

Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

	<p>parent needs assistance in obtaining pending results, the Family Service Worker, Center Coordinator, Home visitor or Health Services Coordinator will then attempt to obtain pending results after informing the parent.</p> <p>- For the children who are not up-to-date on an age-appropriate schedule of well- child check-up or physical, the Health Services coordinator, with the assistance of the Family Service Worker, Home visitor, and Center Coordinator, will assist the parents in bringing the child up to date.</p> <p>- For children who are up-to-date on an age appropriate schedule of well child care, the Health Services Coordinator, Family Service Worker, Home visitor and Center Coordinator will maintain an on-going monitoring of the child's health records to ensure that they continue to follow the recommended EPSDT schedule of well care. The Family Service Worker or Home visitor will send home or take to the home based families reminders to the child's parent at a (1) month notice and then at a (2) week notice for medical requirements needed, i.e. physical.</p> <p>- As soon as possible, but no later than 90 calendar days after the child's entry into the Head Start/ Early Head Start program, a dental examination will be completed for age recommendations and a recommended treatment plan</p>			<p>-Monitored and maintained throughout the program year.</p>
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Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

	<p>established. This can be performed by a contracted dentist for the Head Start/ Early Head Start program or the child's private dentist. If the child already has a dentist the Family Service Worker, Home visitor or Center Coordinator will obtain a copy of the treatment record from that dentist.</p> <p>- At enrollment if the child has not obtained a regular dentist, consent for dental services and health history form should be completed and signed by the parent. If a parent denies the dental examination and treatment for their child by the contracted Head Start/ Early Head Start dental provider, the Health Services Coordinator will be notified. The Health Services Coordinator will meet with the parent concerning dental care. If the parent continues to refuse dental treatment for the child, a denial of dental services will be completed and signed by the parent. The parent will be responsible for providing the program written documentation of dental treatment obtained for the child.</p> <p>- At enrollment, if the child has a private dentist, a signed release of dental records should be signed by the parents to give permission for the Health Services Coordinator, Home visitor or Family Service</p>			<p>-At enrollment.</p>
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Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

	<p>worker to obtain the child's dental records from the family's private dentist. The child's parent will make the first attempt in obtaining pending results. If parent needs assistance in obtaining pending results the Family Service Worker, Home visitor Center Coordinator or Health Services Coordinator will then attempt to obtain pending results after parent is informed.</p>			
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Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

Objective	Strategy	Staff	Resources	Time Frame
<p>(b)(1)(2)(3) -In collaboration with each child's parent, and within 45 calendar days of the child's entry into the program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmental, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, and emotional skills (see 45 CFR 1308.6 (b) (3) for additional information). To the greatest extent possible, these screening procedures must be sensitive to the child's cultural background.</p>	<ul style="list-style-type: none"> - Screen each child's development in behavioral, motor, language, social, cognitive, perceptual, and emotional skills using the Battelle within 45 calendar days of entry. - Assess sensory skills of visual and auditory from physical or performed by trained Head Start/ Early Head Start staff. - Assess children's progress throughout the program year using Galileo Assessment. This will be used to assist teachers in planning and individualizing their lesson plans. Note: These screenings must be sensitive to the child's cultural background. -Have parent's complete social/emotional screening using the age appropriate Ages & Stages (ASQ) at enrollment. - Obtain an up-to-date physical and immunization record on each child. - Complete a child health record at enrollment. 	<p>-Family Service Worker, Disabilities Specialist, Center Coordinator, Health Services Coordinator, Home visitor, Caregivers and Teaching Staff.</p>	<p>- Physical, immunization record, Battelle, Ages & Stages, consent from parents, child health record, and Galileo Assessment.</p>	<p>- Within 45 calendar days of enrollment.</p> <p>-At enrollment</p> <p>- Parents will be encouraged to share any information concerning the health needs of their child.</p>

Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

Objective	Strategy	Staff	Resources	Time Frame
(c)(1)(2)(3)(4)(5) -To establish and maintain a medical home, to receive dental care, as well as to address all health concerns.	<p>-At enrollment a medical home information form and health history form should be completed and signed by the parent that identifies an ongoing source of continuous, accessible health care (medical home) for the enrolled child. If the family does not have an ongoing source of continuous, accessible health care (a medical home), the Home visitor, Family Service Worker and /or Center Coordinator must assist the parents in accessing a source of continuous, accessible health care for the child. This will be accomplished as quickly as possible, but no later than 90 calendar days from the child's entry into the program.</p> <p>- The Family Service Worker or Home Visitor, with the assistance of the Center Coordinator will establish a system of ongoing communication with the parents of each child identified to have specific health needs to facilitate and implement a follow-up plan to track the identified health need.</p> <p>- The Center Coordinator, Family Service Worker or Home visitor will provide ongoing assistance to parents in obtaining any prescribed medications, aids or equipment for medical and dental conditions.</p>	<p>- Family Service Worker, Center Coordinator, Health Service Coordinator, Caregivers, Home visitor Teaching Staff.</p>	<p>- Medical home information form, health history form, dental follow-up form, family file, educational file, HSCIP.</p>	<p>- At the time of enrollment.</p> <p>-within 90 calendar days of entry to have a medical home.</p> <p>- Parents will be encouraged to share any information.</p>

Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

Objective	Strategy	Staff	Resources	Time Frame
<p>(D) The program will implement ongoing procedures to identify health concerns.</p>	<p>- In addition to assuring children participate in a schedule of well child care, the Health Services Coordinator, Family Service Worker, Caregiver, Home Visitor, and Teaching staff will conduct ongoing, periodic observations of each individual child's developmental progress, including changes in physical appearance and emotional and behavioral patterns. These procedures will include observations from the child's parent's as well as staff members.</p> <p>- Periodic in-service will be provided to all program staff during the school year to assist them to identify common health and developmental concerns of children as needed or by request of staff.</p> <p>- The teaching staff will be instructed who to contact at each site with health or behavioral concerns. This information will be forwarded to the Education Services Coordinator for review and forwarded to the appropriate Coordinator if needed.</p> <p>- Classrooms will be monitored daily for safety hazards, maintenance needs and cleanliness.</p>	<p>-Family Service Worker, Center Coordinator, Education Services Coordinator, Caregivers, Home visitor, Teaching Staff.</p>	<p>- Family file, education file, disability file, referrals, interoffice communication.</p>	<p>-Daily Health Checks for center base.</p> <p>- Weekly Health checks for Home based.</p> <p>-Throughout the program year.</p>

Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

Objective	Strategy	Staff	Resources	Time Frame
(e)(1)(2)(3)(4)(5) To ensure that parents will be involved in decisions concerning their child's health.	-To ensure that each child enrolled in the program is receiving appropriate health services the Family Service Worker, Center Coordinator, Teacher, Home visitor or Health Services Coordinator will consult with parents immediately when health or developmental problems are suspected or identified. - Staff will discuss with parents any health and developmental procedures used by the program. Staff will obtain in advanced informed consent from the parent or guardian for each procedure. The Family Service Worker, Home visitor, or Center Coordinator will explain the results of diagnostic testing. -Parents will be notified in advance and informed consent will be obtained for all procedures their child will receive in the program. Staff will assist parents in familiarizing their children with each procedure using developmentally appropriate practices to prepare the child	-Family Service Worker -Center Coordinator -Health Services Coordinator -Caregiver -Home Visitor -Teaching Staff	- Family Contact Form, Activity/Service Delivery and Tracking, Consent for Screening Form, Education File, and Family Files.	- Staff will consult with parents immediately when child's health or developmental problems are suspected or identified -At enrollment -Prior to any procedure. -Throughout the program year.

Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

	<p>for any upcoming assessments, screenings, or health and dental procedures.</p> <ul style="list-style-type: none"> - Staff will encourage parents to be active participants in their child's health care by ensuring that families participate in an ongoing family health care system including physical examinations and current immunizations for siblings not currently enrolled in Head Start/Early Head Start. -If a parent or guardian refuses to give consent for health services for their child, the Health Services Coordinator, Home Visitor or Center Coordinator will obtain written documentation of the refusal. This documentation will be filed in the family file. If the refusal endangers the child's physical or emotional well being, every effort will be made to help the parent or guardian understand the importance of the service. If staff is unsuccessful, the Head Start/Early Head Start Director will be consulted for further guidance on steps to take in the matter. 			
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Action Plan Area: Child Health and Developmental Services Plan Program Year: 2011-2012

Objective	Strategy	Staff	Resources	Time Frame
<p>(f)(1)(2) Head Start/Early Head Start will use information from the screening for developmental, sensory, and behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from the child’s parents to help staff and parents determine how the program can best respond to each child’s individual characteristics, strengths and needs.</p>	<ul style="list-style-type: none"> - Maintain an up-to-date physical and immunization record on each child. - Complete a child health record at enrollment. - Assess sensory skills of visual and auditory from physical or performed by a trained Head Start/ Early Head Start staff. - Within 45 calendar days of the child’s entry perform the Battelle on each 1st year enrollment. - Assess children’s progress throughout the program year using the Galileo assessment. This will be used to assist teachers and Home visitors in planning and individualizing their lesson plans. - Monitor child’s medical and dental records. -Support individualization for children with disabilities. - Services for infants, toddlers, and their families support the attainment of the expected outcomes contained in the ISFP. 	<ul style="list-style-type: none"> - Family Service Worker, Disabilities Coordinator, Disabilities Specialist, Center Coordinator, Health Services Coordinator, Caregivers, Home visitor and Teaching Staff. 	<ul style="list-style-type: none"> - Physical, immunization record, Battelle, consent from parents, child health record, and Galileo Assessment, IEP, ISFP. 	<ul style="list-style-type: none"> -At enrollment. -Within 45 calendar days of entry for 1st year enrollment. -Throughout program year.

CEEC Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use _____ to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in effect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

Chibley Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in effect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

Walton Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Family Service Worker is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Family Service Worker will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts classroom three, classroom three will contact the kitchen.
- 5) Password: _____.
- 6) Lockdown remains in effect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date

Westville Intruder Plan

- 1) When an intruder is spotted, Center Coordinator or Administration Receptionist is to be notified immediately by phone.
- 2) Center Coordinator or designee will then notify teachers/staff to put lockdown into affect. Center Coordinator or Administration Receptionist will call 911.
- 3) Doors will be locked, etc. Children will be moved away from doors and windows. The staff will use intercom to contact the classrooms.
- 4) Center Coordinator contacts classroom one, classroom one contacts classroom two, classroom two contacts classroom four, classroom four will contact the kitchen, and the kitchen will contact classroom three.
- 5) Password: _____
- 6) Lockdown remains in effect until Center Coordinator or designee comes to each room, to give all clear.
- 7) The lockdown drill will be done at least once a year.

Center Coordinator

Date