

<u>Early/Head Start</u>	Date Created: 08/15/2009
<u>Family Service</u>	Date Reviewed: 07/14/2010
<u>Worker Manual:</u>	Date Revised: 07/14/2010

Section 1: Overview

1-1 Head Start Overview:

Region 7 Education Service Center and local school districts/child care centers collaborate to provide the high quality program for children and families known as Head Start. Specific operation guidelines are found in the Federal Performance Standards, which, along with the rulings of the State Board of Education and other state and federal laws, must be followed for the program to work well. The following information summarizes the services provided by the Region 7 ESC Head Start Program.

1-2 Head Start Service Area

TWELVE COUNTY SERVICE DELIVERY AREA INCLUDES:

- Anderson
- Cherokee
- Gregg*
- Harrison
- Henderson
- Marion
- Rusk
- Smith*
- Panola
- Upshur
- VanZandt

- Wood
- *Early Head Start Service Areas (pre-birth to three)

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT

- Developmentally appropriate setting for all children using the internationally known High/Scope framework
- Room set up in a learning centers environment; at least 1 hour of learning center (worktime) daily (Preschool Head Start)
- At least 2 adults in the classroom (Preschool Head Start) - Ratio of 1:4 for Early Head Start
- Parent and other volunteers are encouraged in the classroom
- Routine home visits (at least 2 per year) by teaching staff
- Routine parent-teacher conferences (2 per year minimum)
- Daily tooth brushing after each meal
- Developmental screenings
- Ongoing observations and assessment of children's developmental progress
- Individualization

DISABILITIES

- Participation in the ARD Committee decision making process
- Modifications in the classroom where necessary
- Implementation of IEP/IFSP
- Coding of IEP/IFSP on lesson plans

CHILD HEALTH AND SAFETY

- Children are familiarized through play with all Health Services they will receive prior to the delivery of those services
- Comprehensive medical/dental treatment and follow-up
- Health/Safety taught in the classroom
- Family Service Workers on campuses to assist families

CHILD NUTRITION

- Nutrition training is seen as an integral part of the total education program
- Family style meal service
- Weekly nutrition activities in the classroom (including a food activity at least once a month)
- Nutritionist is available for consultation for parents, children, and teachers

MENTAL HEALTH

- Mental Health is seen as preventative, not corrective
- Positive mental health activities are interwoven into the child's play
- Mental Health Observations
- Mental Health Staff available for consultation

FAMILY & COMMUNITY PARTNERSHIPS/PARENT INVOLVEMENT/FAMILY SERVICES

- Monthly Parent trainings are held for the parents
- Region VII Policy Council is comprised of at least 51% parents

- Volunteering in the classroom is encouraged
- Parents are welcomed in the classroom
- Parent Bulletin Board (Head Start News)
- Family Service Workers on each campus to assist parents with social services needs such as food, shelter, clothing, education, training, etc.
- Child care vouchers available for parent meetings

PROGRAM GUIDANCE

- Region VII ESC partners with local districts/child care centers to establish program
- Head Start funds come to Region VII ESC and are disbursed to districts based on budget allocations and district agreement
- Each district has a contact person to handle local concerns, and the Head Start Director and Assistant Directors are available at Region VII ESC Head Start Office

FAMILY SERVICE WORKERS: SITE STAFF/FAMILY ADVOCATE

- Site Staff/Family Advocates are assigned for each district to serve as family service workers. They are responsible for Head Start enrollment, health and dental screenings, parent trainings, and services to families. They also ensure that children receive needed health and dental follow-ups. Each campus has Site Staff/Family Advocate to help in the day-to-day function of the Head Start Program.
- Site Staff/Family Advocates are available to help with the social services needs of families. They are available to accompany teachers on home visits.

1-3 Funding Level:

Head Start Funded Allocation: 2038 (3-5 year old children)

Early Head Start Funded Allocation: 60 (pre-birth to 3 year old children and pregnant women)

1-4 Statement of Participation

As indicated by the [Partnership Agreement](#), in the section referring to Local School District/Child Care Center responsibilities, the district/center has agreed to maintain compliance with the Head Start Performance Standards. These standards are mandated by Federal law and must be adhered to when a program receives funding for Head Start. School districts have been required to comply with federal regulations related to Special Education and Title programs so this should not be something totally new.

Many of the Head Start Performance Standards will be in compliance when requirements of the

Texas Education Agency are met. However, Head Start is a very comprehensive program designed to meet the needs of children and families. Therefore, staff will find some differences related to education and the other required components of Head Start. Some of the differences include:

1. A staff/child ratio of 2:20 for 4 year olds; 2:17 for 3 year olds; 1:4 for birth to 3
2. Two home visits and two parent conferences per year
3. Family style dining where at least 2 adults sit with and eat the same food as children while engaging them in conversation
4. A strong parent involvement program where parental input into curriculum is required, parents are strongly encouraged to volunteer in the classroom, and they are welcomed by staff
5. A comprehensive screening program completed within the first 45 calendar days of entering the program
6. An emphasis on prevention and intervention activities in the curriculum
7. Health and dental screenings and follow-up interventions
8. Mental health observations and follow-up interventions
9. Emphasis on meeting nutritional needs including a daily snack with a diet reducing sugar and fat

Head Start provides staff and support to help in meeting the requirements. Each component has a coordinator to assist teaching staff in meeting standards.

The Head Start program is required to conduct a yearly self-assessment. Every 3 years the program will be monitored by the Federal agency providing Head Start funding to determine compliance with the Head Start Performance Standards and regulations. Some of the paperwork requested of school district/child care center staff is required to help document compliance. The program is working hard to dovetail any required documentation with what is already be required by schools and to minimize as much as possible any additional requirements. Completion of all required documentation will facilitate the monitoring process and assure that we meet all requirements.

Region VII ESC Head Start and Local Education Agencies (Independent School Districts and Child Care Centers) enter into partnership each year to provide Head Start services in a [12 county service area](#).

[1-5 Staff Directory](#)

All Head Start staff (administration, and management) are included in the [Region VII ESC Staff Directory](#). To send an email, click on the person's name.

See Also: Region VII ESC Head Start Team Assignments 2008-2009 - (paper copy)

1-6 Family Service Workers Work Day

FSW will:

- work 7:30 hours each day
- not exceed 40 hours per week
- get schedule changes or adjustments approved by their Team Coordinator.

NOTE: “This MUST be done by noon the Friday *prior to* schedule changes/adjustments.”

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Section 2: Child Health and Development Services

2-1 Developmental Services Timeline

1. Application - (this determines eligibility - priorities are: age, income, residence)
2. Enrollment - (completed after the systematic selection process is run to determine placement)- information is gathered in this process to begin Family Partnership Agreement)
3. Entry - Entry date is determined by the first date of services provided - this date begins the calendar of 45 and 90 day deadlines
4. 45 Days - Deadline for determining child's health status
5. 90 Days - Deadline for determining health issues and establishing necessary treatment, follow up and referral
6. On-going Care
7. Transition

2-2 General Instructions

Confidentiality of Health Information

All health related information about Head Start enrolled children is strictly confidential and must be kept in a locked location within the FSW office. Discussions regarding information about the child should be done in private with the child's parent/legal guardian and with any staff involved in the care of the child. Written permission to discuss health information with other persons must be received from the parent/guardian. No discussions regarding health information about a child should take place in front of other children, parents or other people.

A. Consent

[Consent for Health Services](#) See Also: [Online Forms](#)

- Family Service Worker (FSW) must complete AND obtain parent signature prior to any health services provided for or arranged by Early/Head Start, including :
 - o physical/dental exam
 - o blood hemoglobin, blood lead
 - o On site examinations of any health service
- File in health section of child record

[Consent for Transportation Services](#) See Also: [Online Forms](#)

- FSW must complete AND obtain parent signature prior to any health or dental transportation services provided for or arranged by Head Start.
- This applies to Head Start only; Refer to EHS Transportation information for more details ([EHS Transportation](#))
- This consent covers any medical transportation provided in Head Start vehicles
- FSW will follow the instructions on the Consent for Transportation Services form See Also: [Online Forms](#)

[B. Release of Confidential Information](#)

Consent to Release Confidential Information ([See Online Forms](#))

- FSW must complete AND obtain parent signature **prior** to requesting medical, dental, lab, mental health, or other confidential information from providers
- Complete both sides of the form and check boxes of information you are requesting
- Keep in child's folder in health section
- If requesting information from any provider **NOT** checked on original consent form, a new form must be completed and signed by parent/guardian
- If adding a new or different provider, put what information you are requesting on form

[C. Forms or reports from providers](#)

- FSW will fill in identifying information for child on form before sending to provider
- Use of white-out or other corrective coverage changes is not allowed
- Do not add any information once signed by the provider and /or parent

[D. Forms for screening](#)

- Use identified forms ([See Screening Processes](#))
- FSW fill in identifying information for child on form before giving to screener/provider

[E. Screening processes](#)

FSW shall:

- Notify teacher/principal of scheduled onsite screenings (includes hearing/vision; physical/ dental exam; hemoglobin or blood lead)
- Communicate with the Head Start team nurse if there are scheduling conflicts
- Provide appropriate parent education/notification of screening See Also: [Health Education](#)
- Complete appropriate Screening Summary Form with all screening results listed and send to each parent in a confidential manner See Also: [Online Forms](#) See Also: [Referral, Treatment and Follow-Up](#)

F. Refusal of Services

FSW will:

- Encourage parents to reconsider their refusal of services by reviewing with them how the services will benefit their child
- Notify Early/Head Start team nurse and supervisor of a potential refusal of service
- Request assistance from the appropriate Health/Nutrition staff member by email or phone contact if needing more information to share with parents
 - o Document detailed information of service refused in Case Management Notes:
 - o What is being refused?
 - o Why it is being refused?
 - o What actions were taken to help parents reconsider refusal?
 - o What is parent/guardian response to Head Start additional assistance offered?
 - o Discuss/document any barriers to obtaining or receiving care to improve the health of the child.
- Explain to parent /guardian that they can change their mind after signing the refusal of service form at any time
- Provide the parent/guardian with the refusal of service form to sign See Also: [Online Forms](#) (link)
- [Scan to email](#) signed refusal of service form to Early/Head Start team nurse, then file original signed form in health section of child's folder

G. WIC

- Identify and record in computer software "Child Enrollment Section" any parent/family/child currently enrolled at the time of entry into the program
 - Assist parents in enrolling in WIC process as needed
- See Also: [See Community Resources](#)

H. Bilingual Translation Assistance

1. Needing assistance with verbal translation

- Seek assistance from parents, school and or community volunteers (See

Also: bilingual services) Seek assistance from parents, school and or community volunteers (See Also: bilingual services)

- If none, contact bilingual **specialist** two weeks in advance by email to request assistance
- Bilingual specialist will request the assistance from bilingual support staff or bilingual FSW (the closest one to the site requesting the service), and will notify the appropriate supervisor
- Bilingual support staff or bilingual FSW will reserve a vehicle and contact the person requesting the service to confirm the assistance and **specific** details
- Team nurse will be notified by bilingual specialist of appointment date and time and specific plans re: transportation

2. Needing assistance with written translation/phone communication with parents

- There will be a bilingual FSW assigned to your site who will notify you by phone
- Contact your assigned bilingual FSW by e-mail to request assistance
- Document any assistance provided in software tracking system See Also: [software tracking system instructions](#))

2-3 Determining Child Health Status

A. Medical/Dental Home

Complete all questions on the “Child Health Record” in “software tracking system”. Enter Medical and Dental Home information in software tracking system

Enter updates to the Child Health Record in “software tracking system” with any changes in health status during the program year

- Assist parent/guardian in obtaining a medical/ or dental home if needed.
- Encourage parents/guardians to select a specific doctor and dentist for the child
- Assist the parent in locating a provider that accepts the child’s insurance if needed (See Also: [“software tracking system”](#), [Community Resources](#))
(See Also: [software tracking system instructions](#))

B. Insurance Coverage

- Copy current insurance card and file in child’s folder - keep current card in the child’s folder
- Enter information in “software tracking system” information during the application process
- Enter any changes in status of insurance during the program year in “software tracking system” (See Also: [software tracking system instructions](#))

C. Insurance Needed

- Download a Medicaid/Chip application from www.chipmedicaid.org
- Assist parent /guardian in completing application within the first two weeks of entry
- Make copies of all required documentation (see instructions on the first page of the application for more information)

Mail or fax the application (fax numbers: 903-535-0029 or 903-586-2569) and copies to Health and Human Service Outreach Workers (Medicaid workers). Include a completed "Case Information Release" Form. See Also: [Online Forms](#)

- File a copy of completed application and documentation in child's folder- health section
- Obtain a copy of the current insurance card and file in child's folder-health section
- Obtain copy of denial letter if coverage denied and file in child's folder - health section
- Document insurance information in the child's "software tracking system" (See Also : [software tracking system instructions](#))
- Ask HS/EHS nurse for assistance if unable to get insurance information

D. Title V Application Needed for Undocumented Children

- Assist family in making an application appointment for Title V insurance at participating providers See Also: "[software tracking system](#)" Community Resources
- Contact the participating clinic for list of paperwork required to bring to the appointment and make copies for family if needed
- Obtain a copy of Title V insurance documentation, if insurance obtained, and file in the child's folder - health section
- Document insurance information in the child's "software tracking system" (See Also: [software tracking system instructions](#))

E. Age Appropriate Preventive and Primary Health Care – EPSDT Schedule of Well Child Care

1. Obtain copies of current physical and dental **exam documents (paper copies)** from parents/guardian/ providers
 - **HS:** exams within the last 12 months
 - **EHS:** most recent exams
2. If parent does not have the **physical/ dental paper copies**, but has current exams (within 1 calendar year):
 - Fax the Consent to Release Confidential Information form to the medical/dental provider, requesting the most current exam See Also: [Online Forms](#)
3. Current physical/dental exam needed:
 - Assist parent/guardian in making an appointment at the child's medical/dental provider
4. Provide "School Year Medical/Dental Packet" See Also: [Online Forms](#)

- For the family to take to the provider (See 2-3-E-4 and 2-3-E-5)
- Remind parent/guardian to take current insurance card, immunizations card/form if applicable
- E-mail HS Team Nurse the names of children whose family may need assistance to pay for child's exams
- Head Start **must be payer of last resort**

5. Contents of "School Year Medical Packet" – See Also: [Online Forms](#)

- "Hip on Health" flyer #31, Visit Doctor
- "Letter to Doctor Billing" form which FSW completes
- Copy of "Medical Check-Up Information for Head Start Parents" "Consent to Release Confidential Information" form
- Copy of completed TB Questionnaire form (retain original in child's folder)
- Copy of completed "Lead Questionnaire" form (retain original in child's folder)
- "Texas Health Steps Physical" form to which FSW has added the name of the ISD/Site or Center and client information
 - Copy of "Child's Health Record," printed from "software tracking system" (if new doctor)
 - Copy of child's most recent immunization record from ISD nurse/center director (if new doctor)

