

WCAP Head Start and Early Head Start Program Plans  
 1304.20 Child Health and Developmental Services

Head Start Performance Standard/ Head Start Act	Policies, Procedures and/or Documents	Person Responsible	Timeframe
§ 1304.20 Child health and developmental services	--	--	--
(a) Determining child health status.	--	--	--
(1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:	--	--	--
(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;	Application Health Data Tracking Medical & Dental Policy	Health Coordinator	Upon enrollment and ongoing
(ii) Obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate the requirements for a schedule of well child care utilized by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the State in which they operate, and the latest immunization recommendations issued by the Centers for Disease Control and Prevention, as well as any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems:	Application Child File containing: Immunization Records, physicals, dentals Impact Promis Health Data Tracking	Health Coordinator with Teachers and Family Service Staff	Upon enrollment and ongoing
(A) For children who are not up-to-date on an age-appropriate schedule of well child care, grantee and delegate agencies must assist parents in making the necessary arrangements to bring the child up-to-date;	Child File (Including: Application, Contact Notes, Family Partnership Agreement, Case	Health Coordinator and Family Service Staff	Upon enrollment and ongoing

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	Conference)  Medical & Dental Policy  Payer of Last Resort Policy		
(B) For children who are up-to-date on an age-appropriate schedule of well child care, grantee and delegate agencies must ensure that they continue to follow the recommended schedule of well child care; and	Child File  Health Data Tracking	Health Coordinator with Teachers and Family Service Staff	Upon enrollment and ongoing
(C) Grantee and delegate agencies must establish procedures to track the provision of health care services.	Medical & Dental Policy  Health Data Tracking  Promis	Health Coordinator and Family Service Staff	Ongoing
(iii) Obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health or developmental problem; and (iv) Develop and implement a follow-up plan for any condition identified in 45 CFR 1304.20(a)(1)(ii) and (iii) so that any needed treatment has begun.	Health Data tracking  Child File  Referral Procedure  Individual Health Plan (IHP)	Health Coordinator and Family Service Staff	Ongoing
(2) Grantee and delegate agencies operating programs of shorter durations (90 days or less) must complete the above processes and those in 45 CFR 1304.20(b)(1) within 30 calendar days from the child's entry into the program.	N/A	N/A	N/A
(b) Screening for developmental, sensory, and behavioral concerns.	--	--	--
(1) 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),	Child Files (screening results)  Disabilities Tracking	Health Coordinator  Education Team with Teachers and	45 days within enrollment

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<p>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>	<p>Health Data Tracking           Cultural &amp; Linguistic Policy           1308.4 Disabilities Plan</p>	<p>Home Visitors and Family Service Staff</p>	
<p>(2) Grantee and delegate agencies must obtain direct guidance from a mental health or child development professional on how to use the findings to address identified needs.</p>	<p>Mental Health Consultants MOU           Referrals           Child File           IHPs, IEPs, IFSPs,           Consultation notes</p>	<p>Health Coordinator and/or Education Team with Mental Health Consultants</p>	<p>Ongoing           MOUs updated annually</p>
<p>(3) Grantee and delegate agencies must utilize multiple sources of information on all aspects of each child's development and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior.</p>	<p>Screening and assessment tools           Child files           1304.21 Plans           Teaching Strategies Gold observations           IHPs, IEPs, IFSPs,           Staff meetings           Consultations notes</p>	<p>Teachers, Family Service Staff, and Home Visitors with support from Health Coordinator and Education Team</p>	<p>Ongoing</p>

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(c) Extended follow-up and treatment.	--	--	--
(1) Grantee and delegate agencies must establish a system of ongoing communication with the parents of children with identified health needs to facilitate the implementation of the follow-up plan.	IHPs, IEPs, IFSPs  Child File  Contact Notes  Daily Sheets  Case Conferences	Health Coordinator  Education & Disabilities Coordinator	Ongoing
(2) Grantee and delegate agencies must provide assistance to the parents, as needed, to enable them to learn how to obtain any prescribed medications, aids or equipment for medical and dental conditions.	IHPs, IFSPs, IEPs  In individual Contact Notes, Resource Log, Case Conferences Family partnership agreements  Medical & Dental Policy  Policy for Identifying Payer of Last Resort	Family service staff and Health Coordinator	Ongoing & as needed
(3) Dental follow-up and treatment must include: (i) Fluoride supplements and topical fluoride treatments as recommended by dental professionals in communities where a lack of adequate fluoride levels has been determined or for every child with moderate to severe tooth decay; and (ii) Other necessary preventive measures and further dental treatment as recommended by the dental professional.	Child File (Dental record, physical record)	Health Coordinator	Ongoing & as needed
(4) Grantee and delegate agencies must assist with the provision of related services addressing health concerns in accordance with the Individualized	IEPs, IFSPs, IHPs	Education and Disabilities	Ongoing & as needed

