

I. Ideal of Medical Home

The primary goal of the Head Start staff is to help families establish a long-term medical home they can remain involved in when the child is no longer enrolled. As quickly as possible staff will make a determination as to whether or not each child and family has an on-going source of continuous, accessible health care, if a child does not have a source, staff will assist parents in obtaining a source. Staff will establish procedures to track the provisions of health care services. Staff will have a pivotal role with parents in providing and organizing health care services to ensure health care professionals conduct an initial determination of the status of the child's health and provide any further diagnostic testing, examinations and treatments as needed.

Requirements for Well Child Care Services incorporate the latest immunization recommendations of the Center of Disease Control and Prevention and a schedule employed by the Early Periodic Screening, Diagnosis and Treatment (EPSDT) for the State of Tennessee as well as recommendations from local Health Services (Multi Services Advisory) Committees based on prevalent community health problems. For children who are not up-to-date on an age appropriate schedule of well child care staff must assist parents in making the necessary arrangements to bring the child up-to-date. For children who are up-to-date on an age appropriate schedule of well child care staff must ensure that they continue to follow the recommended schedule of well child care. The program ensures that each child enrolled will have a complete

medical, dental and developmental history on file, obtained from records of past medical care, staff observations, and information obtained from parents and guardians.

The program has an immunization policy, which requires each child enrolled must have a valid Tennessee Immunization Certificate at the time of enrollment. Staff will assist parents throughout the year updating immunizations. Staff will maintain documentation of efforts in this direction.

The parent or guardian of each child is responsible for presenting to the program a completed school medical examination, which includes but is not limited to: hemoglobin or hematocrit, blood pressure, TB skin test (when applicable), lead test, complete medical examinations of skin, eyes, ears, nose, mouth, chest, external reproductive organs, hips, lymph glands, abdomen, extremities, spine, heart, lungs, and groin area. The medical exam cannot be older than January 1 before the start of school and is required upon enrollment although exceptions may be made, depending upon availability of appointments. If the parents are unable to obtain a medical exam for their child, staff will assist them in obtaining one.

The program is responsible to ensure a comprehensive screening schedule to provide an assessment of growth, vision, developmental, hearing, language and dental.

Each parent or guardian must give written permission upon enrollment before a screening/ physical exam is performed on a child. The Van Buren County School System performs hearing and language screening on an in-kind basis and is overseen by a clinical instructor. Developmental assessment is performed by using diagnostic/observational

tools by utilizing Lap D or Lap 3 instrument. This is completed on each child through individual child assessment or teacher observation. Nutritional assessments are done, by the Health Services Specialist in conjunction with a nutrition consultant using growth charts, blood count results from the medical exam and diet analysis gathered from the parent at the time of enrollment. Developmental assessment/screening will take place during the phase in process prior to entrance into Head Start. Parents will be trained using the LAP-D & LAP-3 (Assessment Instrument) DECA (Social Emotional Tool) for 3-4 year olds prior to the actual process. Results of the process will be reviewed with parents following the screening.

Developmental assessment will include motor, social, cognitive, behavioral and perceptual skills. Staff will assure that screening is sensitive to the child's background.

Dental screening is performed by a Health Care Provider prior to enrollment when possible. Head Start Staff will assist parents in obtaining screenings as needed. All children will have Dental Screening within (30) days of enrollment. Each child is then assigned a category of emergency, apparent need or no apparent need. This is done by review of the documented dental screenings and will determine the order in which dental services should be performed. Parents of children categorized in the emergency or apparent need categories will be assisted/encouraged to schedule a dental exam for their child, which will fit their schedule. Under special circumstances, the Health Services Specialist will assist parents with transportation needs and may transport the child to the dental appointment if the parents are unable to do so.

Head Start Staff will encourage parents to practice self-care oral hygiene procedures with their child and other family members. Parents who refuse dental care for their child will be required to sign a written documentation of their refusal. Dental follow-up treatment must include fluoride supplements and topical fluoride treatments and other necessary treatments recommended by Health Care Providers.

Vision Screening is done by the Health Care Provider, when screening is not completed the Health Services Specialist or well trained volunteer will complete this screening (when possible utilizing the in-kind services of the local Lions Club for Van Buren County). All screenings are completed within the first (45) forty-five days of enrollment to ensure prompt referrals as needed. All children are familiarized with the screening prior to receiving service through teachers planning related activities and parents being given information to help them prepare their children in a developmentally appropriate manner.

As soon as the screening assessment is completed, parents are notified of the results by note and/or conference. Referrals are made when indicated. The Disability Services Specialist who utilizes the in-kind services of the LEA handles speech/language referrals, nutritional referrals are made to the Van Buren County Health Department, WIC, and Nutritional Counseling Programs by the Health Services Specialist. Vision referrals are based upon the criteria of TNCare or no TNCare. Children requiring a more in-depth developmental assessment are referred to the Disability Services Specialist who utilizes the in-kind of the

LEA or contracted services of a mental health professional. When treatment is completed, documentation will be obtained from the provider and maintained in the child's health record.

Through the process of compiling health information on each child, screening assessments and referrals, early identification of the special needs of individual children are made. The health concerns of children with disabilities will be addressed to enhance their opportunity to fully benefit from this Head Start experience.

Once the follow-up plan is established and implementation has begun by Health Providers, the Health Services Specialist will maintain on-going communication with parents/guardians to provide any needed assistance.

Staff will assist parents in obtaining prescribed medications, aids, or equipment. All resources will be exhausted with appropriate documentation prior to the use of Head Start funds for health related services.

Each teacher will complete two observation of health and behavior forms on each child per year (after entry and prior to the end of the school year) utilizing the Staff

Observations of Health and Behavior Form. Also, the Health Services Specialist will observe the classroom once a month noting individual children's progress, changes in physical appearance, (i.e., signs of injury or illness), emotional and behavioral patterns. The Health Services Specialist will work in conjunction with the parents/guardians, teachers, and health care professionals to collectively resolve problems as they arise. The Health Services Specialist or appropriate staff will consult with parents/guardians immediately when new health

problems are suspected or identified. When a parent/guardian refuses to give authorization for health services, the Health Services Specialist will maintain written documentation of refusal. Training will be provided to parents on the importance of health and developmental procedures, results of diagnosis, treatment and on-going care to assure they understand the necessity of these services.

An individual health record is maintained on each child enrolled. The folder and/or Galileo will contain the child's medical and developmental history, screening results, medical and dental examination data, immunizations certificate, up to date information about treatment and follow-up, permission forms and copies of health related notes sent to the parent. The file is maintained at center level in a confidential manner. Copies of health information pertinent and useful to teachers will be placed in the child's education file. Reports will be utilized to track services on the Galileo system.

Parents are assisted with transition into the public schools by the Health Services Specialist, who forwards necessary health records to the school at the time of pre-registration, with parent consent.

Parents are also provided a summary by May 1st of the health services which their child received throughout the year. This contains a listing of the service providers, the date the service was performed and the outcome.