documents:

- 5.1. Visit Report
- 5.2. Daily Health Check

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- 5.3. Daily Information Sheet
- 5.4. Health Service Advisory Committee Minutes
- 5.5. **GoEngage** Case Notes
- 5.6. Community Assessment
- 5.7. Nutritional Summary of Parental Recommendations for Meal and Snacks to Head Start Children

6. Record Retention Table:

Identificati on	Format	Storage	Retention	Disposition	Protection
Case Notes	Electronic	Web-based data system	Electronic	Delete/ Shred	Password protected
Lesson Plans	Electronic	Jump Drive	7 years	Delete/ Shred	Password protected
Classroom Visit Report	Electronic	Google	7 years	Delete/ Shred	Password protected
Daily Health Check	Print	Classroom Log	7 years	Delete/ Shred	ISD locked unit

- 7. **Monitoring:**
7.1. File review

8. Revision History:

Date	Revision#	Description of Revision
5-2017		
5-2018	Title name 4.8	Added “(b)(2)” Removed “or for home base receives a home visit;”
	4.9	Added “Initial history on registration” edit “during enrollment/re-enrollment process”
	4.11	Changed “The classroom sign in sheet will contain a column that is to be initial by classroom staff indicating that the observation has been completed.” to “Daily

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	6.	Health Check Form” Change”password protected” and edit “shredded to “Delete/Shred”
6-2019	2.2	Added “Nutrition”
6-2019	3.1	Changed “PROMIS to “MyHeadstart”
6-2019	3.5	Changed “Texas Day Care Minimum Standards to “Minimum Standards for Child Care Centers-Texas”
6-2019	3.4	Changed “2016-2017” to “Current Year”
6-2019	Title	Changed “1302.42(a)(1)(2)(b)(2) Providers, Ins” to “1302.42(a)(1)(2)(b)(2) Providers and Insurance”
7/2020	Reviewed - No Changes	
12-2020	4.8 and 4.11	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 “Providers and Insurance” and “Dental Follow up & Treatment Procedures” to “Health Care and Insurance”
4/29/2022		reviewed
12/2022	3.0, 3.1	remove “myHeadStart” replace with “GoEngage
12/2022	4.0, 4.2	remove “myHeadStart” replace with “the web-based

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		data system”
12/2022	4.0, 4.7	remove “myHeadStart” replace with “GoEngage”
12/2022	4.0, 4.15	remove “myHeadStart data” replace with “the web-based data system”
12/2022	5.0, 5.5	remove “myHeadStart” replace with “GoEngage”
12/2022	6.0	remove “myHeadStart” replace with “ web-based data system”