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<b>Ref #: 1302.42(d); 1302.42(e)(2)</b>	<b>Policy Council Approval Date:</b> 07/28/2020

**COMPONENT: CHILD HEALTH AND DEVELOPMENTAL SERVICES**

**SUBJECT: EXTENDED FOLLOW-UP AND TREATMENT**

**PERFORMANCE OBJECTIVE:** To establish an ongoing communication with the parents of children with identified health needs to facilitate the implementation of the follow-up plan. To 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.

To ensure that dental follow-up and treatment includes fluoride supplements and treatments as recommended by dental professionals as well as any other necessary preventative measures and further dental treatment as recommended by the dental professional.

To ensure that the agency assist with the provision of related services addressing health concerns in accordance with the Individualized Education Program for children with disabilities.

To allow for Head Start funds to be used for professional medical and dental services when no other source of funding is available.

**POLICY AND PROCEDURE:**

Family Advocates will have a system of on-going communication with parents/guardians and will provide assistance and guidance to all families to enable them to obtain or arrange for further on-going diagnostic testing, examination, and treatment with a qualified professional as necessary as well as providing guidance and assistance as needed to obtain any prescribed medications, aids or equipment for identified medical and dental conditions.

Family Advocates will develop and implement the delivery of health services while collaboratively working with the parents/guardians to ensure that any health or developmental problems receive competent and continuing care until the issue(s) are remedied, or until a pattern of ongoing care is established.

In an effort to accomplish this Family Advocate will follow up on identified concerns and failed screenings. Follow up will ensure that the Family Advocate:

- Communicate regularly with parents and staff members to determine if examinations or treatments have taken place, and document those efforts as actions under initial event in ChildPlus.

- Collaborate with teaching staff for careful and repeated review of health records while also communicating with parents/guardians to identify any new health concerns and make appropriate referrals if needed; compare observations of children, refine goals, discuss progress, ask questions, discuss the quality of care, and address any difficulties and concerns as they arise. Document all communications/follow-up in ChildPlus as actions.
- Encourage parents/guardians to be an active partner in their child's health care procedures and to advocate for their family's health need in various health care delivery systems.

To the extent possible health and dental services treatment and follow-up should be completed by the end of the program year. However, if completion is not possible, Family Advocates will ensure that parents/guardians are aware and understand necessary procedures to ensure treatment is completed.

The Family Advocate will assist parents/guardians in locating transportation, finding assistance to pay for medications, aids, or equipment, locating where to go to obtain prescriptions, aids, or equipment, discuss and answer any questions or concerns parents/guardians raise as needed. The Family Advocate will assist parents/guardian in communicating and working with health and dental professionals.

Family Advocates will monitor health and dental event as well as follow-up via ChildPlus.

The Health Services **Manager** will monitor health/dental events through monthly ChildPlus monitoring.

Head Start funds may be used for professional medical and dental services when no other source of funding is available. The Family Advocate will provide written documentation of their efforts to access other available sources of funding. The Health Service Manager must approve payment for services with permission of the Head Start Director.

The Family Advocate will guide and assist families on how to access and use different resources. If no other resources of funding are available to the family, Head Start will provide funding for services, to the extent possible, to ensure payments do not exceed budget amounts.

Family Advocates will be primarily responsible for requesting Head Start funding for services. The Family Advocate must forward the following information to the Health Service Manager via email:

1. Documentation/Information of other sources of funding attempted but not available;
2. Services needed or treatment plan;
3. Provider's name and address;
4. Projected cost of services.

The Health Service Manager will communicate with the Head Start Director for approval. The Health Service Manager will notify the Family Advocate via email of authorization or denial of payment. The Family Advocate will assist the parent/guardian in scheduling services and/or treatment and offer assistance for transportation as needed.

The Health Service Manager will track all expenditures and work with the Director to ensure that Head Start Payments do not exceed budgeted amounts.