

## H-1 HEALTH SERVICES DIRECTOR

### AUGUST

- Contact County Health Department regarding community health problems.
- Contact DHS for information regarding their programs.
- Coordinate stocking of first aid kits/blood clean up kits. Have kits placed at centers, in buses, and agency vehicles.
- Arrange for dental/medical services - fees, services provided, billing procedures.
- Provide CFAs & FAs with process for requesting Head Start Pay Vouchers.
- Provide CFAs & FAs with information on immunization requirements to be shared with families during recruitment.
- Prepare trainings for pre-service.
- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Develop agenda and coordinate mail-out of invitation letter to providers for September HAC meeting.
- Issue toothbrush supply to Teachers.
- Ensure medical and food substitutions protocols are in place and staff receive appropriate training prior to child's attendance.
- Give List of Providers to Family Advocates and Child and Family Advocates
- Coordinate Fluoride Varnish Program with Advantage Dental. Ensure Consent forms are distributed at enrollment and completed prior to Application.
- Coordinate with local providers to provide dental screenings to Head Start families where available.
- Coordinate Vision Screening with Casey Eye Institute. Ensure that Consent to Participate in Casey Eye Institute Vision screening program are completed and sent off to Casey Eye Institute in a timely manner.

## H-1 HEALTH SERVICES DIRECTOR

### SEPTEMBER

- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Provide training to staff at pre-service
- Set up tracking systems and review procedure with appropriate staff.
- Recruit HAC members per performance standards for Head Start.
- Check with County Health Department on when primary immunization review is due. Review CIS records to assess immunization needs and share with appropriate staff.
- Ensure that emergency information for each student is kept near a phone.
- Ensure scheduling of dental and physical exams.
- Ensure students are informed of health services to be performed, ie. physical, dental, hearing, vision, and speech.
- Attend ICS Meetings to address health related issues as requested.
- Month end report
- Submit Month end report to Healthy Kids
- HAC meeting
- Monitoring Grant and Wallowa Counties
- Complete File Reviews
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Fluoride Varnish Program with Advantage Dental. Ensure Consent forms are distributed at enrollment and completed prior to Application. Send off consents to Advantage dental Administrative office. Assist Dental Hygienist on Fluoride Varnish dates
- Coordinate with Assigned DCO's to provide dental screenings to Head Start families
- Coordinate Vision Screening with Casey Eye Institute. Ensure that Consent to Participate in Casey Eye Institute Vision screening program is completed.

## **H-1 HEALTH SERVICES DIRECTOR**

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### OCTOBER

- Recruit parent from each community to HAC per Head Start performance standards.
- Attend ICS Meetings to address health related issues as requested.
- Ensure students are informed of health services to be performed, ie. physical, dental, hearing, vision, and speech
- Issue Head Start Pay vouchers upon request by CFAs & FAs and documentation of need.
- Review information on dental and physical exams, vision and hearing screens on new and returning students. Assess follow-up needs.
- Ensure referrals are made based on screening results and documented in files.
- Review CIS records to assess immunization needs and share with appropriate staff.
- Prepare training for staff meeting related to Health Services Component.
- Provide parents with information and/or training in the following areas: preventive health, emergency first aid, and safety practices.
- Newsletter article when requested.
- Month end report
- Complete file reviews
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Fluoride Varnish Program with Advantage Dental. Ensure Consent forms are distributed at enrollment and completed prior to Application. Send copy of Consents to Advantage Administrative Offices. Assist Hygienist on fluoride varnish dates
- Coordinate with local providers to provide dental screenings to Head Start families where available.
- Coordinate Vision Screening with Casey Eye Institute. Ensure that Consent to Participate in Casey Eye Institute Vision screening program are completed and sent off to Casey Eye Institute in a timely manner.

# H-1 HEALTH SERVICES DIRECTOR

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### NOVEMBER

- Send out notice for Health Advisory Committee Meeting.
- Attend ICS Meetings to address health related issues as requested.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Issue Head Start Pay vouchers upon request by CFAs & FAs and ensure documentation of need.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Ensure retests of vision and hearing are done within 2 to 4 weeks of initial screen and that referrals are made as needed by notifying parents and appropriate staff.
- Policy Council Report.
- Ensure Policy Council appoints HAC representatives.
- Prepare training for staff meeting related to Health Services Component.
- Newsletter article as requested.
- Month end report
- Complete in-depth File Review –review students files for thorough documentation.
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Fluoride Varnish Program with Advantage Dental. Ensure Consent forms are distributed at enrollment and completed prior to Application.
- Coordinate with local providers to provide dental screenings to Head Start families where available.
- Coordinate Vision Screening with Casey Eye Institute Ensure that Consent to Participate in Casey Eye Institute Vision screening program are completed and sent off to Casey Eye Institute in a timely manner.

