


Performance Standard:	Subpart D Health Program Services	<h2 style="color: red; text-align: center;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	1302.42; 1304.20 a 1 i - iv; 1304.20 a 1 ii A-C; 1304.20 a 2	
Policy Council Approval Date:	7/14/2018	
Governing Board Approval Date:	7/30/2018	

Form:	LAP-D booklet, ASQ-SE, Parent Observsation Child Skills, Application Packet
--------------	---

Responsible:	Parents, Teaching Staff, Area Supervisor/FEC, Health Manager
---------------------	--

Determining Child Health Status

Policy

INCA determines the child health status in accordance with these procedures.

Procedures

In collaboration with parents and as quickly as possible, INCA makes a determination as to whether or not each child has an ongoing source of continuous, accessible health care.

- The name of the doctor and dentist is documented in ChildPlus.
- Area Supervisor and Health Manager maintains a list of provider offices.
- If a child does not have a source of ongoing health care; INCA assists the parents in accessing a source of care by providing a list of local health providers.

Determination of Child's Health Status

Within 90 days from a child's entry into the program, obtains from a healthcare professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule incorporates the requirements for a schedule of well child care utilized by the Oklahoma SoonerCare EPSDT, and the latest immunization recommendations issued by the CDC, as well as any additional recommendations from the local HSAC that are based on prevalent community health problems.

- For children who are not up -to-date on an age-appropriate schedule of well child care, INCA assists parents in making the necessary arrangements to bring the child up-to-date.
- For children who are up-to-date on an age-appropriate schedule of well child care, INCA ensures they continue to follow the recommended schedule of well child care.

Further Health Observations

INCA obtains or arranges further diagnostic testing, examination, and treatment, age-appropriate

and linguistically appropriate, by an appropriate licensed or certified professional for each child with an observable, known or suspected health, dental, or developmental problem.

Follow-Up Plan

INCA develops and implements a follow-up plan for any condition identified in 1304.20 a 1 ii and iii so that any needed treatment has begun.

Screenings Provided

INCA ensures each child receives the following screenings, in a manner sensitive to the child's cultural background, using the LAP-D for Head Start; Teaching Strategies Gold and ASQ-SE for Early Head Start:

- Developmental within 45 days of entry into the program.
- Sensory within 45 days of entry into the program.
- Behavioral within 45 days of entry into the program.
- Gross motor within 45 days of entry into the program.
- Fine motor within 45 days of entry into the program.
- Language within 45 days of enrollment into the program.
- Social within 45 days of enrollment into the program.
- Perceptual within 45 days of entry into the program.
- Emotional within 45 days of entry into the program.
- Dental within 90 days of entry into the program
- Other screenings as required.

Screening Findings

- INCA utilizes multiple sources of information on all aspects of each child's development and behavior, including data from assessment tools, input and observations from family members, teachers, and other relevant staff who are familiar with the child's typical behavior.
 - Information on screening findings is used to make referrals as necessary
- INCA obtains direct guidance from a mental health or child development professional on how to use the findings to address identified needs.

Assisting Parents with Health Care

When parents are having difficulty making appointments or keeping their child up-to-date in primary and preventive health care:

- FEC and Teaching Staff communicate with parents, offer assistance, and as necessary help arrange the care and to insure implementation of medical and dental follow-up plans.
- Health Manager, FEC, and Teaching Staff communicate with parents, as needed, to support them and to ensure they obtain any prescribed medications, aids or equipment for medical and dental conditions.

Documentation

Dated documentation of efforts indicated above is kept in the child files and in ChildPlus which include:

- Case notes
- Family contact logs
- Health care professional determination of whether child is up-to-date on a schedule of primary and preventive health care
- Sources of child's ongoing health care

- All screenings and follow-up to identified concerns.
- Program efforts to help parents bring their child up-to-date and stay up-to-date.
- Parent authorization or refusal for child health services; etc.

Definitions/Acronyms

CDC - Centers for Disease Control and Prevention
EPSDT - Early and Periodic Screening, Diagnosis, and Treatment
LAP-D - Learning Accomplishment Profile - Diagnostic
ASQ-SE - Ages and Stages Questionnaire - Social Emotional
INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program
FEC - Family Engagement Coordinator

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacao.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.