

H-1 HEALTH RESOURCE MANAGER

JUNE/JULY/AUGUST

- Send out Provider Survey
- Attend HAC
- Compile provider survey information, enter into Child Plus and generate list for program year.
- Provide CFAs & FAs with information on immunization requirements to be shared with families during recruitment. Monitor immunizations prior to attendance.
- Prepare trainings for pre-service.
- Organize and file last program year materials.
- Discuss the new year health curriculum as it relates to other components with managers and directors.
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist with enrollment to ensure health forms are complete
- Assist with trainings for pre-service.
- Issue toothbrush supply to Teachers.
- Assist with Ensuring 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
- Assist with tracking information for Health and Nutrition grants

H-1 HEALTH RESOURCE MANAGER

SEPTEMBER

- Manage tracking systems and review procedure with appropriate staff
- 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
- Attend HAC meeting
- Monitoring Grant and Wallowa Counties
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist Dental Hygienist on Fluoride Varnish dates
- 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.
- Work with center staff to ensure necessary follow-up is completed and appropriate documentation is obtained.
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH RESOURCE MANAGER

OCTOBER

- Manage tracking systems and review procedure with appropriate staff
- 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
- Monitoring Grant and Wallowa Counties
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist Dental Hygienist on Fluoride Varnish dates
- 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.
- Work with center staff to ensure necessary follow-up is completed and appropriate documentation is obtained.
- 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.
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH RESOURCE MANAGER

NOVEMBER

- Manage tracking systems and review procedure with appropriate staff
- Generate reports for parent staff conference as needed
- 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 Lead Screening Report to the state Lead Poison Prevention Program
- Assist Dental Hygienist on Fluoride Varnish dates
- 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.
- Work with center staff to ensure necessary follow-up is completed and appropriate documentation is obtained.
- Review CIS records to assess immunization needs and share with appropriate staff.
- Provide parents with information and/or training in the following areas: preventive health, emergency first aid, and safety practices.
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH SERVICES MANAGER

DECEMBER

- 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.
- 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 January. Exclusion will take place in February.
- Month end report
- Attend HAC meeting.
- Wallowa and Grant County Monitoring
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- 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.
- Work with center staff to ensure necessary follow-up is completed and appropriate documentation is obtained.
- Assist with County Immunization Reports
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH SERVICES MANAGER

JANUARY

- Complete in-depth File Review –review students files for thorough documentation.
- Attend ICS Meetings to address health related issues as requested.
- Assist with Self-Assessment of the Nutrition and Health Component
- Immunization review to County Health Department

- 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.

- Month end report
- Begin Wellness Day Planning
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH SERVICES MANAGER

FEBRUARY

- Complete in-depth File Review –review students files for thorough documentation.
- Dental Health Month - Provide activities to teachers.
- Check health forms - plan for possible revision.
- 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.
- Month end report
- Complete file reviews
- Provide training for Staff Meeting.
- Wellness Preparation
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH SERVICES MANAGER

MARCH

- Make recommendations for revision of work plan and forms, etc.
- 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.
- Month end report
- Attend HAC Meeting
- Wellness Preparation
- Complete in-depth File Review –review students files for thorough documentation (only of files not done previously)
- Wallowa and Grant County Monitoring
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist Hygienist with screening dates.
- Assist with implementing Health and Nutrition grants

H-1 HEALTH SERVICES MANAGER

APRIL

- Attend Comprehensive Staffings to address health related issues as requested.
- Continue revision ideas.
- Identify children with incomplete dental and physical exams and/or vision and hearing referrals and develop plan for completion.
- Month end report
- Monitoring Grant and Wallowa County
- Eagle Crest Coordinator's Conference
- Complete in-depth File Review –review students files for thorough documentation
- Asssist with Wellness Day Coordination
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist Hygienist with screening dates.
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met

H-1 HEALTH SERVICES MANAGER

MAY

- Assist with PIR
- Review and make recommendations for revision of forms as needed
- Newsletter article as requested
- Month end report
- Submit Lead Screening Report to the state Lead Poison Prevention Program
- Assist with varnishes as needed
- Assist with implementing Health and Nutrition grants
- Work with local providers to ensure health needs of enrolled children are met