6. Contents of "School Year Dental Packet"- See Also: [Online Forms](#)

- "Hip on Health" flyer #62, Tooth Care
- Letter to Dentist/ Billing" form on which FSW completes name of dentist, child, date, and method of payment
- "Consent to Release Confidential Information" form which FSW completes and has parent/guardian sign
- "Dental Form 5" on which FSW prints child's name, sex, date of birth, and name and address of site and answers to questions 1-8, obtained from parent

7. Immunization Records (HS ONLY)

- Ensure a copy of immunization record is provided to school nurse or otherwise follow ISD/Center procedures (including throughout the year) if the parent or provider give you a copy
- Immunization records are not required to be kept in child's folder since the school nurse/health designee has the responsibility to track and monitor immunization status

Immunization Log (HS ONLY) - See Also: [Online Forms](#)

Beginning of year (within first 30 days)

- Record the class, site, and each student's name on log
- Provide to school nurse prior to / or during first week of school and explain deadline
- Check for nurse's signature and obtain, if needed
- Retain original and send copy to HS Health Support within first 30 days
- Maintain a file for immunization logs in [Center Folder](#)

New Student

- Add name to original, provide to school nurse, and follow beginning of year instructions

Withdrawn Student (their last day of class is their end of enrollment)

- Add name to original, provide to school nurse, and follow beginning of year instructions

End of school (during last 30 days)

- Provide original immunization log to school nurse for determining the status at the end of enrollment documentation
- Submit original immunization log (with Nurse Signature and date) to HS support staff

8. Immunization Records (EHS ONLY)

- Request immunization records with each physical exam
- Scan the immunization records to EHS team nurse for review
- File in child's folder-Health Section
- Await notification from EHS Nurse regarding immunizations or other follow up needed
- Follow up with the child's parent in a timely manner, to assist with bringing the child's immunizations up-to date
- Document follow-up into the child's software tracking system
- Obtain from parents who choose not to participate in the immunization/health recommendations a current Department of State Health Services "Vaccine Exemption Affidavit" and a signed "Refusal of Services" form. Scan to EHS Nurse and give a copy to the Center Director.
- Document in the "software tracking system", "Case Management Notes"
- File copy in child's folder-health section

9. Checking and documenting physical and dental reports

PHYSICAL REPORTS

- Document the date and blood pressure (B/P) (required for children 3+) in the "software tracking system. (See Also: [software tracking system instructions](#))
- Document the Hgb and lead results in the software tracking system
- Referral needed if: hemoglobin is <11 (less than 11) or Hematocrit is <33 (less than 33) and if blood lead level is >10 (greater than 10) (Refer to Nutrition Referral Needed instructions)
- [Scan to e-mail](#) the physical report received (including any subsequent physical or Hgb/Hct /lead results) to the EHS/HS Team Nurse
- File originals in child's folder - Health Section
- Await instruction from HS Team Nurse
- Follow instructions for follow-up - See also: [Referral and Follow-up](#)

DENTAL REPORTS

- Answer appropriate questions in software tracking system (See Also: [software tracking system instructions](#))
- File in child's folder - Health Section
- Answer appropriate questions in software tracking system if no follow-up treatment is

required. Answer appropriate questions in software tracking system if no follow-up treatment is required.

- Follow instructions for follow-up –See Also: [Referral and Follow-Up Instructions](#)

PROCEDURES TO OBTAIN MISSING REQUIREMENTS ON PHYSICAL EXAM

10. Bringing physicals and dentals current:

A. **IF:** Blood pressure needed:

Provide school nurse a blank Texas Health Step physical form, after printing child's name on form
See Also: [Online Forms](#)

- Request school nurse to perform and record child's blood pressure adding their signature, title and date
- E-mail HS Team Nurse if school nurse is unable to perform the blood pressure
- Follow instructions in 2-3, E,9 regarding documentation

B. **IF:** Hemoglobin/Hematocrit needed:

- Determine from parent/guardian if child has a hemoglobin/hematocrit since age 2 from WIC or other health provider (For **EHS**, this is required at 6 months, 12 months, and 24 months)
- Fax a signed "Release of Confidential Information" form to WIC or other provider See Also: [Online Forms](#)
- Maintain copy of fax confirmation until report received
- Follow instructions in 2-3, E,9 regarding documentation

C. **IF:** Hemoglobin blood **test** needs to be done by Head Start nurse (**last resort**)

- Ensure that "software tracking system" Case Management Notes reflect effort to obtain from other sources
- E-mail HS Team Nurse with children's names that need hemoglobin and await notification of date
- Notify teacher/principal of schedule; communicate with EHS/HS Team Nurse if there is a scheduling conflict
- Provide parent with the Well-Child Health Care Fact Sheet, "Anemia Screening (Hemoglobin) prior to screening date See Also: [Online Forms](#)
- Obtain written permission from parent using "Consent for Health Services...." See Also: [Online Forms](#)

Print child's name on a blank Texas Health Step physical form to provide for EHS/HS Team Nurse
See Also: [Online Forms](#)

- See Also: [Screening Processes](#)

D. **IF:** Blood lead test **report** needed

- Determine from parent if HS child has had a blood lead test since age 2 or if EHS child has had at 12 months and 24 months
- Obtain "Release of Confidential Information" form ([See on-line forms](#))
- Fax to health provider

- Keep copy of fax confirmation until results received
- Document according to instructions in 2-3, E,9

E. **IF:** Blood lead **test** needed from Head Start (last resort)

- Ensure that case notes reflect attempts to obtain
- E-mail EHS/HS Team Nurse and await notification of date
- Notify teacher/Principal of schedule; communicate with HS Team Nurse if there is a scheduling conflict
- Provide parent with the Well Child Health Care Fact Sheet “Lead Screening” prior to screening date. See Also: [Online Forms](#)
- Obtain written permission from parent using “Consent for Health Services....” See Also: [Online Forms](#)
- Document according to instructions in 2-3, E,9

11. Dental examinations at School/Center

- Arranged by EHS/HS Health Staff with volunteer dentists
- Notify EHS/HS teachers/principal of dates when received from Team nurse
- Communicate with EHS/HS Team Nurse if there are schedule conflicts
- Obtain written permission from parent for exam on “Consent for Health Services” form See Also: [Online Forms](#)
- Complete top section of “Form 5 Dental” form for each child being screened prior to exams See Also: [Online Forms](#)
- Complete the following sections on “ The Monthly Dental Work Sheet” prior to the date See Also: [Online Forms](#)
 - o Name of FSW ,site, classroom and date
 - o Child’s name – in alphabetical order
 - o Dental home
 - o Insurance or Medicaid Number
 - o If they have had an in office exam already put that information on the form in the appropriate section
- Check the appropriate results after dentist has examined each child on the spreadsheet
- Make name tags for children (first name and last initial)
- Ensure that children wear name tags on day of exam
- Assist with set up and supervision as requested
- Make a copy of the completed spreadsheet for the nurse to take
- File completed “Form 5 Dental Form” in the child’s folder- Health Section
- Answer all dental questions in software tracking system. (See Also: **software tracking system instructions**)
- Assist parent/guardian to make dental appointments for prophylaxis, routine in-office care and treatment if needed
- See Also: [Referral, Treatment and Follow-Up](#)

2-4 Screenings: first 45 calendar days

A. Hearing and vision screening (EHS)

1. Provide parents the “Notification of Screenings” form at enrollment See Also: [Online Forms](#)
2. E-mail EHS Management staff on the child’s first day of entry into the program with the following signed copies attached:
 - “Permission and Agreement Form School & Center Based Child” See Also: [Online Forms](#)
 - “Consent for Release of Confidential Information” ” See Also: [Online Forms](#)
3. Follow-up
 - E-mail HS Disability staff if any areas of concern are noted on the 45 Day Developmental Screen
 - Scan this form into the child’s virtual folder
 - Provide “Screening Summary” form to parent See Also: [Online Forms](#)

B. Hearing and vision screening (HS)

1. Scheduling and preparation:
 - Contact school nurse within the first week of child’s entry into program
 - E-mail HS Team nurse if school nurse cannot complete screening within 45 day timeline
 - Notify teacher/principal of screening date
 - Request a quiet location if screening to be completed by outside screener
 - Complete top section of “hearing and vision” form ” See Also: [Online Forms](#)
 - Notify parents of the planned screenings by sending “Notification of Screening sheet,” “Well Child Health Care Fact Sheets: “Hearing Testing” and “Vision Testing” prior to date. ” See Also: [Online Forms](#) (See Also: [Parent Education](#))
 - Prepare name tags with child’s first name and last initial
 - Assist screener with set up, if needed
 - Assist with screening, if needed
 - Ensure that children wear name tags
 - Bring no more than 5 children at a time to the screening area
 - Remain with and supervise the children during screening and return to classroom
2. Follow-up and rescreening
 - No further testing is needed if child passes the first hearing/vision screening
 - Schedule rescreening within 2-3 weeks with the nurse/screener if child fails initial screening of either or both eyes
 - Schedule rescreening within 3-4 weeks with the nurse/screener if child fails initial hearing screening
 - E-mail HS Team Nurse if School Nurse refers child to a specialist for further evaluation
 - Document all screenings in “software tracking system. (See Also: [software tracking system instructions](#))
3. Documentation
 - File individual results in each child’s folder-Health Section (provided by nurse/screener)
 - Document in “software tracking system”, (See Also: [software tracking system](#))

instructions)

Send "Screening Summary" with results to parent in confidential manner after screening process (or rescreening if applicable) is complete See Also: [Online forms](#)

- File original copy in child's folder-Health Section
- Mail referral letter to parent (provided by nurse/screener if child fails rescreening) and document that letter has been sent in software tracking system case management notes
- Assist parent with setting up appointments for follow up, if needed

C. [Developmental Screening \(EHS only\)](#)

Initial screening will be performed by EHS/HS management staff. If a referral is indicated, Advocate will be notified by EHS/HS management staff. Advocate will contact designated referral (such as ECI or provider) as directed by EHS/HS management staff for referral/assessment. If a child has been screened within the last 45 calendar days, that screening is acceptable for the initial 45 calendar day screening.

APGAR scores will be utilized, when available, as well as results from baby's first medical check-up as a baseline for developmental screening. Family Advocates will assist parents to obtain a copy of this developmental summary from the hospital for the EHS child's virtual record. Documentation of this effort will be found in the Case Management section of "software tracking system".

Parents will be encouraged to complete the first Ages and Stages SE Questionnaire on the child's 3 month old birthday.

See Also: [Hearing and Vision Screening/Results](#).(link)

See Also: [Height and Weight Screening/Results](#).(link)

Head Circumference - EHS ONLY:

[Head Circumference - EHS ONLY:](#)

FSW will:

- obtain training to ensure appropriate steps for measuring head circumference are taken
- measure head circumference on each child
- according to the requirements on the EPSDT schedule
- Document results in "computer tracking system"

Add results on "Screening Summary Form" See also: [Online forms](#)

Subsection II. Early Childhood Intervention Developmental Screening Procedures:

EHS Developmental Screening Procedures:

1. FSW (EHS Family Advocates): For enrolled children, ages 6 weeks* and older, EHS Family Advocate will notify EHS Health/Safety Specialist by email of a pending 45-day screening. Family Advocates will notify the teacher of the screening date. Family Advocates will track 45 day time limits, using the "software tracking system"

EHS management staff will perform the initial screening and provide results to Family Advocate.

2. Upon completion of the 45 day screen, EHS management staff will provide a screening summary

report for the Family Advocate to share with the parent/guardian. This form will be scanned to file in the child's record. The screening results will be forwarded to the Head Start Disabilities staff, and an e-mail will be sent by the Family Advocate to the Head Start Disabilities staff to request further examination, follow-up or recommendations. EHS Family Advocates will assist in the facilitation of information requests/sharing with the EHS parents. Screening results will be scanned to file in the child's record. Any further recommendations or follow-up will be documented in the child's "software tracking system, Follow-up tracking will be monitored regularly.

3. Family Advocates need to add the developmental screening results on the Screening Summary Form, using the results from the ECI Screening Summary Form (note: results are concerns, or no concerns noted at this time).

E. Heights and Weights

1. Head Start Only

- FSW take heights and weights two times yearly
 - within 45 days of enrollment of each child
 - January (or as determined by Nutrition if child enters late)
- FSW use same scales and measuring device each time
 - set scale to ZERO each time
 - ensure that children are wearing indoor clothing and no shoes
 - Heights: affixed tape measure
- **Documentation includes:**
 - Enter heights and weights in "software tracking system" - Growth Assessment section
 - Email HS Nutrition Support when above is completed

2. Early Head Start Only

- EHS/HS management staff takes heights and weights within the first 45 days of entry, concurrent with the developmental screening
- FSW takes heights and weights after first 45 days as defined by the EPSDT schedule
 - Weights: use infant scale for children under 44 lbs who are unable to support their own weight
 - Weights: use standing scale for children able to support their own weight
 - FSW should use the same scales each time
 - Set scale to ZERO each time
 - Ensure that children are wearing indoor clothing and no shoes
 - Heights: affixed tape measure
- Documentation includes:
 - Heights and weights results entered into "software tracking system"
 - Email EHS Nutrition when completed
- Follow-up
 - Await growth charts from EHS Nutrition

- See Also: [Referral, Treatment, Follow-up](#)

2-5 Referral and Follow Up

A. General

1. Ensure that “software tracking system” entries are current. (See Also: **software tracking system instructions**)
2. Share applicable screening or other results with parent/guardian using the Screening Summary Form See also: [Online forms](#)
3. Assist parent/guardian in understanding actions needed - if any
4. Discuss questions/concerns with appropriate HS Staff
5. Assist parent/guardian in obtaining recommended treatment or other follow up
6. Use “software tracking system” community resources for making referrals outside of Head Start and complete follow up documentation (See Also: [Community Resources](#))
7. Enter appointment in software tracking system (See Also: **software tracking system instructions**)
8. Provide approved parent education materials related to topic (See Also: [Health Education](#))
9. Obtain copies of reports of follow up treatment and place in appropriate place in green folder
10. Keep follow up documentation current in Child’s Folder and in the “**software tracking system**”

B. Physical Exam Referral

1. If Treatment is needed:
 - follow instructions from HS Team Nurse in the **software tracking system**
 - Obtain documentation of treatment and file in child's record
 - update “software tracking system” (See Also: **software tracking system instructions**)
2. If Hemoglobin is less than 11 or Hematocrit is less than 33:
 - Email referral to HS nutrition
 - Ensure that software tracking system is updated
 - Fax current hemoglobin/hematocrit results to child's primary health care provider if lab results provided are from another source
 - See Also: Nutrition: [Family Assistance with Nutrition](#)
3. If Blood lead level is greater than 10:
 - Email referral to HS nutrition
 - Ensure that “software tracking system” is updated (See Also: **software tracking system instructions**)
 - Fax current blood lead test results to child's primary health care provider if lab results provided are from another source
 - See Nutrition: Family Assistance with Nutrition
4. Other Concerns:
 - Follow instructions from Head Start Team Nurse

C. If dental follow-up/treatment is needed from onsite or in office exam:

- Follow instructions in Section 2-5-A
- Obtain documentation of treatment and file in child's record
- Update software tracking system(See Also: [software tracking system instructions](#))
- Update the "Monthly Dental Work Sheet" after receiving appointment information or documentation of treatment
- Complete the "Monthly Dental Worksheet" and bring the completed record to give to the health/safety specialist at each monthly FSW meeting. See Also: [Online forms](#)

D. If Hearing and Vision results require a referral:

- See Also: [Hearing and Vision](#)

E. If Heights and Weights Referral needed:

- Review graphs when received from HS Nutrition
- Email HS Nutrition the name of those marked "over" and "under"
- Title the email to nutrition "nutrition referral - by site (list site name)"

[2-6 Individualization](#)

See Also: [Disability Services](#)

[2-7 Medical Transportation](#)

- FSW or other Head Start staff must not transport Head Start children in their personal vehicles.
- Encourage parent to pursue transportation through family, friends, neighbors, churches, agencies, and other community resources
- See Also: Consent for Medical/Dental Transportation
- See Also: [Transportation: Assist Parents](#)
- See Also: [Bilingual Translation/Transportation](#)

A. Children with Medicaid :

Children with Medicaid insurance must use the Medicaid Medical Transportation Program (MTP)if available

1. Medicaid Medical Transportation Program

- Pays for rides to and from the doctor, dentist, hospital, or drugstore
- Requires at least 48 hours notice to arrange transportation, so call as soon as child's appointment is made to request transportation
- May be reached at 1-877-MED-TRIP (1-877-633-8747)

2. Possible Medicaid scenarios

- Family does not have a car and no one else can drive them:
 - MTP will provide a free bus or van ride.
- Family does not have a car, has someone that can drive them, but needs money for

gasoline:

- o MTP will pay the person to drive provided they have a current driver's license, license plates, inspection sticker, and car insurance
- Family has a car but does not have money for gasoline:
 - o MTP will pay mileage as long as the driver has a current driver's license, license plates, inspection sticker, and car insurance
- If Medicaid refuses to transport:
- Document the reason for the refusal and proceed to the next section for instructions.

