

**Area:** Health Services

**Subject:** HS08 - Ongoing Care

**Reference:** 1304.20 (d)

**Policy:** SCOE, Partner, and Delegate agencies will identify new or recurring medical dental or developmental concerns in participating children and make appropriate referrals if needed.

**Procedure:**

1. The following steps will occur when a new or recurring health, dental, and/or developmental concerns is identified:
  - a. At time of enrollment, Designated Health Staff will review each child's Health History/Nutrition Assessment, physicals (including any previous hearing/vision/dental screenings). Head Start Nurse will make appropriate medical referrals as necessary, while working with the assigned FHSL to ensure child EPSDT appointments/needs are completed.
  - b. Individual children's developmental progress shall be assessed through additional facility health screenings and developmental/behavioral/sensory/assessments and staff/parent/guardian observations. Results of screenings and assessments will be shared with parent/guardian and at case conferences with Educator, Designated Health Staff, and FSW.
  - c. Educators shall check each child for signs of injury or illness at Daily Health Checks and record findings if needed on absence report and/or Family Contact Log. Designated Health staff shall assist Educators and parent/guardian with appropriate health referrals and/or follow up as needed. If a child presents with a suspicious injury and the facility staff suspect child abuse, a Child Abuse Report must be made per mandated reporter guidelines.
  - d. Designated Health Staff and/or FSW will enter Family Referral and service data into COPA to document the submission of the disabilities referral and email the designated Disabilities/Mental Health staff in the email field on the COPA Referral tab. (See Procedure DS03, DS04, DS05 for further clarification on Referral/CST process).
  - e. If parent/guardian reports new medical/dental concerns or diagnosis, facility staff will communicate the concerns to Designated Health Staff for follow up if needed.

**Supervised by:** Director of Health Services, Health Services Supervisor, Disabilities Supervisor, Site Supervisor

**Performed by:** Designated Health Staff, Facility Staff, Family Service Workers, CC Specialists

**Forms needed:** Emergency Card, Consent From, Family Contact Log, Daily Health Check Exclusion Policy, Dental Care Report, Vision and Hearing Exam Reports, Physical Report, Developmental Screening Results, Case Conference Form, Electronic Tracking Reports, CST Results form

**Frequency:** At enrollment, throughout the program year, monthly, as needed