

## **COMMUNICATION - EARLY HEAD START**

### **Community:**

- **Community partners include DHS, Umatilla County Health, ESD, CAPECO, school district personnel and other community agencies.**
- **Services are addressed with community partners about teen parents, gaps in services, recruitment of families, and improvement of program and sharing of new information about their specific agency.**
- **Information affecting the agency is shared via administrative meetings and memos to appropriate staff.**
- **Meetings usually occur quarterly or by appointment or by project.**
- **Concerns identified by staff within the agency may be addressed by specific appointment.**

### **Recruitment, Selection and Enrollment:**

- **Family Advocates provide Family Development Director with updates weekly and monthly as needed via class lists by center, income status and disability or special need, initial selection sheets and application and recruitment notes upon enrollment, drops, adds, and transfers via memo or e-mail and waiting list information by centers, income status, disability or special need.**
- **Family Development Director maintains a listing of numbers of over income children enrolled and gives approval for other over income children to be enrolled.**
- **Family Development Director, selected staff, and Policy Council representatives attend the Selection Committee meeting scheduled in March/April of each program year.**
- **Family Advocates meet with the Family Development Director monthly to discuss issues concerns of families, social service issues, recruitment and enrollment concerns and parent involvement activities.**

### **Social Services:**

- **Family Advocates through month end reports and Family Development Tracking sheets provide initial and updated information to Family Development Director on the status of each enrolled family on crisis needs, Family Partnership Agreement and identified social service concerns.**
- **Family Development Director provides monthly information to the Executive Director on the number of Family Partnership Agreements and parent involvement activities including center meetings.**
- **Family Development Director provides consultation to staff and parents when requested for assistance with referrals for social service needs and concerns.**

### **Mental Health:**

- **Mental Health Director provides consultation to center staff and parents**

- when requested on mental health and mental wellness.
- **Mental Health Director provides individual mental health observations of enrolled children when requested by staff or parents.**
  - **When requested by parents or staff, Mental Health Director provides training or information on specific mental health topics. Information on infant and toddler mental health is also provided through the agency newsletter.**
  - **Mental Health Director provides feedback to staff through regularly scheduled classroom observations.**
  - **Mental Health Director provides monthly reports to the Executive Director on the number of classroom observations, numbers of children identified with social/emotional concerns, number of children referred to mental health, and number of children receiving mental health treatment.**

**Parents:**

- **Parents provide information and input to staff on their family through home visits, center meetings, parent staff conferences and agency committees.**
- **Parents can access staff and management upon request for assistance with issues of program or family. Staff can ask for assistance of management staff in resolving issues or concerns with families through direct contact or memo.**