B. Head Start Reimburses Mileage for / Provides Transportation: possible in the following scenarios for children who have CHIP, private insurance, are uninsured, or Medicaid will not transport from that area:

1. Family is unable to provide transportation to the appointment or does not have a vehicle
 - If the family is able to find an adult who does not live in the household to drive, Region 7 Head Start can reimburse mileage
 - The driver must have a social security number
 - The driver must fill out Form 412 (found online at <http://info.esc7.net/OnlineForms/400/ESC412.pdf>) "Non-Employee Travel", and provide written proof (bill, physical or dental exam forms or return to school form) from the provider that the child went to the appointment
 - Assist Family to fill out form as needed
 - The completed form must be submitted to the Head Start Fiscal Clerk within one week in order to be processed for payment
2. FSW/Advocate may request approval for transportation in an agency vehicle when the family does not have a vehicle and no one is available to drive them and other options have been exhausted
 - Explain to parent that parent/guardian must accompany child during transportation and appointment
 - Document in software tracking system Case notes information about appointment (provider name, location and date and time of appointment)
 - Contact HS Health Support (or HS Mental Health, HS Disability, or other component) at least two weeks prior to appointment
 - Await further contact regarding availability of agency vehicle and an authorized driver
 - Complete and have parent/legal guardian sign the "Consent for Health Services and Medical/ Dental Transportation" form (See also: Online forms (link))
 - Accompany the parent, child, and driver to the appointment
 - Ensure that a Parent/ Legal Guardian accompanies the child to the appointment or HS will not provide

2 - 8 Head Start Payment for Services

A. Authorization for Head Start Payment for Services

- Head Start must be the payer of last resort for any financial assistance

- Payment for ANY portion of services must be pre-approved by appropriate Head Start Staff
- Once the family has applied for the appropriate insurance and the FSW has documented in the software tracking system (See Also: [software tracking system instructions](#))
 - FSW to E-mail the health support staff/ to request payment by EHS/ HS; List the name of child; date of birth; provider; date/ time of appointment if known;
 - When all administrative checks have been done, FSW will receive an authorization code from the Health Support/Fiscal Secretary
 - The provider will obtain the authorization code by fax prior to appointment date from the Fiscal Secretary (FSW does not fax code to provider)
 - Once the Family Service Worker has been given an authorization code:
- Assist the parent to make an appointment with a provider listed in the “software tracking system”, Community Resource Set-up (See Also: [software tracking system instructions](#))
 - Head Start must have a service agreement with any provider that Head Start provides financial assistance. **E-mail the EHS/HS team nurse if the child has a regular medical/dental home for which Head Start does not have a service agreement.**

B. Prescriptions, Medical Equipment

- FSW should assist parents to obtain prescriptions for medications/medical equipment from the child’s physician/dentist
- Instruct the parent/legal guardian to ask for free samples for prescriptions that are low cost (\$4 prescriptions at Wal Mart/Target stores) from the provider
- Prescriptions are considered treatment and should be documented in the software tracking system (See Also: [software tracking system instructions](#))
- Assist in identifying community resources that might cover the cost of prescriptions/ medical equipment:
 - o Assist the parent/legal guardian to apply for free prescription drug discount card: at www.FamilyWize.org ([See Community Resource](#))
 - o Assist the parent/legal guardian to apply for the “Partnership For Prescription Assistance Program” at 1-888-477-2669. This program may qualify them to receive free or reduced prescriptions See also: [Community Resource](#)
 - o Churches
 - o School nurse may have resources
 - o Community agencies
 - o Family members
- Document actions taken in the child’s software tracking system (See Also: [software tracking system instructions](#))
- If the parent/guardian needs assistance with the medical/dental co-pay, or prescription co-pays, contact the Head Start assigned team nurse.
- Pre-approval for payment must be pre-arranged from Head Start to assist with payment.
- Early/Head Start can only assist with payment for medical/dental follow-up or treatment listed on the child’s well child physical/dental exams.

C. FILING INSURANCE FOR CHILD INJURY AT SCHOOL

- When a Head Start/Early Head Start child is injured at school/childcare, **and has insurance** (medicaid, chip or private,) follow steps 1, 2 and 7.
- When a Head Start/Early Head Start child is injured at school/childcare, **is uninsured, and seeks medical attention, follow steps 1-8:**
- FSW shall:
 1. Assist school personnel if needed to contact parent regarding injury
 2. Assist school personnel with parent contact information for trip to medical Facility
 3. Obtain Head Start Child Liability Insurance Form from Head Start Fiscal Clerk
 4. Have parent complete top half of the form and return to FSW
 5. Have a school official complete bottom of the form and return to FSW - with School Injury Report attached
 6. Mail the completed form and school injury report to Early/Head Start Fiscal Clerk
 7. Follow up with parents regarding treatment
 8. Forward all bills (received by the parents) to the Head Start office, ATTN: Early/Head Start Fiscal Clerk

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Section 3: Education/Early Childhood Development

45 CFR 1304.21

Objective:

“...to provide all children with a safe, nurturing, engaging, enjoyable, and secure environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in an inclusive community that values, respects, and responds to diversity. The varied experiences provided by the program support the continuum of children’s growth and development, which includes the physical, social, emotional, and cognitive development of each child.”

(p. 58, Head Start Performance Standards)

The teachers and teacher assistants are responsible for the classroom and classroom activities.

3-1 Classroom volunteers

FSW's are to work with the teachers in encouraging parents to be a part of their child's educational experience by volunteering at school, including in the classroom when feasible. (Required processes must be followed before volunteers are assisting in the classroom) See Parent/Volunteer Handbook.

3-2 Classroom substitutes

The ISD/Center is responsible for securing substitutes when teachers or teaching assistants are absent from duty.

3-3 Supervision of Children

Supervision of children removed from the classroom setting is the responsibility of an ISD/center employee. Exception: health and other screenings required by Head Start.

3-4 Home Visits

FSW will make joint home visits with the teachers twice per year and may make other visits during the year as needed. [See FCP Home Visits](#)

3-5 Communication with teachers

FSW, who assess needs and assist parents in goal setting, will share with the teacher information needed to support children's needs through classroom activities. FSW will encourage parents to participate in parent teacher conferences and other school/center activities

3-6 Family Literacy

[See Also: Family Literacy](#)

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Section 4: Health/Safety

4-1 Child Health and Safety Overview

HSPS 1304.22

Head Start's commitment to wellness embraces a comprehensive vision of health for children, families, and staff. The objective of 45 CFR 1304.22 is to support healthy physical development by encouraging practices that prevent illness or injury, and by promoting positive, culturally relevant health behaviors that enhance life-long well-being.

4-2 Health Emergency Procedures

A. Emergency Flip Chart Contents

1. Head Start administration contact information
2. Fire, weather, and emergency medical plans and numbers
3. Child abuse reporting
4. Bloodborne pathogen exposure
5. Emergency first aid, dental emergencies, CPR (adult/child/infant), AED, and choking
6. Class roster with emergency contact information (classroom flip chart only) See Also: tracking software system instructions
7. Children's individual "Emergency Action Plans" for HS children with special health care needs or conditions that could cause a life threatening emergency. (classroom flip chart only) (Provided by HS Team Nurse)
8. "Health Communication for Teachers" forms for student conditions that do not cause life-threatening emergencies (Provided by HS Team Nurse)

B. Emergency Flip Charts

FSW will:

1. Have charts provided by HS Health staff
2. Post flip chart near FSW office door
3. Provide current emergency contact information (roster) for the flip chart in the classroom
See Also: software tracking system instructions ([link](#))
4. Be familiar with procedures in flip chart
5. Take flip chart during any evacuation, drill, or other emergency
6. Update emergency contact information for classroom flip chart as there are changes

C. Posted emergency evacuation routes and other safety procedures

These are provided by ISD/center. ([See Also: Facilities, Materials, Equipment](#))

D. Notifying Parents of Emergencies Involving Their Child

1. Follow ISD/center procedures. If FSW is asked to contact parents, remain calm when relating information to parents or emergency contact.
2. Document any emergency and response in tracking software "Case Management Notes – Health"
3. Notify Team Supervisor of emergency

E. Child Abuse Reporting

1. Follow state law and school/center procedures regarding reporting suspected abuse
2. See Also: ["Emergency Flip Chart" for reporting](#)
3. Keep all information regarding Child Abuse reporting confidential

4 3 Communication-Emergency

EHS Only:

FSW check parent/center communication (NCR Daily Communication Report) when concerns are expressed by the teacher. Appropriate EHS management staff will be contacted by e-mail in the event there is a serious concern.

4-4 Exclusion Policy

Conditions of Short Term Exclusion and Admittance

A. Short term exclusion: FSW will assist in taking the child to the ISD/center nurse or designated

person if requested by the teacher when a child displays symptoms of a communicable disease at school/center. ISD nurse or designee will notify parents in the event that the child needs to be sent home from school due to an injury or contagious illness. FSW may assist ISD personnel in contacting parents. FSW will notify team nurse when a child has a short term injury.

B. Long term exclusion: FSW has no responsibility in this area

C. Medical Conditions: FSW (See Also: [Online Forms](#))

1. Obtains information from parent/guardian about child's health during enrollment
2. Must complete "Medical Conditions Form" on every child to identify children who have health or safety needs (See Also: [Online forms](#))
3. Scan and email forms to HS Team nurse
 - During the first week of school or when children are enrolled throughout the year
 - When conditions change or new condition becomes known
4. Provide copies of all those with a medical condition to ISD/center nurse or designee
5. Await receipt of "Emergency Action Plan" or "Health Communication Form" from HS Team Nurse
6. File in Emergency Flip Chart posted in classroom
7. File original in child's folder.

[4-5 Medication Administration](#)

FSW:

A. Is not allowed to administer medication

B. Must follow procedure for storage of personal medication (See Also: [Facilities Materials Equipment](#))

[4-6 Injury Prevention](#)

A. FSW must follow ISD/center procedures regarding safety and security

B. [See Also: Facilities, Materials, and Equipment](#)

C. Child Injury at School which results in child being taken to the emergency room or health provider

1. Follow ISD/center procedures regarding notifications
2. See Also: [Health/Development: Insurance](#)
3. Communicate with Team supervisor - specify if the injury was related to an equipment or environmental failure.
4. Include safety awareness tips for parents by incorporating it into parent activities
5. **CPR/First aid training**
 - Required for FSW
 - Offered regularly by HS Team Nurses
 - Notification sent when recertification scheduled

[4-7 Hygiene/Hand washing Procedures](#)

- Post at children's eye level a hand washing sign at every NON-CLASSROOM sink at children's eye level (See Also: [Online Form](#)) Teachers are responsible for hand washing signs in the classrooms.
- Use soap and running water
- Hand washing is required at the following times, following instructions on posted sign
 - o Toilet use
 - o Before food preparation, handling, consumption, or any other food related activity
 - o Whenever hands are contaminated with blood or body fluids
 - o After handling pets or other animals
 - o Before and after treating a wound
 - o After assisting a child with toilet use
 - o Any time hands are soiled
- Suggestions for effective handwashing practices:
 - o Dispense paper towel from dispenser prior to washing hands
 - o Rub hands together vigorously at least 10 seconds
 - o Dry hands with the paper towel
 - o Turn off faucet and open door knob with paper towel

[4-8 Hygiene/Sanitation](#)

Hygiene: Nonporous/non-latex gloves required

A. When:

- Tooth brushing
- When in contact with spills of blood or other visible bloody bodily fluids

B. How to put them on:

- Pull gloves carefully from the box
- Handle by the cuffs
- Shake it slightly to so that the fingers straighten out
- Inspect gloves for damage (cracks, tears, crumbling)
- Holding the fingers of the glove downward, gently guide your hand into the glove
- Put on the other glove the same way

C. How to remove them:

- Pinch the cuff of the first glove and peel it off so it's inside out. Take care not to tear or rip the material
- Grasp the removed glove in the palm of your gloved hand
- Carefully slide fingers of ungloved hand under the cuff of the gloved hand so you're touching only the underside, not the contaminated top
- Peel off the second glove so that it ends up inside out over the first one

D. Disposal of Soiled Gloves:

- Dispose of soiled gloves in a lined trash can or red biohazard bag, if available
- Wash hands thoroughly after removing gloves See Also: [hand washing](#)

E. Care/storage of gloves:

- o Store in a cool, dry place

- o Do not store in direct sunlight
- o Heat, light and moisture can weaken the gloves and can cause them to split
- o Keep out of the reach of the children at all times

4-9 Hygiene: Routine Cleaning

(See Also: [Facilities, Materials and Equipment](#))

4-10 First Aid Kits

FIRST AID ADMINISTRATION:

- The school nurse or school/ facility designee has the primary responsibility to administer first aid
- The school or center is responsible for supplying and maintaining their first aid supplies
- The FSW will administer first aid only if trained ISD/facility employees are unavailable

HEAD START ISSUED SUPPLEMENTAL FIRST AID KITS

- Are provided for each classroom at the beginning of each program year
- Head Start issued first aid supplies must be carried by FSW on outings away from the site.

STORAGE:

The Head Start issued first aid kit must be readily available in a designated location.

