

**HEAD START PROCEDURES FOR:
FAMILY SUPPORT SERVICES FOR HEALTH, NUTRITION, AND MENTAL
HEALTH
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** This describes the process by which the program will collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition, and mental health education support services according to the Head Start Standard 1302.46

2.0 **Responsibility:**

- 5.1 Family Service Worker
- 5.2 Teacher
- 5.3 Teacher's Assistance
- 5.4 Parent Involvement Consultant
- 5.5 Health/Nutrition Consultant
- 5.6 Mental Health Consultant
- 5.7 Parent

3.0 **Resources:**

- 5.1 Child's File/PROMIS data
- 5.2 Parent Meeting Minutes
- 5.3 Parent Newsletter
- 5.4 Parent Handbook
- 5.5 Community Resource Directory
- 5.6 Region 14/15 Head Start Preferred Web Sites
- 5.7 Community Agency Pamphlets and Resources

4.0 **Procedures:**

- 4.1 ESC and ISD Staff will collaborate with parents to promote children's health and well being by assisting in accessing resources.
- 4.2 FSW will monitor families' progress of accessing medical, dental, nutrition and mental health services and document in the case notes. ISD and ESC Staff will share information with parents regarding screening procedures through written communication to home, phone calls or face to face at parent meetings and in conferences.
- 4.3 ISD and ESC Staff will give parents information on age appropriate language to use with young children regarding screening procedures at parent meetings, conferences, and as needed.
- 4.4 ISD Staff will monitor health histories, insurance, exams and screenings for any abnormal findings.
- 4.5 ISD Staff will communicate with parents of children with identified needs through phone calls, home visits, and conferences.
 - 4.5.1 Communication and follow up actions will be documented in the child's case notes.
- 4.6 ESC and ISD Staff will assist parents with referrals to obtain insurance, prescribed medication and treatment as needed.

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- 4.7 Program will collaborate with parents through parent meetings, newsletters, individual counselling, community agency information concerning:
- 4.7.1 emergency first aid
 - 4.7.2 environmental hazards for home
 - 4.7.3 tobacco cessation
 - 4.7.4 exposure to lead
 - 4.7.5 safe sleep
 - 4.7.6 healthy eating/physical activity
 - 4.7.6.1 sugar sweetened beverage
 - 4.7.6.2 selecting and prepare nutritious food
 - 4.7.6.3 purchase nutritious food on budget
 - 4.7.7 pregnancy and postpartum care as appropriate
 - 4.7.7.1 breastfeeding as appropriate
 - 4.7.7.2 postpartum depression as appropriate
 - 4.7.7.3 treatment option for parental mental health issues
 - 4.7.7.4 substance abuse
 - 4.7.8 child mental health
 - 4.7.9 child development, social and emotional well-being
 - 4.7.10 vehicle and pedestrian safety
- 4.8 Family Service Workers will provide other health related information as requested by parent.

5.0 Associated Documents:

- 5.1 PROMIS Case Notes
- 5.2 Parent Meeting Minutes
- 5.3 Parent Newsletters
- 5.4 Parent Conferences
- 5.5 Ready Rosie Report

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Case Notes	Electronic	PROMIS	Electronic	Deleted	User Id

7.0 Monitoring:

- 7.1 File Reviews

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8.0 Revision History:

Date	Revision #	Description of Revision
6-2017		
5-2018	3.5, 4.8, 7.1	Changed: "Parent Resource Manual" to "Community Resource Director", Changed: "FSW's" to "Family Service Workers," Changed "Quarterly reviews" to "file review"