

Area: Family Partnerships

Subject: FP11 - Health & Disabilities Advisory Committee (HDAC)

Reference: 1304.41 (b)

Policy: SCOE Head Start programs will establish and maintain a Health and Disabilities Advisory Committee that includes professionals and volunteers from the community, such as parents, dentists, pediatricians, public health representatives, and registered dietitians.

Procedure:

1. Select a parent representative and an alternate from the parent policy council to serve on the Health and Disabilities Advisory Committee (HDAC).
2. Identify local physicians, dentists and other health professionals to serve on the HDAC.
3. Provide basic informational materials about Head Start programs to members of the committee.
4. Meetings shall be held by SCOE, a minimum of two meetings per year, with the committee members available for any additional meetings need to be called if program service issues and/or community needs change (e.g.: an infectious outbreak, local vaccine shortage, etc.)
5. Develop meeting agendas that include, but are not limited to discussion about:
 - a. Unmet health needs
 - b. Service Delivery
 - c. Problems/improvements
 - d. New regulations/trends
 - e. Needs of Head Start children and families.
 - f. Procedure review and recommendations
6. Minutes shall be taken at every meeting.
7. The HDAC will advise the Grantee in the planning, operation, and evaluation of the health/nutrition and disabilities programs.
8. HDAC meeting minutes will be posted on the Parent Health Boards in English and Spanish.

Supervised by: Health Services Director

Performed by: Health Services Director

Forms needed: HDAC Minutes, Agenda, Sign-In Sheets

Frequency: Two/year and as needed