RESTOCKING:

- The first aid kits issued by Head Start are inventoried and amply stocked at the beginning of the program year by Head Start health staff.
- When additional supplies are needed, the teacher is to submit the “First Aid Supply Request Form” to the FSW for faxing or emailing to the Head Start health support See Also: [Online Forms](#)
- HS staff will provide the requested materials
- FSW will assist Teachers in completing the Inventory of the Head Start issued first aid kits when the Health Checklist and Safety Checklist are completed.

4-11 Health Education

See Also: [Family Community Partners - Health Education](#)

4-12 Medical Conditions

Head Start FSWs:

An Emergency Action Plan will be written by Head Start team nurse for each child in the Head Start

program with a special health care need or condition that could cause a life threatening emergency. A Health Communication for Teachers form will be written for children with conditions that do not cause a life threatening emergency. In order for these plans to be in place at the beginning of the school year, FSW will assist parent in filling out the "Student Medical Conditions Form" See Also: [Online Forms](#) with information gathered from parent/guardian and submit it to the assigned Head Start Team Nurse. This task is to be done at enrollment and any time during the program year as new conditions occur.

Form instructions: See Also: [Online Forms](#)

Allow parent to fill out form. FSW may assist.

- It is most appropriate to have the parent complete this form during enrollment with FSW assistance; but information may also come from a phone call to a parent or home visit.
- Anytime a new student enrolls throughout the year, or an existing student is diagnosed with a new condition, FSW/parent will fill out a new form for the child and FSW will submit it to Head Start team nurse and the school nurse
- Child's information on the top of the form: name, date of birth, school/site, parent name/number and additional emergency contact name/number, and doctor's name and number
- Place a check mark beside any conditions the child has; if the child has no known medical condition, check the box at the bottom of the form that states "No known medical conditions at this time."
- For each condition indicated, mark what, if any, medications are taken at home or school
- For a condition not listed, write in the condition in the box marked "other"
- Write in any special monitoring or precautions/restrictions for the condition; include as much information as possible
- Write in any food allergies in the "other" box
- If the child needs an Epi pen for allergies, note this in the medication box
- Mark "yes" or "no" at the bottom of the form if the condition has been diagnosed by a doctor and if the parent brings any doctor's instructions to FSW
- FSW will sign and have parent sign in the provided space
- Fax to assigned Head Start Team Nurse
- Supply a copy to your school nurse
- Make a copy to place in the child's folder in the designated area
- All information on these forms are strictly confidential and should be placed in the child's folder inside a locked cabinet

4-13 CPR/First Aid Training

- Current certification required for all FSW
- Offered regularly by HS Team Nurses
- Notification sent when recertification scheduled

4-14 Blood Borne Pathogens

- FSW are required to have annual Bloodborne Pathogens training
 - Newly hired FSWs will be trained within 10 working days by HS/EHS team nurse
- General guidelines for handling bloodborne pathogens are included in the “Head Start Emergency Procedures Flip Chart”
- A copy of the “Region 7 ESC Head Start Exposure Control Plan is located in the “Region 7 Head Start Bloodborne Pathogens Exposure Packet”
- This packet should be posted in a visible location visible in the FSW office
- “Universal Precautions” and personal protective equipment must be used by FSW when there is a possibility of exposure to blood or body fluids, regardless of the person
- Personal protective equipment :
 - o Non-porous gloves: Non-porous gloves required See Also: Hygiene (link)
 - o CPR barrier- use with CPR to perform rescue breathing
 - o Face shield
 - o Spill kits- to clean surfaces contaminated with blood or body fluids (contact custodian/designated person to clean if spill is in the school/center)

Procedure for cleaning body fluid spills:

- o Notify the custodian or employee who has the primary responsibility to clean blood and body fluids
- o The FSW is responsible to clean blood or body fluid spills when there is no ISD/Center employee available
- o Head Start has a Bloodborne Pathogens Spill Kit in each Head Start issued first aid kit to be used for outings away from the school/center
- o Spills of blood or body fluids in the school/center should be cleaned and disinfected with the appropriate ISD/Center supplied cleaner according to the ISD/center policy
- o Keep children away from the area until it can be properly cleaned and disinfected
- o Personal protective equipment must be used when cleaning blood and body fluid spills from any person
- o Dispose of contaminated personal protective equipment in a lined trash can or red biohazard bag if available
- o Wash hands thoroughly after cleaning and disinfecting contaminated surfaces
- o Notify the assigned Head Start team nurse if the incident involves Head Start children or employees
- o Submit a written incident report describing the situation to the assigned Head Start team nurse within 24 hours

Procedure for possible Bloodborne Pathogens exposure (exposure to blood/body fluids):

- o Wash area of possible exposure
- o Notify school/center nurse(or Head Start nurse if there is no school/center nurse) to determine possible exposure
- o If the school or Head Start nurse instructs the FSW to go to the nearest emergency room listed in the Exposure Control plan, the FSW must notify the principal and direct supervisor before leaving the campus
- o Take the “Region 7 Head Start Bloodborne Pathogens Exposure Packet” to the emergency

room for evaluation within 2 hours after the possible exposure

o Complete the two incident reports located in the "Region 7 Head Start Bloodborne Pathogens Exposure Packet" and give one completed incident report and packet to the ER physician

o [Scan to email](#) the other completed incident report to the Head Start Health Coordinator within 24 hours of the incident

o Call the business office to report the incident within 24 hours of the incident

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Section 5: Nutrition

Head Start's child nutrition services assist in meeting each child's nutrition needs and in establishing good eating habits that nurture healthy development and promote lifelong well being. Our services are intended to supplement and complement those of the home, WIC, and other community resources. See Community Resources.

5-1 Identification of each child's nutritional needs (at enrollment)

At enrollment: FSW obtains information about the family eating patterns, cultural preferences, special dietary requirements, and hemoglobin/hematocrit. The FSW will

- A. Complete Nutrition Questionnaire/Assessment in the software tracking system.
- B. Obtain information about special dietary requirements for each child with nutrition related health problems, including allergies, as well as food related religious preferences
 - Enter information in the software tracking system in the Child Health Record or Nutrition Survey
 - Complete the software tracking system Nutrition Smart Form (REFERRAL)
 - Assist parent, if needed, in obtaining documentation from a health provider regarding food allergies or other special requirements and
 - [Scan to email](#) medical information to HS Nutrition staff
- C. **EHS Only:** in addition to above, FSW will:
 - Obtain from parent written daily feeding instructions for infants, as required by Texas Department of Protective and Family Services and HS Performance Standards
 - Ensure that instructions include schedules, amounts, and any special food needs or

requirements and that other questions on the form provided by the center are answered

D. Heights and Weights required within first 45 days (See Also: Heights and Weights)

E. Hemoglobin/Hematocrit required within first 90 days (See Also: Checking and documenting physical and dental reports ; and Hemoglobin/Hematocrit needed)

F. Blood lead level : required within the first 90 days (Checking and documenting physical and dental reports; and Blood lead test)

5-2 Nutritional Services

A. Dental supplies

- Provided for use by HS/EHS enrolled children only (ISD/ center responsible for supplies of other children)
- Include the following
 - o Toothbrushes (3x per year)
 - o Toothpaste
 - o Gloves for toothbrushing
 - o Cups
 - o Toothbrush holders and screens (replaced only as needed)
- Issued at the beginning of the year
- Resupplied upon request by teacher to FSW. FSW then submits request to HS Nutrition

B. Tooth brushing

- See Teacher Procedures for these requirements if assigned to assist in classroom during this activity

5-3 Meal Service

A. Nutritional services must contribute to the development and socialization of the children.

B. FSW who are assigned to assist during meal service must refer to and follow Teacher Procedures (See Also: Head Start Teacher Handbook)

C. **Lunches brought from home:** HS and EHS prefer that this not be done. Notify the HS Nutrition Coordinator if parents insist on this. Nutrition will assist in working with the parent about nutritional needs.

D. Medically based diets or other dietary requirements are accommodated. (This includes documented allergies. (See Identification of Child's Nutritional Needs)

E. Menus (**HS ONLY**)

- Post snack menu on the [Head Start News](#) board

- List any substitutions made and dates
- [Scan to e-mail](#) to Nutrition Support the previous month's breakfast and lunch menus monthly
- [Scan to e-mail](#) to Nutrition Support the snack menu only if substitutions were made

FSW ensures that the Weekly ISD/Center Lunch menu is posted and available for parents to review.

Menus (**EHS ONLY**)

- Provide copies of rotation menus upon request by EHS/Health Specialist
- Work with center director in obtaining these

5-4 Family Assistance with Nutrition

A. Nutrition Referrals (Emails to HS Nutrition)

- Special dietary requirements, including allergies, health related nutrition needs, religious preferences, etc. (See 5-1) HS Nutrition will determine action. (Referral, Treatment, and Follow Up)
- Height or weight Graphs will be sent to FSW from HS Nutrition (See Referral, Treatment, and Follow Up)
- Hemoglobin/hematocrit referral needed if hemoglobin is <11 (less than 11) or hematocrit <33 (less than 33). Follow instructions in Referral, Treatment, and Follow Up)
- Blood lead level : referral needed if blood lead level is >10 (greater than 10) See 2-3 for documentation needed and 2-5 Referral, Treatment and Follow Up)
- Other concerns identified by HS Nutrition (See Referral, Treatment and Follow Up)

B. Nutrition Consultation/Parent Education

- Await notification from HS Nutrition regarding consultation dates
- Send written notification to invite/inform parents/guardians of dates and times of consultation with the HS Nutrition Coordinator (See on-line form letters)
- Advise ISD/center office of the scheduled meetings
- Assist HS Nutrition as requested in providing materials
- Encourage parents to participate

C. WIC and Other Community Resources

FSW will :

- Collaborate with WIC to share information as appropriate to identify nutritional needs of dual enrolled children
 - (See Also Identification of Nutritional Needs)
- (See Checking and documenting physical and dental reports) (See Hemoglobin/Hematocrit Report Needed or Test Needed)

5-5 Food Safety and Sanitation

A. The teacher is responsible for ensuring that the ISD/Center procedures are followed

regarding celebration of special occasions. This includes that only commercially prepared food may be served to the class. See also Parent/Volunteer Handbook.

B. The FSW is responsible for following ISD/Center procedures regarding storage of personal food.

5-6 Temperature Log

A. Temperature logs will be monitored daily in the refrigerators used **ONLY** to store for the **Early Head Start** children.

B. All Early Head Start refrigerators will have an inside thermometer, and the temperature must be maintained at 45 degrees or below.

C. Early Head Start teachers check and record temperature daily.

D. The Temperature Log Form (See Online Forms) will be attached to the outside of the refrigerator door.

E. EHS FSW ([scan to email](#)) submit the previous month's Temperature Log to the EHS/Health Specialist at the end of each month.

5-7 WIC Information

Head Start Nutrition staff will collaborate with WIC to share responsibilities for the healthy development of children and families of all cultures. FSW use local WIC offices as a source to obtain hemoglobin/hematocrits and nutrition education and counseling for enrolled Head Start children. In addition, WIC offers opportunities to serve our families as a community resource for Parent Trainings. (See Also: WIC - Health/Development)

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Section 6: Mental Health

6-1 Mental Health Referrals

Head Start Only:

FSW will:

- Complete a Mental Health Referral only if a parent/guardian has made a request to the FSW (otherwise, teachers complete referral process)
- Follow steps found in Software Tracking System Instructions, Mental Health Referral
- E-mail the Mental Health coordinator, through ESC e-mail, to report that a Mental Health referral has been submitted

Early Head Start Only:

FSW will:

- Complete a Mental Health referral only if a parent/guardian has made a request to the FSW (otherwise, teachers complete the referral process)
- Complete Mental Health referral in Software Tracking System
- E-mail the Mental Health Coordinator, through ESC e-mail, to report that a Mental Health referral has been submitted

6-2 Mental Health Providers

Head Start contracts with outside providers each year to provide services to Head Start and Early Head Start enrolled children. These providers may provide the following services, either on or off-

site: Play Therapy, Psychological Evaluation, Psychiatric Evaluation, and/ or recommendation for parenting classes.

FSW will:

- Ensure that the provider signs in at each visit (See Provider Sign-In Sheet, On-Line Forms)
- Assist provider in locating a private room that can be used for confidential purposes
- File the Provider Classroom Recommendation Form from provider in Mental Health section of child's folder
- [Scan to e-mail](#), Provider Sign-In Sheet to Mental Health Coordinator monthly (if applicable)

6-3 Mental Health Education

The Mental Health Head Start staff has completed a Lending Library Notebook that is located in the Lending Library at every HS/EHS site location. This material is to be used for educational purposes for parents, teachers and HS/EHS staff. Materials should be copied and given to persons requesting information and original document should remain in the notebook.

HEAD START ONLY – Software Tracking System Instructions

Mental Health Referral Instructions

Mental Health Referral:

1. Scroll down on left side of screen to **My Families**
2. Click **My Families**
3. Click on **Blue ID** number next to child's name
4. Click on **Classroom and Education** on top row, right hand side, above child's information
5. Click on **Mental Health Referral Form**
6. Complete form by entering information into all available boxes
7. E-mail Mental Health Coordinator through ESC email
8. Indicate your name and site name in message to Coordinator
9. Coordinator will then forward the referral to the appropriate Mental Health Specialist
10. Inform your Team Supervisor that a referral has been made

- FSW will complete a Mental Health referral form **ONLY** when it has been requested by the Head Start child's parent/guardian.

<p><u>Early/Head Start</u></p> <p><u>Family Service</u></p> <p><u>Worker Manual:</u></p>	<p>Date Created: 8/15/2009</p> <p>Date Reviewed: 07/14/2010</p> <p>Date Revised: 07/14/2010</p>
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Section 7: Family and Community Partnerships

7-1 Family Partnership Agreement Process (family goal setting)

Performance Standard 1304.40(a)(2) states “as part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them.”

To facilitate this process the FSW will:

- Use information gathered during the application process such as the **Family Services Assessment (FSA)**, and home visits to identify needs and recognize strengths.
- **within the first 45 days** assist families in establishing steps and time frames to accomplish goals. The FSA could provide a baseline for these goals. Steps and time frames should be specific and goals should be attainable within the program year. FSW may use the list from the FSA to give examples of areas that the family might consider for goals.
- **follow up every thirty days** with the families and document in Genesis Earth (Household Information) the family’s progress or goal status. FSW will only use **two** case note titles under Household information: **(1) FPA (2) Family Services**. FPA case note title will only have documentation related to the FPA (Ex. FPA follow up, etc). Family Services case note title will

include all other information not related to the FPA specifically such as social service issues, concerns, etc. Case note should give a brief description about the current situation, and include: **Who** was contacted, **When** the contact took place, **Where** the contact took place, and **Why** the contact took place.

- Make referrals in Genesis Earth (**Guardian Household Screen- Request for Family Needs**) if applicable to assist families in obtaining resources. Examples would include: Food, Clothing, Housing repair, Crisis assistance and Parent Career Opportunities. When new information about a resource is obtained, FSW will notify data support. Data support will enter resource in Genesis Earth.