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Education Program (IEP) and the Individualized Family Service Plan (IFSP).	Contact Notes  Child File	Coordinator  Health Coordinator	
(5) Early Head Start and Head Start funds may be used for professional medical and dental services when no other source of funding is available. When Early Head Start or Head Start funds are used for such services, grantee and delegate agencies must have written documentation of their efforts to access other available sources of funding.	Policy for Identifying Payer of Last Resort	Head Start Director	Ongoing & as needed
(d) Ongoing care. In addition to assuring children's participation in a schedule of well child care, as described in Sec. 1304.20(a) of this part, grantee and delegate agencies must implement ongoing procedures by which Early Head Start and Head Start staff can identify any new or recurring medical, dental, or developmental concerns so that they may quickly make appropriate referrals. These procedures must include: periodic observations and recordings, as appropriate, of individual children's developmental progress, changes in physical appearance (e.g., signs of injury or illness) and emotional and behavioral patterns. In addition, these procedures must include observations from parents and staff.	Health Data Tracking  Child File  Child observations  Incident/Accident Reports, Behavior Plans & Tracking  Daily Sheet	Health Coordinator	Ongoing & ongoing
(e) Involving parents. In conducting the process, as described in Sec. 1304.20 (a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must: (1) Consult with parents immediately when child health or developmental problems are suspected or identified;	Screenings & screening results  Family Conferences  Incident/Accident Reports  Referral Procedure  Child File	Teachers & Family Service Staff with Education and Disabilities Coordinator and supervisors, Health Coordinator	Ongoing
(2) Familiarize parents with the use of and rationale for all health and developmental procedures administered through the program or by contract or	Application	Teachers & Family Service Staff with	At enrollment and ongoing

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<p>agreement, and obtain advance parent or guardian authorization for such procedures. Grantee and delegate agencies also must ensure that the results of diagnostic and treatment procedures and ongoing care are shared with and understood by the parents;</p>	<p>Consents, Permissions, &amp; Verification Form           Screening results &amp; screening results letter           Referrals           Parent/Teacher Conferences           Case conferences</p>	<p>Education and Disabilities Coordinator, Health Coordinator</p>	
<p>(3) Talk with parents about how to familiarize their children in a developmentally appropriate way and in advance about all of the procedures they will receive while enrolled in the program;</p>	<p>Application           Consents, Permissions, &amp; Verification Form           Initial Home Visit</p>	<p>Teachers &amp; Family Service Staff</p>	<p>Before enrollment &amp; ongoing</p>
<p>(4) Assist parents in accordance with 45 CFR 1304.40(f)(2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process; and</p>	<p>Child General Health Form (Form #4 at Application)           Initial Home Visit           Family Partnership Agreement</p>	<p>Family Service Staff           Health Coordinator</p>	<p>Ongoing</p>
<p>(5) If a parent or other legally responsible adult refuses to give authorization for health services, grantee and delegate agencies must maintain written documentation of the refusal.</p>	<p>Consents, Permissions, &amp; Verification Form           Services Refusal From</p>	<p>Family Service Staff</p>	<p>As needed</p>
<p>(f) Individualization of the program.</p>	<p>--</p>	<p>--</p>	<p>--</p>
<p>(1) Grantee and delegate agencies must use the information from the screening</p>	<p>Screening results</p>	<p>Teachers &amp; Family</p>	<p>Ongoing</p>

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<p>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>	<p>IHPs, IFSPs, IEPs          Individual Child Plans          Behavior Plans          1304.21 Plans          Child File</p>	<p>Service Staff          Education Manager with Education Team and Health Coordinator</p>	
<p>(2) To support individualization for children with disabilities in their programs, grantee and delegate agencies must assure that:          (i) Services for infants and toddlers with disabilities and their families support the attainment of the expected outcomes contained in the Individualized Family Service Plan (IFSP) for children identified under the infants and toddlers with disabilities program (Part H) of the Individuals with Disabilities Education Act, as implemented by their State or Tribal government;          (ii) Enrolled families with infants and toddlers suspected of having a disability are promptly referred to the local early intervention agency designated by the State Part H plan to coordinate any needed evaluations, determine eligibility for Part H services, and coordinate the development of an IFSP for children determined to be eligible under the guidelines of that State's program. Grantee and delegate agencies must support parent participation in the evaluation and IFSP development process for infants and toddlers enrolled in their program;          (iii) They participate in and support efforts for a smooth and effective transition for children who, at age three, will need to be considered for services for preschool age children with disabilities; and          (iv) They participate in the development and implementation of the Individualized Education Program (IEP) for preschool age children with disabilities, consistent with the requirements of 45 CFR 1308.19.</p>	<p>1308 Disabilities Plans          IEPs, IFSPs, IHPs          MOUs with Child Development Services          Screening Results          Referral Procedure          Referrals          Screening and referral tracking logs          Child Observations          Transition/Transfer Plan &amp; Timeline</p>	<p>Family Service Staff &amp; Teachers          Education &amp; Disabilities Coordinator</p>	<p>Screenings within 45 days          And Ongoing</p>