


Performance Standard:	Human Resource/Personnel Policies	<p>INCA Community Services</p> <p>Head Start & Early Head Start Policies and Procedures</p> 
Sub Category:	N/A	
Reference:	OKDHS-Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	N/A	

Responsible: Head Start Compliance Officer, Area Supervisor/FEC

Staff Mandatory Health Certification Renewal And Tracking Health Compliance Training

Policy

All Head Start/Early Head Start Teachers, Teachers' Assistants, and other classroom staff deemed by Oklahoma Licensing must have their health certifications renewed prior to expiration. INCA tracks health compliance training for Head Start and Early Head Start staff.

Certification Renewal

Compliance Officer conducts ongoing monitoring of all Head Start/Early Head Start staff members mandatory health certifications and trainings listed below and their expiration dates:

Trainings:

- Bloodborne Pathogens (annually)
- Child Abuse and Neglect (annually)
- Communicable Disease (3 years)

Certifications:

- CPR (American Heart Association – 2 years/American Red Cross - 1 year)
- First Aid (2 years)

Staff Compliance

- Compliance officer is responsible for tracking, notifying and documenting the necessary certifications and training required into ChildPlus and reporting to the Oklahoma Professional Development Registry to meet licensing requirements.

Notification

The compliance officer sends an e-mail to the applicable staff person when recertification in First Aid or CPR is needed and noted in ChildPlus. A notification is also sent to the Area Supervisors/FEC and Head Start/Early Head Start Director.

Training CPR/First Aid Schedule

- The Compliance Officer schedules the training and notifies the all staff.
- Training is provided by INCA on the date and time scheduled.
- Attendees sign-in at the date and time of training.
- CPR cards are issued electronically.
 - The cards are sent to the Compliance Officers email address
- The Compliance Officer:
 - Retrieves the cards electronically
 - Downloads and attaches them to the staff ChildPlus personnel record
 - Emails the card to each individual staff person with instructions to print and post at their worksite.
- If a staff person, misses the First Aid or CPR training scheduled by INCA, the will need to obtain it on their own and registered for it themselves.
 - This Training with outside licensed professional must be approved by the Head Start Director.

Other Health Related Training

All other health related trainings are provided at new employee orientation or at INCA’s annual PreServices. (Blood Bloodborne Pathogens, Child Abuse and Neglect, and Communicable Diseases).

- Compliance Officer sends a group email to all Head Start Staff informing the dates of Pre Service Training.
- Attendance is tracked and sign-in sheets are recorded in ChildPlus.
- Bloodborne Pathogens is an approved formal training and send to the Oklahoma Professional Development Registry.
- If staff misses the Pre Service Training:
 - Bloodborne pathogens and Communicable Disease training is provided via DHS orientation video, which meets the basic OKDHS licensing requirement.

Documentation

When employees complete mandatory health trainings, the Compliance Officer enter the date of completion into ChidPlus.

Definitions/Acronyms

PC - Policy Council
 GB - Governing Board
 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.incacaa.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.