[7-2 Transportation Procedure](#)

[See: Section 15: Assisting Parents with Transportation](#)

[7-3 Preparing for Parent Orientation](#)

Parent orientation letter English and Spanish (**see Online Forms/Parent Involvement/ Parent Orientation Letter**)

The following steps should be completed within the first week when returning to your site. The FSW will:

- Meet with your principal/center director to schedule a date, time and location for the orientation. This should be done as soon as possible
- Notify the designated Family Community Partnership staff via email of training date, time, location, and if bilingual service is needed (see procedure to request bilingual service)
- Mail a letter to the parent/guardian informing them of the date, time and location of the parent orientation (see online forms/orientation letter)
- Set up training room
- Provide pens or pencils

[7-4 Sign-In sheets](#)

[A. Parent training sign-in sheet](#) (**see Also: Online Forms/Parent**

Involvement)

FSW will:

- Prepare parent/guardian sign-in sheet. It is very important that every parent who attends the parent trainings signs the parent/guardian sheet (parents/non parents that are not in GE Household/Guardian must complete the volunteer sign-in sheet)
- Ensure when completing the sign-in sheet that names are in alphabetical order. Each classroom should have a sign in sheet.
- File original sign-in sheet in the [Parent Committee Notebook](#) - Section 3.

B. Volunteer sign-in sheet (see Also: Online Forms/Parent Involvement)

FSW will:

- Ensure all volunteers print their own name on the volunteer sign-in sheet and completely filled out.
- Ensure volunteer sign-in sheet is available for all volunteer opportunities, such as: field trips, male involvement events, etc.
- Place the Volunteer sign-in sheets in a location clearly visible in the FSW office
- Sign the volunteer sheet
- File original forms in the [Parent Committee Notebook](#), section 4
- EHS Longview and Marshall will use the Longview Preschool weekly sign in sheet for classroom volunteers (EHS Family Service Workers will obtain this form from each classroom teacher)

7-5 Parent Orientation - How To Conduct

FSW will:

Use prearranged agenda:

- **Welcome** -all parents and guests to the Head Start Parent Orientation.
- **Introduction**-all staff in attendance.
- **Transportation/Pedestrian Safety** -Ensure transportation and pedestrian safety is addressed - The ISD will have rules which will apply to bus transportation and car riders. A copy of the rules or a handbook should be available from the school/center office
- Ensure all parents receive an Orientation Packet-the information packets have been pre-assembled for you by the Family Community Partnership team. Review all items that are

packets will include: Ensure all parents receive an Orientation Packet-the information packets have been pre-assembled for you by the Family Community Partnership team. Review all items that are included in the packet. The packets will include:

- o Transportation/Pedestrian Safety handouts
- o Parent Interest Survey -Online Forms/Parent Involvement/Parent Interest Survey (FSW will make copies)
- o A Bright Start (transition brochure)
- o Parent/Volunteer Handbook
- Provide an overview of Head Start components (See Head Start Parent/Volunteer Handbook)

In addition, the FSW will:

- ensure individual orientation will be provided for parents who did not attend the initial orientation
- **ensure individual Parent Orientation is documented through GE case notes under the title of Transition case notes**
- ensure all handouts are provided to parents who were not in attendance (i.e., home visits)
- scan and email the agenda and minutes and submit to FCP data support
- explain the procedures for utilizing the childcare vouchers (See Also: Childcare Voucher)

7-6 Parent Interest Survey

- Each parent will complete a Parent Interest Survey (**See Also: Online Forms/Parent Involvement/Parent Interest Survey**)
- File all Parent Interest Surveys in child's Green folder in Parent Involvement Section
- Tally the surveys using the Parent Interest Survey Tabulation form (**see HS online form/Parent Involvement**)
 - o File a copy of the Tabulation form in the Parent Involvement Notebook
 - o Scan tabulation form and email to assigned team supervisor
- Parent Committee trainings are planned when the majority of parents can attend
- Discuss the results of the Parent Interest Surveys at the September Parent Committee Training
 - o Monthly training topics need to reflect the interest of the parents, but must include the required training topics
 - o More than one topic may be presented at a Parent Committee Training

Required topics are:

- o Health Education
- o Child Abuse
- o Nutrition Education
- o Transition (late spring)
- o Orientation (1st Parent Training)
- o Election of Officers (Volunteer Training - (one-on-one/small group)

7-7 Parent Training Minutes (see Also: Online Forms/Parent Involvement/Parent Training Minutes)

FSW will ensure:

- Minutes typed or written in black ink
- The online Parent Training Minutes form provides a guide for the Parent Committee secretary to use while taking the minutes
- Minutes should be written in the order of the agenda. Handouts must be reflected in the minutes
- The Parent Committee Secretary will take minutes except for trainings held before the election of officers (Family Service Workers will take minutes at these trainings)
- Minutes need to document parent input and reflect items on the agenda
- Scan and email Parent Training Minutes each month to FCP data support
- File original in the Parent Involvement Notebook - Section 1
- Minutes should be translated, if applicable - (English/Spanish)

7-8 2nd Parent Training

FSW will:

- Develop an **agenda** which will include the following items
 - o Welcome
 - o Introduction
 - o Hand Outs:
 - (1) roles and responsibility of parent committee officers (FSW will discuss each position)
 - (2) confidentiality
 - (3) Standards of Conduct
 - o Volunteer Training
 - o Family Literacy (Introduce the Lending Library and discuss literacy handouts.)
 - o Parliamentary Procedures for Head Start Training
 - o Questions and Answers
 - o Discuss the Parent Training Plans Form (training topics selected by parents - See Online Form - Scan to email to FCP staff by October 1)
- Review the results of the parent interest survey which will include the time and topic
- Parent interest surveys are a good tool for completing FPA goals
 - o Election of Officers

- o Adjourn
- Scan and email Parent Training Agenda each month to FCP data support
- Scan and email Roster of Officers to FCP data support and Team Supervisor by October 1st.

7-9 Volunteer Training

Any person interested in volunteering in the Head Start program, and who is eighteen (18) years of age or older will complete a Volunteer Application Form ([See Head Start online forms](#))

- Volunteers may include parents, guardians, family members and community people
- Persons under age eighteen may volunteer as part of a service organization
- Volunteers must have completed both the confidentiality/volunteer training prior to volunteering
- Confidentiality/volunteer training will be on the September Parent Committee training agenda
- FSW will make copies of the Parent Volunteer Training Presentation ([see Head Start website](#))
- FSW will review the Parent Volunteer Training Presentation with volunteers
- Building principals must be made aware of the September volunteer/confidentiality training
- Volunteer application forms are sent to the Head Start Human Resources Department for background check only if the school does not run background checks (must include a copy of the picture identification)
- No one may volunteer in the classroom until their application has been approved by Region VII ESC Human Resources or the ISD
- All volunteer applications are kept confidential in a locked file cabinet
- Parents/volunteers who miss the volunteer training must make it up prior to volunteering (make up training will include all of the above procedures)

It is the responsibility of the FSW to train all classroom volunteers on Hand washing Techniques prior to entering the classroom. It is only necessary for the volunteers to complete the training once in a program year.

In order to facilitate this training, the FSW will:

- post the Be A Germ-Buster hand washing sign beside the volunteer sign-in sheet
- demonstrate the proper procedure for hand washing
- ensure the volunteer checks the appropriate "box" on the sign-in sheet indicating completion of the hand washing training (See Also: Sign-In Sheets)

7-10 Confidentiality

- Parent Confidentiality Acknowledgement form ([See HS online forms/Parent Involvement/Parent Confidentiality Acknowledgement](#))

FSW will:

- Ensure all parents are trained on maintaining confidentiality regarding children, parents, staff, and classroom issues
- Review the Confidentiality Presentation for Parents ([see Head Start website](#))
- Ensure all parents sign Confidentiality Acknowledgement
- File signed Parent Confidentiality Acknowledgement in child's green folder in Parent Involvement Section

7-11 Head Start Standard of Conduct (see HS online forms/Parent Involvement/Head Start Standard of Conduct)

FSW will:

- Review Head Start Standard of Conduct with all parents
- Ensure all parents sign the standard of conduct
- File signed standard of conduct in child's green folder in Parent Involvement Section

7-12 Regular Parent Training

FSW will:

- Assist the Parent Committee Officers in securing speaker for parent trainings.
- Assist the Parent Committee Officers in preparing agenda
- Ensure parent training is reflected in the monthly newsletter
- Communicate with classroom teachers and school administration to keep them informed
- Post the reminder on the Head Start News board
- Reference Parliamentary Procedure ([Parliamentary Procedures for Head Start Parent Training](#))
- Ensure childcare voucher is provided during the parent training (See Online form/Parent Involvement: "Childcare Vouchers")
- Nutritional food for parent trainings will be provided by ISD/Center food service
- Budget for monthly Parent Trainings **or** Male Involvement is \$20.00 per classroom for 9 months.
- Parent training lasting more than 2 hours will need prior approval

7-13 Childcare Vouchers (see HS Online forms/Parent Involvement/Childcare voucher)

Region VII ESC Head Start provides vouchers to assist parents with child care expenses when they

are involved in one or more of the activities listed below:

Participation in Region VII ESC Head Start:

- Parent Committee trainings
- Self-Assessment
- Policy Council
- Head Start sponsored trainings
- Health Advisory Committee

These vouchers are available as outlined in the following guidelines and are provided to any parent without regard to race, color, national origin, sex, age, disability or political belief.

Use of Childcare Vouchers:

- parent makes his/her own arrangements for childcare, understanding that the vouchers are available only for individuals who are not parents of the child
- parent gives the voucher to the childcare provider for him/her to complete. All childcare providers must be at least 18 years of age
- all information must be completed before payment can be processed
- each provider must submit a W-9 form when turning in a voucher. All childcare vouchers must be submitted within 14 calendar days in order to be reimbursed (after 14 calendar days of the event the voucher may not be paid)
- all providers must have a valid social security number
- childcare vouchers must be mailed to the Head Start office following the Head Start event. **The bottom portion** of the voucher must be **completed by the FSW** including date, purpose and location of site
- If a Head Start site has a designated person, (i.e., teaching assistant) to provide childcare for the children whose parents will be in a Head Start training, Head Start will not reimburse another childcare provider off site except for **Policy Council** and **Health Advisory**.

FSW will:

- ensure parents obtain childcare vouchers at the Head Start campus from the FSW
- inform parents if Head Start will provide on-site childcare for trainings

Vouchers are not provided for:

- Volunteering at Head Start sites or for volunteering at off-site activities
- Accompanying the Head Start classes on field trips

7-14 Parent Committee Notebook

FSW will file the following behind each tab:

- Agendas (Tab 1)
- Minutes (Tab 1)
- Monthly newsletters (Tab 1)
- Speaker handouts/brochure (Tab 1)
- Policy Council minutes (Tab 1)
- Orientation packets (Tab 2)
- Parent Training Sign-In sheet (original) (Tab 3)
- Volunteer Sign-In Sheet (original) (Tab 4)

7-15 Head Start News

FSW must post the following items are displayed on the Head Start News board.

- Monthly Newsletter
- ISD/center calendar
- Completed Parent Training Plans (See Online forms)

Items that may be included (as space allows)

- Community events
- Brochures available on a wide variety of topics
- Parent career opportunities
- Pictures of past events or activities
- Pictures of Male Involvement

7-16 Parent Involvement In:

A. Parent Educational Materials:

FSW will:

- make all educational materials for parents/guardians available in the family's primary language
- ensure that component materials for parents/guardians are accessible
- document any educational materials given to parents - **regardless of topic** - in GenesisEarth - Guardian/Household Case Management - case note - Section: Parent Education
- Document the name of the materials, date sent, reason sent, source of material, if other than Head Start provided

If the educational materials are sent to "one child" -, click "this child" (GE case notes)

If the educational materials are sent to "one family" , click "all in family"

If the educational materials are sent to "everyone in the class", click "all children in class"

B. Child Development Education

FSW will:

- Ensure families have the opportunity to address all child development concerns for their child with the classroom teacher
- Encourage families to participate fully in the school life for their child

C. Health Education

Health and Safety education information must be provided to families throughout the year. Send all health information home in the teacher's weekly folder.

Send health/ information home:

For one child:

- when a child has a new or chronic medical condition -examples: asthma, chicken pox, rashes
- a health issue that affects only one child- examples: child put on antibiotics, child has a fever

For the entire class:

- When a health issue affects more than one child in the classroom - examples: flu, lice, colds in the class
- Safety issues- examples: fire evacuation plans for home, playground safety, pedestrian safety, safe storage of poisons, water safety, sun protection, etc.

To document health education:

(See Also: Parent Educational Materials)

Check with the assigned Head Start team nurse if health material is to be sent home to parents from any other source except what is listed below:

1. Hip on Health- The Hip On Health series includes mini-posters and parent information sheets on 65 different health and safety topics

- The Family Service Worker's office should have Spanish and English Hip on Health. Notify Health Support for Replacement Hip on Health sheets if needed
- Parents can use Hip On Health to prepare their child in an age appropriate way about health conditions, procedures and safety topics
- When sending home a flyer, put it in the teacher's weekly folder
- Document (See Also: [Parent Educational Materials](#))
- [Hip On Health](#) is available online with limited choices at this time.

2. Well Child Healthcare Fact Sheets - Prior to the scheduled screening, send the appropriate fact sheet home to each family in the teacher's weekly folder to explain the procedure:

- o Hearing and vision screenings ([hearing/vision online forms](#))

- o Anemia (hemoglobin/hematocrit) screenings ([anemia testing in online forms](#))
- o Lead ([lead testing in online forms](#))

3. Published health documents from the school nurse- Your school nurse may supply you with published information to individualize health education for one child or the entire class.

D. Nutrition Education

- The Nutrition Coordinator assesses Head Start children from the Nutrition Survey that is completed at enrollment. The parents that have children referred will be offered information and a consultation from the Nutritionist.
- The Nutrition Coordinator develops topics yearly for the nutrition programs.
- The Nutrition Coordinator works closely with the Food Service Directors/Managers to comply with any food allergies that the Head Start children may have.

E. Mental Health Education

The Mental Health component will provide a booklet containing information regarding different mental health issues affecting our Head Start families. Information is provided in English and Spanish.

FSW will:

- keep this booklet in the Lending Library.
- make copies of the information as needed for parents and check out the entire packet if needed. (See Also: Parent Education)
- assist in communicating with the Mental Health staff if a parent/guardian are in need of professional Mental Health services or education. (see Mental Health Referrals)

7-17 Community Advocacy

FSW will:

- Attend at least **one** community resource meeting **each school year** – Complete all sections of the Community Networking Form
(See Online Forms – [Family and Community Partnerships/Community Networking Form](#)); scan to email to the Family Services Coordinator; file in FSW Organizational Notebook.
- Provide community resource information to parents through informal meetings and referral letters.
- Encourage parents to play an active role in policy council, advisory committees, and parent

committees.

7-18 Transition activities

Transition procedures are to be ongoing and not limited to one-time efforts at the beginning and end of the program year.

