

Performance Standard:	Subpart D Health Program Services	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	1302.40 (b)	
Policy Council Approval Date:	7/14/18	
Governing Board Approval Date:	7/30/18	
Form:		
Responsible:	Health Services Manager	

Health Services Advisory Committee

Policy

INCA provides high-quality health, oral health, mental health, and nutritional services that are developmentally, culturally, and linguistically appropriate that supports each child's growth and school readiness.

To ensure this INCA has established and maintains a Health Services Advisory Committee (HSAC) comprised of Head Start/Early Head Start parents, professionals, community representatives, volunteers, and staff of Head Start/Early Head Start who participate in planning, operation and evaluation of the health services area of the program.

Health Services Advisory Committee (HSAC) Members

Head Start/Early Head Start parents, professionals, community representatives, volunteers, program staff and other persons identified through the Head Start Reauthorization are invited to be present at the meeting.

Meeting/s

- HSAC meets as an entire body annually.
- Program staff do not have any voting rights.

Responsibilities of HSAC

HSAC assist INCA stay abreast of current community health needs and recommending necessary interventions for children and families such as:

- Assisting in planning for the health program and developing/reviewing policies and procedures.
- Assisting in evaluating the health plan and program.
- Supporting Head Start/Early Head Start positions and needs.
- Assisting in identifying medical, dental, disabilities, mental health, and nutritional issues and resources, including major community nutritional issues.
- Assisting in the development of health education programs.
- Reviewing health services procedures and forms.

- Advising in budgeting and legal matters and developing free or low cost health services for enrolled families.
- Acting as a child health advocate.

Parent Participation

Head Start and Early Head Start parents are encouraged to be active participants on the HSAC committee and to:

- Share their concerns and interests to health and program requirements and services.
- Provide feedback on the utilization of health resources in the counties INCA serves.

Meeting Preparation/Record Keeping

- Health Manager is responsible for:
 - Maintaining the roster of current HSAC members
 - Preparing agenda and facilitating committee meetings
 - Documentation including agenda, Sign-in sheet, supporting materials and minutes

Definitions/Acronyms

HSAC - Health Services Advisory Committee

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incaciaa.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.