

Area:	Health Services
Subject:	HS10 - Extended Health Follow-up and Treatment: Communication
Reference:	1304.20(c)(1)
Policy:	SCOE, Partner, and Delegate agencies will implement a system of ongoing communication with the parents of children with identified health needs to facilitate a follow-up plan.

Procedure:

1. FSW's/Designated Health Staff shall meet with parent/guardian to complete the Health History/Nutrition Assessment. The parent/guardian may sign a release of information in order for staff to contact the health care provider for child's health records as needed.
2. Prior to enrollment, the FSW or FHSL will notify the Head Start Nurse of any health condition that may require medication, medical care, or special meals accommodations during program hours. The Head Start Nurse will contact the parent/guardian in order to complete an Individual Health Care/Asthma Care Plan/Special Meals Accommodations form in conjunction with child's health care provider. Designated Health Staff will also request and review all children's physicals, within 30 days of child enrollment and contact parent/guardian to provide any additional support or care plans as needed.
3. Head Start Nurse will conduct hearing and vision screenings within 45 calendar days for any child that is not up to date on their sensory screenings per the child's individual EPSDT calendar (Note: programs operating less than 90 days will have all sensory /developmental screenings completed within 30 calendar days). Screening results will be shared with parent/guardian upon completion. Parent/Guardian will be asked to follow up with their child's health care provider if any additional testing is required.
4. If a dentist visits the facility and conducts exams, the exam results will be shared with the parent/guardian and indicate if additional dental treatment or preventative care is needed.
5. If a nutrition/weight concern is identified by the parent/guardian, child's health care provider, Educator or through the results of the child's completed growth chart, the Head Start Nurse will contact parent/guardian to offer nutrition services with the Grantee's contracted Registered Dietitian. If parent/guardian consents, a Nutrition Referral will be made through the electronic data system and parent/guardian will be contacted by the Dietitian in order to provide parent/guardian education and support.
6. FSW, Designated Health Staff, Educators and site supervisor will meet monthly to conduct multi-disciplinary case conferencing in order to identify any observed health needs.
7. Designated staff will contact family to address any observed concerns and provide follow up support and education as needed.
8. Educators will notify Disabilities Supervisor/Coordinator (FP-465) and a CST meeting will be initiated (See Child Success Team Meeting Procedure DS05) for any known or suspected disability.

Supervised by:	Health Services Director/Site Supervisor/Disabilities Supervisor
Performed by:	Designated Health Staff, FSW's, Program Specialists – Health & Disabilities, Educators
Forms needed:	Release of Medical Information, Family Case Notes, Nutrition Referral, Special Meals Accommodation form, Individual Health Care Plan forms, Asthma Care Plan form, Case Conferencing form, Electronic Nutrition Referrals, CST Meeting form, Hearing/Vision/Dental Screening Results forms, Child Physicals, Health History and Nutrition Assessment
Frequency:	As needed – Annually