FSW will:

- Work with the local Head Start Parent Committee throughout the program year to plan and facilitate trainings
- Ensure trainings are designed to meet the interests/needs of Head Start parents/families in a variety of subjects which will assist them in transitioning their child to the next program/kindergarten or child care setting
- Encourage parents throughout the program year to volunteer in the Head Start classroom whenever possible
- Encourage parents to volunteer in other areas such as field trips, serving on the Policy Council and Parent Committees, making materials to support classroom activities and male involvement activities
- **Ensure Transition activities are documented through GE case notes under the title of Transition case notes (You only need a transition case note for parents that do not attend the Orientation Training and Transition Training. Your case note will only reflect your one-on-one training with the parent.)**

A. Transition activities into Head Start:

FSW will:

- Work with the ISD staff/Center Directors to plan and conduct an “orientation” training for parents transitioning into Head Start/Early Head Start
- Encourage children and parents to visit the new program before the children begin

All parents attending orientation will receive an “Orientation Packet”. Parents who do not attend will also receive an” Orientation Packet”/information from the Family Service Worker at the earliest opportunity. The “Orientation Packet” will include a brochure about transition in and out of Head Start/Early Head Start.

B. Transition activities out of Head Start:

FSW will:

Conduct a parent training at the end of the school year to help prepare children and parents for the transition from:

- Head Start to kindergarten
- Three year old classroom to the four year old classroom
- Early Head Start to Head Start/ Pre-K or other child care setting
 - See Head Start brochure
- **Ensure Transition activities are documented through GE case notes under the title of Transition case notes.**

7-19 Home visits

FSW will:

- Make no less than two home visits per program year of each enrolled child, unless parent/guardian requests no visits.
 - During the first home visit, the FSW will use the Family Service Assessment to assist the family in establishing goals and completing the Family Partnership Agreement (FPA).
 - At the 2nd home visit, the FSW will review progress towards the goal stated on the FPA with the family.
 - Document this in Genesis Earth on the **Guardian/Household Information** screen under **(1) Household case notes (2) Create new case note.**
- Schedule home visits at times that are mutually convenient for the parents/guardians and staff.
- Document home visit in Genesis Earth - **(1) Guardian/Household Case notes (2) Create new case note**

7-20 Advisory Committees

Health Services Advisory Committee meeting (HSAC):

- HSAC is a multi- disciplinary, multi-component committee comprised of the following groups that provide recommendations on local health issues and health policies:
 - Physicians/Physician's offices
 - Nurse Practitioners
 - Dentists
 - Dental Hygienists
 - School and clinic nurses

- Texas Department of State Health Services employees
- WIC employees
- State agencies
- Other community resource representatives
- Parents
- Head Start employees are not considered part of the HSAC and do not vote; they do attend the meetings to answer questions and facilitate as needed.
- The HSAC meetings are conducted by Roberts Rule of Order.

Topics included in the fall agenda:

- Approval of the current Region 7 Bloodborne Pathogens Exposure Control Plan
- Component reports on services
- Program Reports
- Group discussion/committee input on health/ safety issues that may affect the twelve counties that Head Start serves
- Other issues as needed

Topics included in the spring agenda:

- Election of Officers:
 - o Chairperson- facilitates the meeting
 - o Vice Chairperson – substitutes for the Chairperson in his/her absence
 - o Secretary- takes minutes for the meetings
- Component reports on services
- Program Reports
- Reports and input on Community Assessment , Self Assessment, Program Priorities and other administrative items
- Group discussion/committee input on health/safety issues that may affect the twelve counties that Head Start serves
- Other issues as needed

FSW Tasks for Health Services Advisory Committee:

- Each FSW/ FSWS will ask a parent during the volunteer training/election of officers parent training to be the HSAC representative for their site
- Document the parent's name on the "Roster of Parent Committee Officers" form and email a copy to billing support (Aletha Gandy)
- Ensure that the HSAC parent representative receives information about the HSAC meetings emailed to FSWS
- Ensure that HSAC parent representative RSVPs in the requested timeline
- Notify the Bilingual Specialist if translation services are required for the parent representative
- Provide transportation for the parent if required
- Ensure the parent representative receives the minutes from the HSAC meetings to share at future parent meetings

7-21 Shared Governance

A. Parent Committees

FSW will:

- Train parents how to conduct a meeting using a modified version of Robert's Rules of Order/Parliamentary Procedures posted at each site. (see Parliamentary Procedures for Head Start Parent Training)
- Train the Parent Committee using the officer duties and responsibilities located in the parent/volunteer handbook. (see volunteer training)
- Facilitate the election of officers during the second parent training
- Ensure that the Parent Committee officer positions are comprised only of Head Start parents/guardians and that the Policy Council representative and/or alternate positions are not held by a Head Start employee or their family member
- Parents may nominate themselves or they may be nominated by other parents
- File the names of newly elected parent committee officers in the Parent Committee Notebook
- Scan and email the names of the Parent Committee officers to your team supervisor and FCP data support by October 1st. ([Election of Officers form-see online forms, Parent Involvement](#))
- Assist the Parent Committee officers in securing presenters for parent trainings for the year. (Utilize community resources located in Genesis Earth)
- Ensure Parent Committee officers notify speakers two weeks prior to parent training

B. Policy Council

FSW will:

- Encourage Policy Council representative and alternate to attend the regular held Policy Council Trainings
- Encourage the Parent Committee to nominate a new Policy Council representative and/or alternate in the event they are unable to attend three consecutive meetings
- Ensure that policy council members that missed the October Policy Council training, or replacement policy council members view CD of the Policy Council training and take required quiz. (located in each site's Lending Library)

7-22 Communication systems

With families:

A. Monthly newsletter

FSW will provide a newsletter template that will spotlight Head Start components

FSW will:

- Provide a monthly newsletter to the Head Start parents/guardians communicating upcoming events
- Scan and email newsletter to FCP data support
- Newsletters will be provided in primary language of parents/guardians

Newsletter will include:

- Month/Date/Year
- Name of Site/center
- 2 featured Community Resources
- Next 3 upcoming Parent Trainings
- Classroom news and reminders

Newsletter will be posted on the Head Start News Board

7-23 Family Literacy

(See Also: [Head Start website](#))

FSW will be provided master copies of Family Literacy handouts in English and Spanish for the months; September – May.

FSW will:

- Make enough copies of monthly handouts to ensure each parent is provided a handout.
- Ensure that the Family Literacy handout and discussion is a standing agenda item at each parent training.
- Provide each parent in attendance a handout at the beginning of the parent training.
- Facilitate discussion during each parent training regarding topics presented in Family Literacy handouts.

7-24 Lending Library

(See Also: Teacher Handbook)

Each site is provided a Lending Library consisting of adult and children's books designed to encourage Family Literacy. It is the responsibility of the FSW to maintain the upkeep and encourage parents to utilize resources. [To Request Lending Library Supplies](#)

FSW will:

- Maintain a system of accountability whereby books are checked out by parents and returned. This system can be a card catalog system or a book checkout sheet.
- Maintain monthly follow up of books checked out to ensure that books are returned in a timely manner allowing all parents to check them out during the year.
- Utilize parent trainings, home visits, parent volunteer experiences, etc. to encourage parents to utilize the Lending Library.

Adult Lending Library List for all EHS/HS Sites

1. What to Do When Your Child Gets Sick - English and Spanish
2. What to Do For Healthy Teeth - English and Spanish
3. Mental Health book (compiled by Mental Health and bound)
4. Conscious Discipline Books
5. Spanish/English Dictionary
6. Parent/Volunteer Handbook
7. Child Custody made Simple
8. Directories for Dads - CD English and Spanish
9. G.E.D test preparation manual
10. Policy Council Training Video
11. A Visit To The Doctor and The Library CD
12. Picturing America packet
13. Volunteer Training CD
14. Nurturing the Promise

7-25 Bilingual Assistance

DIRECTORS, COORDINATORS, and SPECIALISTS

- Needing assistance with interpretation:
 - o Send all request to Bilingual Specialist by email
- Needing assistance with translation:
 - o Send all request to Bilingual Specialist by email

FAMILY SERVICE WORKERS

- Needing assistance with interpretation:
 - o Seek the assistance of parents, school, or community volunteers if the information to

- o be shared is not confidential
- o If none, contact Bilingual Specialist two weeks in advance by email
- o You will be contacted by the person providing the assistance
- o Document every request on the Bilingual Services Report Form. Assistance provided by parents, school, or community volunteers will also need to be documented on the Bilingual Services Report Form.
- o Scan and email your Bilingual Services Report Form to Bilingual Specialist at the end of each month
- Needing assistance with translation/contacting parents by phone:
 - o Seek the assistance of parents, school, or community volunteers if the information to be translated/shared is not confidential
 - o If none, contact your assigned Bilingual Family Service Worker by email
 - o Document every request on the Bilingual Services Report Form. Assistance provided by parents, school, or community volunteers will also need to be documented on the Bilingual Services Report Form.
 - o Scan and email your Bilingual Services Report Form to Bilingual Specialist at the end of each month
 - o For further assistance contact Bilingual Specialist

<u>Early/Head Start</u> <u>Family Service</u> <u>Worker Manual :</u>	Date Created: 8/15/2009
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Section 8: Staff Development - FSW

8-1: New Employee Orientation

- All new Head Start Staff are required to complete New Employee Orientation. HSPS 1304.52 (k) (1)
- New Employee Orientation is facilitated by Staff Development and can be completed online through the [Head Start website](#).
- New Employee Orientation is scheduled as new employees are hired
- Registration for New Employee Orientation must be completed online through MIS
- Staff Development will provide the Session # required for registration to the assigned immediate Supervisor. The immediate Supervisor will ensure the Session # is shared with new staff of whom they supervise needing to complete the orientation.

8-2 Staff Development Plans

- Go to the [ESC Intranet](#) and click on the following:
- QMS
- Administrative Procedures Part 1: Business and Employee
- Section D – Personnel
- DNA

8-3 Mandated Training Topics

- All Head Start staff must receive annual training in the following:
 - o Child Abuse - HSPS 1304.52(k)(i)
 - o CPR and First Aid - HSPS 1304.22(f)(1)(2)
 - o Blood Borne Pathogens - HSPS 1304.22 (c)(3)
- Attendance is required in order to remain compliant with Head Start Performance Standards

8-4 Training/Workshop Registration

See Also: [Workshop Registration](#)

8-5 Professional Lending Library

Check-Out Process

- Please email Staff Development Support with the following information:
 - o Title of the Resource(s)
 - o How many copies you would like
- Staff Development support will process your request and enter your emailed information on the Head Start Administrative Professional Library Resource Check-Out Worksheet. The resources along with the worksheet will be placed with outgoing supplies. Whenever someone is scheduled to visit your site, the resource(s) will be delivered.
- Please sign and scan or fax (903.988.0546) the form to Staff Development Support

Check-In Process

- Bring the resource(s) with you when you come to the Family Service Worker Training or send by office personnel who are visiting your site
- Staff Development will process the check-in once the resource(s) has been returned

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Section 9: Head Start Administration

9-1 Travel

See Also: Region VII ESC Administrative Procedures related to business travel in personal vehicle and completion (including submission) of an employee travel expense account for business travel expenses.

[CFC ESC Business Travel in Personal Vehicle](#)

[CFC Completion of Travel Expense Account](#)

9-2Time Accounting

Employee time accounting (time and effort) must be completed on the schedule as discussed at hire. Professional (FLSA designation) staff complete time accounting monthly. Paraprofessional (FLSA designation) staff complete time accounting weekly. Weekly time accounting should be completed on Friday for the week prior and submitted to the Head Start administration office.

See Also: Region VII ESC Administrative Procedures

[CF Time Accounting Reporting](#)

9-3Personal Leave

Staff requesting time off should submit a Request for Time Off to their immediate supervisor. UPon approval, staff should ensure that a Report of Absence is attached to their regular submission of Time Accounting (MIS) accurately describing the type of leave requested and taken and the date of the absence.

See Also: Region VII ESC Administrative Procedures
[CF Time Off Requests and Absence Reporting](#)

Excess use of personal leave time resulting in unpaid time (using MIS time accounting function TO) may be cause for disciplinary action, up to and including termination.

9-4Work Week/Schedule

FSW work weeks include Monday through Friday, for 37.5 hours. The structure of these hours may vary from ISD/Center to ISD/Center, depending on the needs of the parents, children and staff with whom we provide Head Start services.

Any variation of an agreed upon schedule (employee and supervisor) must be requested in writing, using ESC Form Request to Work Beyond Standard Time.

See Also: [DEA Overtime](#)

See Also: [DC Work Schedules](#)

9-5Supervision

Each family service worker is assigned to a Team Supervisor for supervision. This supervisor is the first "responder" to administrative questions, concerns and issues. In addition the assigned supervisor is accountable for time and effort expended by family service worker staff, and must be kept informed at all times of the whereabouts of FSW.

9-6Job Descriptions

Job Descriptions will be reviewed and signed by all Region VII ESC Head Start staff in September of each year, or at the time of hire for new staff. The original Job Description will be [scanned to email](#) and the original submitted to the Region VII ESC Head Start administration office.

9-7 Annual Evaluations

Annual evaluations are completed each year in April/May, or at the end of the program year, if different. The evaluation will be completed by the appropriate supervisor, with input from other component areas with direct responsibility.

A completed and signed Annual Evaluation form will be submitted to Region VII ESC Head Start administration office. A copy is filed in the [Professional Portfolio](#).

9-8 Center Folders

All FSW will be issued ONE manilla folder marked Center Folder. These folders should be utilized for any information required to be kept as a center, rather than individually (in green folders). This folder and it's contents are to be kept in a locking file cabinet.

9-9 Parent Committee Notebook

This notebook is kept by site, and contains all information related to the Parent Committee at that site. See Also: FCP - Parent Committee

FSW will file the following in the Parent Committee Notebook:

- agendas
- minutes
- speaker handouts/brochures
- policy council minutes
- volunteer sign-in sheets (original)
- parent training sign-in sheet (original)
- orientation packets

9-10 FSW Organization Notebook

This notebook is issued at the beginning of each program year to each FSW. The contents of this notebook include: monthly information handed out at Site Staff/Family Advocate meetings.

FSW will:

- designate an area in the FSW office where the FSW Organizational Notebook will be located
- file all materials from monthly/clustered trainings in this notebook

9-11 FSW Schedules

Daily schedules and any events that involve children and families at school must be coordinated with the Head Start classroom teacher. This partnership is critical to the success of our children and families, and communication about upcoming events, FSW absence, etc., affect the flow of Head Start work at the school.

9-12 Current Information

FSW must, at all times, ensure that all information about the children and families with which they serve, is kept current.

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Section 10: Technology How To

10-1 Scan To Email

- attach scanner to computer (USB port)
- click start button
- select "All Programs"
- click on Scan Soft Paper Port
- place cursor on Paper Port
- paper port screen should appear in view on thumbnail
- insert sheets to be scanned - face down
- begin scanning
- right click on the mouse
- copy documentation for e-mail
- select e-mail
- new
- right click mouse
- paste documentation on e-mail
- enter e-mail address (See Also: Staff Directory)

10-2 Technology Use - Region VII ESC

FSW located on ISD/Center campus must follow ISD/Center technology use policies when hooked into the ISD/Center network. A violation of these policies may be cause for disciplinary action, up to and including termination.

