

**HEAD START PROCEDURES FOR:
EXTENDED FOLLOW UP CARE
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope: This describes the process by which Extended follow-up care will be facilitated according to the Head Start Standard 1302.42(d)(1)(2)(3)**

2.0 **Responsible:**

- 2.1 Family Service Worker
- 2.2 Health/Safety/Nutrition Consultant
- 2.3 Parent

3.0 **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

4.0 **Procedures:**

- 4.1 ISD Staff will gather information from parents related to health, dental or development. Any abnormal results that may affect a child's development, learning or behavior that requires further evaluation, treatment and follow-up by a licensed or certified professional will be addressed according to the child's needs.
- 4.2 FSW will work with parents to facilitate appointments, travel, and payment as needed to complete further diagnostic testing, evaluation, treatment and follow-up plan.
- 4.3 ISD Staff and Health/Safety/Nutrition 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/Safety/Nutrition 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.

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- 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.
- 4.7 **Web-based data system** Health Reports will be utilized to track health referrals and services.
- 4.8 Child Files will be monitored by Health/Safety/Nutrition Consultants.
- 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 Child File

6.0 Record Retention Table:

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

7.0 Monitoring:

- 7.1 Monthly

8.0 Revision History:

Date:	Revision#	Description of Revision
5-2018	4.8, 6.0	Deleted "quarterly" Changed "deleted to Delete/Shred", Change "Password Protected"
6-2019	2.2, 4.3, 4.4, 4.8	Changed "Health Consultant" to "Health/Safety/Nutrition Consultant"
6-2019	3.1.6	Changed "PROMIS" to "myHeadStart"
6-2019	4.7	Changed "FSW will monitor families' progress of accessing medical/dental care and equipment and document in the case notes." to "FSW will

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		monitor families' progress of accessing medical/dental care and equipment and document in the case notes and/or service notes."
6-2019	Title	Changed from "1302.42(d)" to "1302.42(d)(1)(2)(3)"
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."
4/29/2022		review
12/2022	3.0, 3.1, 3.1.6	remove "myHeadStart" replace with "GoEngage"
12/2022	4.0, 4.7	remove "myHeadStart" replace with "Web-based data system"
12/2022	6.0	remove "myHeadStart" replace with "Web-based data system"