# H-1 HEALTH SERVICES DIRECTOR

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### DECEMBER

- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Complete in-depth File Review –review students files for thorough documentation.
- Ensure Child and Family Advocates share health related needs identified on Family Needs Assessment.
- Prepare opportunity for parent training in January on preventive health, emergency first aid, dental health or safety practices.
- Prepare training for staff meeting related to Health Services Component.
- Send reminder to Child and Family Advocates on need to remind parents that immunizations must be up-to-date by return to classrooms after winter break. Children will be added to exclusion report if not up to date by the 1st week of February.
- Newsletter article as requested.
- Month end report
- HAC meeting.
- Wallowa and Grant County Monitoring
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program



## H-1 HEALTH SERVICES DIRECTOR

### JANUARY

- Attend ICS Meetings to address health related issues as requested.
- Prepare for the use of the Head Start Monitoring Tool for Self-Assessment.
- Immunization review to County Health Department
- Provide parent training based on needs identified in December.
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Provide dental materials to teachers for February - Dental Health Month.
- Ensure identification of students with incomplete dental and physical exams and/or vision and hearing referrals and develop plan for completion.
- Newsletter article as request.
- Month end report
- Complete file reviews
- Begin Wellness Day Planning
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program

## H-1 HEALTH SERVICES DIRECTOR

### FEBRUARY

- Send out notice for Health Advisory Committee Meeting.
- Immunization Exclusion Report to County Health Department.
- Dental Health Month - Provide activities to teachers.
- Conduct PRISM/Self-Assessment.
- Policy Council Report.
- Check health forms - plan for possible revision.
- Prepare for kindergarten transitions
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Newsletter article as requested.
- Month end report
- Complete file reviews
- Provide training for Staff Meeting.
- Wellness Preparation
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program

## H-1 HEALTH SERVICES DIRECTOR

### MARCH

- Begin revision of work plan and forms, etc.
- Letters to providers and parents of children needing treatment informing of termination of Head Start Pay responsibility on expiration date set on vouchers - send out no later than first week of March.
- Prepare files for transition to public schools, ensure adequate documentation.
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need last month to issue.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Newsletter article as requested.
- Month end report
- HAC Meeting
- Wellness Preparation
- Complete in-depth File Review –review students files for thorough documentation
- Wallowa County Monitoring
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Spring Fluoride Varnish Application. Assist Hygienist with screening dates.
- Coordinate with local providers to provide dental screenings to Head Start families where available.

# H-1 HEALTH SERVICES DIRECTOR

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### APRIL

- Attend Comprehensive Staffings to address health related issues as requested.
- Review outstanding Head Start Pay vouchers with CFAs & FAs and request follow-up.
- Continue revision ideas.
- Identify children with incomplete dental and physical exams and/or vision and hearing referrals and develop plan for completion.
- Newsletter article as requested.
- Month end report
- Monitoring Grant County
- Eagle Crest Coordinator's Conference
- Complete in-depth File Review –review students files for thorough documentation
- Wellness Day Coordination
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Spring Fluoride Varnish Application. Assist Hygienist with screening dates.
- Coordinate with local providers to provide dental screenings to Head Start families where available.

## H-1 HEALTH SERVICES DIRECTOR

### MAY

- Send out notice to CFAs & FAS indicating medical and dental services authorized by UMCHS must be completed by end of month.
- Policy Council Report
- Remit "want List"
- PIR
- Complete revision plan
- Review and revise forms as needed
- Newsletter article as requested
- Month end report
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program

## H-1 HEALTH SERVICES DIRECTOR

June- July

- Send out Provider Survey
- Compile provider survey information, enter into Child Plus and generate list for program year.
- Inventory of supplies and make out supply and request forms.
- Arrange servicing for Fire Extinguishers to be serviced by outside agency. They will coordinate with Operation Mangers for keys .
- Arrange for dental/medical services - fees, services provided, billing procedures.
- Collect new Head Start Pay Vouchers as requested by CFAs and FAs for new school year.
- Provide CFAs & FAs with information on immunization requirements to be shared with families during recruitment.
- Prepare trainings for pre-service.
- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Organize and file last program year materials.
- Discuss the new year health curriculum as it relates to other components with managers and directors.
- Attend Health Training Conference as available.
- Submit Month end report to Healthy Kids
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Coordinate Fluoride Varnish Program with Advantage Dental. Ensure Consent forms are distributed at enrollment and completed prior to Application.
- Coordinate with local providers to provide dental screenings to Head Start families where available.

## **H-1 HEALTH SERVICES DIRECTOR**

- Coordinate Vision Screening with Casey Eye Institute Ensure that Consent to Participate in Casey Eye Institute Vision screening program are completed and sent off to Casey Eye Institute in a timely manner.