10-3 Technology Inventory

FSW complete an annual inventory of all technology equipment issued to them at the district/center level. This list will include: scanners, copiers, computers and parts, etc. The inventory will be completed at the beginning of the school year and faxed to the Head Start administrative office - Attn: Technology Inventory. See Also: Online Form

10-4 Reporting a Problem

Computer Connection; Software; Hardware:

Any FSW experiencing a problem with connection, software or hardware should follow the ISD/Center policy for reporting a problem (usually a helpdesk at the district). If re-directed to the Region 7 ESC help desk, FSW send an [email](#) to the ESC 7 helpdesk and detail the problem experienced.

Phones owned by Region VII ESC Head Start:

Any FSW experiencing a problem with a phone/phone line will send an email to the ESC 7 help desk and copy to your team supervisor. Detail the problem experienced, and whether the phone/phone line was provided by the district or Head Start. FSW will not contact administration or any administrative secretary regarding problems with phones/phone lines.

Copier/Faxes rented by Region 7 ESC Head Start:

Any FSW experiencing a problem with a copier/fax rented by Region 7 ESC will contact Xerox directly.

10-5 Copier Meter Reading

FSW will:

- receive a fax request from Xerox for a regular meter reading
- record appropriate information on the form
 - check the serial number listed on the fax to match to the xerox machine at your site
 - include the meter read date at the top of the form
 - locate the meter on the machine and read the number of copies listed on that date - if you cannot find the meter on the machine, call the number on the top of the form under: Meterreads: phone# - serial number will be asked -
- fax completed form to Xerox using the number on the form

10-6 Checking out Translation Equipment

- contact bilingual specialist two weeks in advance to reserve the equipment
- specify when and who will pick up/return the equipment
- report any problems with translation equipment to bilingual specialist by e-mail (See Also: Staff Directory)

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SECTION 11: FACILITIES, MATERIALS, AND EQUIPMENT

11-1 PHYSICAL ENVIRONMENT

Making facilities welcoming, accessible, comfortable and safe for children, families, and staff, including those with disabilities, ensures their full participation in Head Start.

A. The Family Service Worker is responsible only for the Head Start office area and the Parent area.

B. The teacher is primarily responsible for the classroom and playground areas, as specified in Teacher Procedures.

C. The Family Service Worker who has responsibilities in the classroom or playground must follow Teacher Procedures.

11-2 MAINTENANCE, REPAIR, SAFETY, AND SECURITY

A. Safety and security

- Follow ISD/center procedures regarding safety and security
- Report concerns about maintenance or cleaning of the HS office or parent area to ISD/center office or as called for by those procedures
- Post the evacuation plan and emergency procedures provided by the ISD/center
- Participate in the ISD/center drills for emergencies See Also: [Section4-2 HS Emergency Procedures](#)
- Assist parents in understanding local procedures regarding visitors, early pick up, release of children, emergency drills, etc.

B. Emergency lighting.

- Flashlights are supplied to every classroom for emergency lighting (supplemental in the

classrooms located in the school buildings)

- Flashlights must be kept by the first aid kit in the classroom
- In a readily available, designated location
- Out of the reach of children
- In working order See Also: [Section 4-10 First Aid Kits](#)

C. Electrical outlets in the Head Start office or parent room which are accessible to children are the responsibility of the Family Service Worker, who is to:

- Ensure that these are kept covered
- Request additional safety covers from HS Health staff
- Follow ISD/Center procedures regarding use of extension cords and power strips
- Request maintenance if needed, following ISD/Center procedures.

D. Fire Extinguishers and Smoke Detectors

- The ISD/Center is responsible for meeting local requirements regarding fire safety.
- The FSW is responsible for checking the fire extinguisher gauge and smoke detectors (if present) monthly
- Document on “Crisis Management Checklist.” (online form) (Link)

11-3 Crisis Management Checklist

FSW is responsible only for HS office and parent area

Family Service workers should check the parent area, building exits and FSW office daily for unsafe conditions and report any findings to the appropriate ISD/center/Head Start personnel for corrective action. If the unsafe condition can be corrected by the FSW, the corrective action should be performed and documented in an email to the appropriate ISD/center/Head Start personnel. For ongoing monitoring documentation, the FSW will:

- Complete the Crisis Management Checklist monthly
- Post in Family Service Workers office
- If any answers are marked no, state corrective action taken for findings in the comments section
- Asterisks indicate team nurse needs to be notified and will assist with corrective action
- Crisis management checklist is to be completed and submitted to the HS health/safety specialist at the FSW meeting each month
- Turn in completed, original checklist at the end of the program year

11-4 STORAGE

FSW is responsible only for HS office and parent area

A. Personal Belongings of FSW or Volunteers: Purses and other personal belonging must be inaccessible to children. Food must not be stored with chemicals or medication. Follow other school/center procedures regarding food.

B. Medication: FSW must not administer medication to children. If medication of adults is present,

it must be labeled, stored under lock and key, and be separate from food. See Also: [Section 4-5 Medication Administration](#)

C. Bathrooms: No mats, cots or other sleep equipment may be stored in any of the above mentioned bathrooms. If there are storage cabinets or containers in these bathrooms, they must be:

- Maintained in a safe and sanitary manner
- Arranged to provide easy access to the toilet and sink

D. Closets, Cabinets, and Shelves:

- Keep closets and storage areas in a safe and sanitary manner
- Teachers are responsible for those in the classroom and those used for storage of classroom supplies
- Flammable and other dangerous materials and potential poisons must be:
 - o Stored in locked cabinets or storage facilities
 - o Separate from food or medication and
 - o Accessible only to authorized persons. (This may include locked with a key which is on a hook out of the reach of children or with a latch which is out of the reach of and inaccessible to children.)
- Materials labeled “Keep Out of the Reach of Children” must be in locked storage or otherwise inaccessible to children.
- Candles and air fresheners are not allowed
- Conditions which may be considered a fire hazard:
 - o Cluttered closets with excessive amounts of loose paper or other flammable materials,
 - o Materials stored in heating unit or water heater closets,
 - o Excessive flammable materials on walls and ceilings
 - o Materials and equipment stored in hallways or other places which crowd or block fire evacuation routes

E. First Aid Kits: See Also: Section 4-10 First Aid Kit (link)

11-5 Routine Cleaning of HS office and parent area

The custodial or other assigned staff of the ISD/center are generally responsible for cleaning the bathrooms, floors, eating areas.

A. FSW should keep the Head Start office and parent area otherwise clean and orderly.

These requirements must be followed:

- Use only products provided or approved by the ISD/Center
- Ensure that products are clearly labeled
- Follow label instructions
- Wash hands after cleaning
- Safely store cleaning supplies See Also: [Storage](#)
- Report to the ISD/Center if there is evidence of insects or rodents and provide follow up communication regarding recurring problems.
- Only authorized personnel are to exterminate the facility and only when children are not present.
- See Also: [Storage](#)

B. Surfaces contaminated with blood or visibly bloody bodily fluids: Follow ISD/Center procedures.

See Also: [section 4-14 Blood Borne Pathogens](#)

11-6 DIAPERING SUPPLIES

(EHS ONLY) Family Service Workers are responsible for ordering diapering supplies through the Head Start office.

(HEAD START ONLY) Family Service Workers are not responsible for ordering diapering supplies. See Teacher Handbook

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Section 12: Services for Pregnant Women

12-1 Pregnant Woman Enrollment

When pregnant woman enrolls in the EHS program, FWS will:

- Complete enrollment packet, along with tracking software. Complete the Pregnant Woman Health Enrollment smart form in tracking software.
- If pregnant woman is not on insurance, refer to local Medicaid office and assist with paperwork if needed.
- If pregnant woman is not currently receiving prenatal care, refer to local OB/GYN's using Community Resources in tracking software.
- Assist with scheduling an appointment.

12-2 Dental Exams for Pregnant Women

Dental exams for pregnant women are required by head Start Performance Standards [45 CFR 1304.40 (c) (1) - (3)].

- If pregnant woman has been to dentist during pregnancy, fax a signed and dated Consent for Release of Confidential Information for current dental exam. Complete the Pregnant Woman Dental Screening smart form in the tracking software.
- If pregnant woman has not had a dental exam and has insurance that will cover dental exam, using Community Resources in tracking software, refer to local dental providers.
- Assist in making an appointment with chosen provider.
- In no insurance or insurance that does not cover dental exams, contact EHS team nurse to

ental exam. In no insurance or insurance that does not cover dental exams, contact EHS team nurse to make arrangements for an On-Site dental exam.

12-3 Educational Materials for Pregnant Women

The Head Start Program Performance Standards [45 CFR 1304.40 (c) (1) -(3)] describes the services the EHS grantee must provide to pregnant women. And those services that they must assist pregnant women to obtain. EHS programs must provide prenatal education on:

- fetal development, including risks from smoking and alcohol;
- labor and delivery;
- postpartum recovery, including information on maternal depression; and
- benefits of breastfeeding.

Currently this requirement is being met through;

- Florida State University Partners for a Healthy baby Home Visiting Curriculum for Expectant Families: Before Baby Arrives. Advocate currently gives Florida State Curriculum to pregnant mom according to trimester.
- Additional information is requested or needed, use pamphlets and brochures from the Texas Department of State Health Services website: www.dshs.state.tx.us
- Information and referrals are given/made to the local WIC office
- Local chapter of the Le Leche League-if pregnant mom is not already linked to the resource.
- FSW maintains weekly contact with pregnant woman and assists with linking the pregnant woman to local resources as needed.
- Begin transition planning with family by talking about appropriate program options for the baby after birth. This is on-going until the baby is born.

12-4 Post-Partum Visits

When the FSW is notified that the pregnant woman is in labor and/or the baby is born,

- FSW schedules and appointment for a postpartum visit with two weeks of the child being born
- FSW then notifies EHS team nurse and Mental Wellness staff of the date and time of the postpartum visit [45 CFR 1304.40 (i) (6)].
- The child is then enrolled in the EHS program. Complete enrollment process with parent.

12-5 Newborn/Infant Information

Once child is enrolled in the EHS program,

- FSW makes referral to Early Childhood intervention to have Developmental Screening

completed. FSW makes referral to Early Childhood intervention to have Developmental Screening completed.

- FSW obtains child's APGAR scores along with the immunization information from the hospital where child was born.
- FSW to obtain child's two week well child check and immunizations to send to EHS Team Nurse. FSW to complete the 2 week physical smart form in tracking software.
- FSW is to have weekly contact with family for the first 45 days.
- FSW continues transition conversations about what the parent feels is the best available program option for child.

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Section 13: Disability Services

Definitions:

ARD: Admission, Review and Dismissal: A group made up of a student's guardian(s) and school staff who will meet at least one time a year to decide whether or not the student has an eligible disability and what services will be provided. Its major responsibility is to develop the IEP.

IEP: Individualized Education Program: The written plan that details the special education and related services that must be provided by each student receiving special education. Parents and school personnel work together to write the IEP at the ARD meeting.

IFSP: Individualized Family Service Plan: A plan created by ECI (Early Childhood Intervention) to serve children and families from birth to 3 years old.

13-1 Transition

- FSW must notify Disabilities staff within 10 days when a child with a disability or suspected disability enters the program
- FSW must inform the Disabilities staff when an ARD/IFSP meeting has been scheduled

13-2 Documentation: Child's Folder

- ARD/IFSP papers are gathered from the teacher for the child's folder. Once FSW receives them they are to be filed behind the disabilities section. These must be updated if other ARD /IFSP meetings occur to ensure appropriate transition (information entered in the software tracking system).

13-3 IDEA Books

- IDEA books are provided by Head Start Disabilities Services staff for the FSW, to be given to the parent/guardian of a child with a disability
- The IDEA books will also be made available for the lending library
- When an IDEA book is given to a family, Family Service Worker documents in the software tracking system.

13-4 Provider Information

(See: Online Form: [Head Start Provider Sign-In Sheet](#))

Provider Services: A sign in sheet will be provided for outside providers to sign when serving children on the site.

(See Also: [Mental Health Providers](#))

13-5 Identification of students with Suspected Disability at enrollment

At enrollment:

- Question #9 - Disability Section (child health record) "In your opinion does your child have a special need that has not yet been diagnosed?"
- If parent/guardian answers "YES" (medical, educational or physical concerns), click YES
- If a child has documentation (ARD/IEP/IFSP) paperwork at enrollment, mark "Prior to Enrollment" as the answer choice for the question asking when the child was determined to have a disability.

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Section 14: Genesis Earth Instructions

14: Disability Services

Section N: Disability Smart Form

- This form must be completed only for children with a disability
- Information for the GE Smart Form will be collected from the Education/Disability section of the child's folder

Completing the Disability Information Smart Form in Genesis Earth

A. How to access the [Disability Information Smart Form](#)

1. Under user options, click "My Families"
2. Click on "Blue ID number" next to child's name
3. Click on "Case Management Tools" icon on top row
4. Click on Disability Information

B. How to Complete the Disability Information Smart Form

1. Enter yes if the ARD/IEP/IFSP papers are in the child's folder. If the ARD/IEP/IFSP papers are not in the folder check no.
2. Enter the Date that is on the front page of the ARD/IEP/IFSP papers. If the ARD/IFSP Papers are not in the child's folder leave blank
3. Enter yes if the Progress Reports are in the child's folder. If the Progress Reports are not in the folder check no.
4. Enter the Date that is on top of the Progress Report. If the Progress Reports are not in the folder leave blank.
5. Click submit at the bottom of the page

C. If a child enrolls with a disability and has ARD papers

1. Click on "My Families"
2. Click on "Blue number" beside child's name

3. Click on "View/Edit"
4. Scroll down to "Disability Information"
5. Click yes on "Does your child have a disability"
6. Scroll to the bottom of the page and click "submit"
7. Go to "Health Development" icon
8. Click Child Health Record.
9. Scroll down to number 19. Click yes.
10. Where it states "What school district completed the IEP/IFSP?" Enter the name of the district that completed the testing on the child.
11. Click submit at the bottom of the page

D. Identifying a student with a Suspected Disability at enrollment

1. The ninth question under the "Disability" section of the child information form states "In your opinion does your child have a special need that has not yet been diagnosed?" If the parent has a legitimate concern: medical, educational, physical concerns, then click on yes here. Disabilities Staff will follow up on these children.

E. Receipt of IDEA Books

1. Provide parents of children with an ARD/IFSP with an IDEA book.
2. Go to "My Families"
3. Click on the "blue number" beside the child's name
4. Click on "Case Management Tools"
5. Click on "Disability Information"
6. Click "Yes" where it states "Parent has been provided IDEA book"
7. Enter date where it states "Date of receipt"
8. Click submit

[Nutrition Questionnaire/Assessment](#)

- Answer yes/no questions 1-17
- List any additional information under notes
- Answer question 18, based "on a daily basis"
- Explain in "additional comments" if a meal is missed "on a daily basis"
- Explain in "additional comments" if food groups from A- H are omitted "on a daily basis"
- Do not complete "Assessment Information or "Criteria for Referral"

INSTRUCTIONS FOR EMERGENCY CONTACT INFORMATION

(CLASS ROSTER)

Directions to print a classroom roster on Genesis Earth

On the side menu bar select: REPORTING

Select: HEAD START REPORTS

Select: CENTER/CLASSROOM ROSTER

Drop down box Center Name _____

Drop down box Classroom name _____

Preferences –viewing options check the appropriate boxes: Address1, City, DOB, Phone1

Select: UPDATE

Select box to: SHOW ALL RECORDS

Right click to print

Procedure for Recording Heights and Weights in GE

2008-2009

Directions to enter heights and weights in growth assessment in Genesis Earth:

On the side menu bar click: Enrollment

Click: Growth Assessment

Select your center

Select your classroom

Click: Go

Click: The date you did heights and weights

Classroom names will appear.

Enter each child's height & weight. Height should be in inches with only .25, .50, or .75 increments.

Weight should be in pounds with .25, .50, or .75 only.

Example: 30.25 (this would be for 30 ¼ lbs.)

Make sure this is completed in the child's first 45 days. E-mail the Nutrition Support person through their ESC e-mail address when this is completed. The children's growth charts will be sent to you ASAP. File in the child's folder in the Health & Nutrition section.

EHS 45/90 Day Required Events Smartform

How to Complete the EHS 45/90 Day Required Events Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.
2. Click on the **Enrollment** icon in the **User Options** toolbar.
3. Click on the **My Families** or **Search Child** icon.
4. Click on the **blue underlined numbers** by the child you are entering.
5. Click on the **Health & Development** icon.
6. Click on the **45/90 Day Required Events** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all 45/90 Day Required Events data in Genesis Earth (there are no "nurse only" questions).

7. Questions 1-8 refer to initial 45 day screenings

8. Questions 9-18 refer to initial 90 day screenings

9. Answer all questions and **remember all questions with an asterisk * must be answered.**

10. Click on the **Submit** button at the bottom of the form to save your work.

Pregnant Woman Dental Exam

How to Complete the Pregnant Woman Dental Exam Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.

2. Click on the **Enrollment** icon in the **User Options** toolbar.

3. Click on the **My Families** or **Search Child** icon.

4. Click on the **blue underlined numbers** by the pregnant woman you are entering.

5. Click on the **Health & Development** icon.

6. Click on the **Pregnant Woman Dental Exam** Smartform.

The pregnant woman's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all dental data in Genesis Earth. (No nurse only questions)

7. Answer all questions

8. Questions 4-6 are about follow up treatment.

9. Question 9 asks if the pregnant woman had treatment by the end of enrollment.

10. If there are issues that were not addressed anywhere else on the form, put those comments in box #10.

11. Remember that all questions followed by an asterisk * are ones that must be answered.

12. Be sure to click the **Submit** button at the very bottom to save your work.

EHS/HS Insurance Status Smartform

How to Complete the EHS/HS Insurance Status Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.

2. Click on the **Enrollment** icon in the **User Options** toolbar.

3. Click on the **My Families** or **Search Child** icon.

4. Click on the **blue underlined numbers** by the child you are entering.

5. Click on the **Health & Development** icon.

6. Click on the **Insurance Status** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all insurance data in Genesis Earth (there are no "nurse only" questions).

7. Question 1 asks about the child's insurance status at enrollment and question 2 asks about insurance at the beginning of school. Realize that these answers can be different, depending on when the child enrolled.

8. Question 4 asks if a child w/private insurance has applied for secondary Medicaid. Your choices are: "**yes**", "**N/A**" if the child does not have private insurance, and "**no**". If your answer is "no", you must put a comment about this in the next box #5.

9. Questions 6 & 7 ask you to check what steps were taken to assist the family to obtain insurance (6) and the outcome of those efforts (7).

10. Question 8 is new and it cannot be answered until the end of the program year. You may leave comments about it box #9.

11. Questions 10 & 11 ask you to check what steps you took to help the family re-apply when insurance has lapsed (10), and the outcome of those efforts (11).

12. Box #12 is to make any comments about insurance not addressed elsewhere on the smartform.

13. Question 13 cannot be answered until the end of the program year.

14. Please notice that every question on this form is marked with an asterisk *, which means they must all be answered.

15. Click on the **Submit** button at the bottom of the form to save your work.

Dental Exam Smartform

How to Complete the Dental Exam Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.

2. Click on the **Enrollment** icon in the **User Options** toolbar.

3. Click on the **My Families** or **Search Child** icon.

4. Click on the **blue underlined numbers** by the child you are entering.

5. Click on the **Health & Development** icon.

6. Click on the **Dental Exam** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all dental data in Genesis Earth. (No nurse only questions)

7. Questions 1-6 are only about **On-Site** dental exams. You will be able to answer these with your new on-site dental exam spread sheet. These need to be answered for **every child**. The one exception will be if the parent refused to consent or the child was absent or the day the dentist

came, you will leave #1 and #6 blank and answer #2-5 with “N/A, On-site dental exam not performed”

8. Questions 7-9 will need to be answered when you get a copy of the child’s **In Office** dental exam. Every child needs to have an in office exam even if they were seen when the free on-site dentist came to the school. **The on-site exams enable us to meet the 90day requirement only; they don’t count as the “preventative care”, that is required according to HS standards.**

9. Questions 10-13 are about follow up treatment.

10. Question 14 asks if a second dental exam (yearly in office exam) is due before the end of enrollment. Your answer here will direct you to either answer or skip questions 15-18 about treatment from second dental exams.

11. Question 19 asks if a referral was needed and done to Nutrition.

12. Question 20 asks if the child had treatment by the end of enrollment.

13. If there are issues that were not addressed anywhere else on the form, put those comments in box #21.

14. Remember that all questions followed by an asterisk * are ones that must be answered.

15. Be sure to click the **Submit** button at the very bottom to save your work.

Health Enrollment Smartform

How to Complete the Health Enrollment Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.

2. Click on the **Enrollment** icon in the **User Options** toolbar.

3. Click on the **My Families** or **Search Child** icon.

4. Click on the **blue underlined numbers** by the child you are entering.

5. Click on the **Health & Development** icon.

6. Click on the **Health Enrollment** Smartform.

The child’s name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

7. **This is a new Smartform specifically about the paper enrollment forms that require parent/guardian signatures.**

8. Answer yes or no to each question.

9. Question 10 asks if the parent answered “yes” or “I don’t know” on any part of the Lead Questionnaire. If you have to answer #10 with a “yes”, the next Smartform question #11 asks if the child was referred to the Health Department/medical provider for follow up; next, question 12 asks for the date the child went to the appointment for this follow up.

10. Questions 18, 19 & 20 ask the same information as above about the TB questionnaire. Follow the same instructions as seen above for these.

11. You may leave comments about Lead follow up in box #13; and comments about TB follow up in box #21, if needed.

12. **Please notice that every question on this Smartform is marked with an asterisk *.**

Which means every question must be answered.

13. Click on the **Submit** button at the bottom of the form to save your work.

Immunization Status Smartform

How to Complete the Immunization Status Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.
2. Click on the **Enrollment** icon in the **User Options** toolbar.
3. Click on the **My Families** or **Search Child** icon.
4. Click on the **blue underlined numbers** by the child you are entering.
5. Click on the **Health & Development** icon.
6. Click on the **Immunization Status** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all immunization data in Genesis Earth (no "nurse only" questions).

7. This is a 2 question form. It asks for the child's immunization status (1) at enrollment and (2) at the end of enrollment. The answers to both of these questions will be given to you by your school nurse or her designee on the immunization log that you ask her to fill out.
8. You may leave comments if needed in box #3.
9. Notice that both of these questions are marked with an asterisk * which means they both must be answered.
10. Click on the **Submit** button at the bottom of the form to save your work.

Medical and Dental Home Smartform

How to Complete the Medical & Dental Home Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.
2. Click on the **Enrollment** icon in the **User Options** toolbar.
3. Click on the **My Families** or **Search Child** icon.
4. Click on the **blue underlined numbers** by the child you are entering.
5. Click on the **Health & Development** icon.
6. Click on the **Medical and Dental Home** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all medical and dental home data in Genesis Earth (no

“nurse only” questions).

7. This is a new Smartform about medical and dental homes.
8. It asks 4 questions, 2 about medical home and 2 about dental home.
9. All questions on this form are marked with an asterisk *, which means they all must be answered.
10. Click on the **Submit** button at the bottom of the form to save your work.

Physical Exam Smartform

How to Complete the Physical Exam Smartform in Genesis Earth

1. Log into **Genesisearth.com**; **Click on client log in.**
2. Click on the **Enrollment** icon in the **User Options** toolbar.
3. Click on the **My Families** or **Search Child** icon.
4. Click on the **blue underlined numbers** by the child you are entering.
5. Click on the **Health & Development** icon.
6. Click on the **Physical Exam** Smartform.

The child’s name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

7. Each question on this form will begin either “FSW to answer” or “HS nurse to answer”. **Make sure to answer all “FSW to answer” questions.**
8. Question 1 is the date of the physical exam. Question 4 asks about results from follow up/treatment. Leave #4 blank if there was no follow up/treatment needed.
9. Questions 8 & 9 ask for the date and results of blood pressure measurement.
10. Note on questions 11 & 18: it is a HS nurse question, but please note that it’s asking if there was a consent signed prior to blood test screenings. Very important to have that consent visible to the nurse when she comes to your site to do blood tests.
11. Questions 12-14 are asking about the date and results from Hgb/Hct screening.
12. **Question 15 is new.** It asks about follow up treatment for a failed Hgb. You can only answer #15 after you have the Hgb result. One of the 5 choices should fit every child.
13. Question 16 is new and asks if you sent the screening summary to the parent and put a copy in the child’s folder. #17 asks what date was it sent to the parent. Leave #17 blank if it is not applicable. (It would only be not applicable if the parent signed a refusal for the test to be done at school or if the test was done by a provider.)
14. Questions 19-24 are the same as questions 12-17 but are about Lead screenings instead of Hgb screenings. Use the same instructions as seen above in 11, 12 and 13.
15. Question 26 may be blank if the nurse’s answer to #25 is “no”. Question 27 will not be blank, 1 of the 5 choices should fit and you may make a comment in box #28 if needed. Leave #33 blank if there is no follow up/treatment needed for 2nd physical.
16. **Question 34 must be answered and note that it is asking about treatment from first or second exam.** 1 of the 5 choices should fit. You may make comments in box #35.
17. Remember to answer **every FSW question that is marked with an asterisk*.**
18. Be sure to click the **Submit** button at the bottom of the page to save your work.

[Hearing/Vision Smartform](#)

How to Complete the Hearing/Vision Smartform in Genesis Earth

1. Log into **Genesisearth.com**; Click on **client log in**.
2. Click on the **Enrollment** icon in the **User Options** toolbar.
3. Click on the **My Families** or **Search Child** icon.
4. Click on the **blue underlined numbers** by the child you are entering.
5. Click on the **Health & Development** icon.
6. Click on the **Hearing/Vision** Smartform.

The child's name, address, and DOB will appear at the top of the Smartform.

View the comment section at the top of the page as needed for further instructions.

Family Service Worker should enter all hearing/vision data in Genesis Earth (there are no "nurse only" questions).

7. Questions 1-8 refer to hearing screening. Questions **2 & 4 have 2 new options** for needing to answer "N/A". Please use these if either applies.
8. Questions 9-16 refer to vision screening. **The following questions have new options to specify your answers: 10, 11, 13 & 16.** Please use whatever applies.
9. Please note questions 6 & 15 ask for the date a referral letter was sent to parent by the **school nurse or Head Start nurse**. The person doing the second screening will give you the referral letter. Ask the school nurse for the letter if she does the screening and does not give it to you. **Question 17 is new** and asks if the parent was sent the 45day screening summary of results of vision/hearing and a copy placed in the folder. This should be "yes". There should be a date in 18 of when the summary was sent home.
10. **Remember all questions with an asterisk * must be answered.**
11. Click on the **Submit** button at the bottom of the form to save your work.

[How to gather Emergency contact information for a child](#)

1. Family service workers are required to keep a current list of phone numbers for enrolled children at all times.
2. The list is required to be kept in the folder on back of the emergency flip chart that hangs in the classroom and is taken on field trips away from campus. You may also choose to keep a copy in your office for easy access; but remember this is confidential information and must not be accessible to others at any time.
3. Several ways to gather this information include: from View/Edit Child Enrollment information in

GE program; from Student Medical Conditions form filled out by parent at enrollment; and Guardian/Household Information entered in GE.

4. Remind parents to give you new phone numbers and contact information any time they are changed. Inform them we are required to have emergency contact numbers and a way to reach them at all times while their child is in school, even if it is a number for a neighbor or relative.

5. Your school nurse and secretaries are usually good sources of information if you find that the numbers you have are no longer current. It is also appropriate to share new numbers you get with them for the same reason.

6. This requirement is for the safety of all our Head Start children and to notify parents in case of an emergency at school or when on a field trip with the class.

<p><u>Early/Head Start</u></p> <p><u>Family Service</u></p> <p><u>Worker Manual:</u></p>	<p>Date Created: <i>8/15/2009</i></p>
	<p>Date Reviewed: <i>07/14/2010</i></p>
	<p>Date Revised: <i>07/14/2010</i></p>

Section 15 Transportation Services

15-1 Assisting Parents with Transportation

If the ISD/ center does not provide transportation to Head Start enrolled children; assist parents, as appropriate, in making other arrangements. See Also: [FPA](#)

In areas where transportation is not available, the FSW will:

- Provide information (pamphlets, etc.) to families where transportation is available.
- Refer families to transportation agencies in the community or nearby areas.
- Encourage families to access transportation from relatives or other entities.
- Document efforts in Household Case Notes in Genesis Earth.

15-2 Pedestrian Safety Training

Family Service Worker must

- Provide pedestrian safety training at Parent Orientation or within the first 30 days of a child's entry. (See Also: Parent Orientation)
- Assist parents in understanding and following ISD/center procedures related to
 - o Bus transportation
 - o Car pick up and drop off
- Refer to Parent/Volunteer Handbook for additional information about transportation and pedestrian safety.

15-3 Release of Children

Assist parents in understanding and following ISD/center procedures regarding

- Security procedures for visitors
- Early pick up
- Pick up by someone other than the parent/guardian from bus or class

15-4 Communication

Refer parents who have concerns about bus transportation or arrival and departure procedures to
ISD/Center office..

Early/Head Start

Family Service
Worker Manual:

Date

Created: 8/15/2009

Date

Reviewed: 07/14/2010

Date

Revised: 07/14/2010

Section 16: General

45-90 Day Year Long Calendar

2008-2009 FSW Training Schedule

Adult Lending Library List

Region VII ESC Head Start Team List

FSW Program Calendar - 2008-2009

Early/Head Start

Family Service Worker Manual:

Date

Created: 8/15/2009

Date

Reviewed: 07/14/2010

Date

Revised: 07/14/2010

[FSW Directory](#)

Anderson County

Cherokee County

Gregg County

Harrison County

Henderson County

Marion County

Panola County

Rusk County

Smith County

Upshur County

Wood County

Van Zandt County