

H-1 HEALTH SERVICES DIRECTOR

AUGUST

- Contact County Health Department regarding community health problems.
- Contact AFS for information regarding their programs.
- Check first aid kits/blood clean up kits and replenish needed supplies. Have kits placed at centers, in buses, and agency vehicles.
- Arrange for dental/medical services - fees, services provided, billing procedures.
- Provide CFAs & FAs with process for requesting Head Start Pay Vouchers.
- Provide CFAs & FAs with information on immunization requirements to be shared with families during recruitment.
- Prepare trainings for pre-service.
- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Complete file reviews
- Develop agenda and coordinate mail-out of invitation letter to providers for September HAC meeting.

H-1 HEALTH SERVICES DIRECTOR

SEPTEMBER

- Ensure any child specific health related training is provided to staff prior to classroom participation.
- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Provide training to staff at pre-service
- Set up tracking systems and review procedure with appropriate staff.
- Recruit HAC members per performance standards for Head Start.
- Check with County Health Department on when primary immunization review is due. Review CIS records to assess immunization needs and share with appropriate staff.
- Ensure that emergency information for each student and volunteer is kept near phone and on buses.
- Ensure scheduling of dental and physical exams.
- Ensure students are informed of health services to be performed, ie. physical, dental, hearing, vision, and speech.
- Issue toothbrush supply to Teachers.
- Month end report
- HAC meeting
- Monitoring Grant and Wallowa Counties
- Complete file reviews

H-1 HEALTH SERVICES DIRECTOR

OCTOBER

- Recruit parent from each community to HAC per Head Start performance standards.
- Attend Comprehensive Staffings to address health related issues as requested.
- Ensure students are informed of health services to be performed, ie. physical, dental, hearing, vision, and speech
- Issue Head Start Pay vouchers upon request by CFAs & FAs and documentation of need.
- Review information on dental and physical exams, vision and hearing screens on new and returning students. Assess follow-up needs.
- Ensure referrals are made based on screening results and documented in files.
- Review CIS records to assess immunization needs and share with appropriate staff.
- Prepare training for staff meeting related to Health Services Component.
- Provide parents with information and/or training in the following areas: preventive health, emergency first aid, and safety practices.
- Newsletter article when requested.
- Month end report
- Complete file reviews

H-1 HEALTH SERVICES DIRECTOR

NOVEMBER

- Send out notice for Health Advisory Committee Meeting.
- Attend Comprehensive Staffings to address health related issues as requested.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Issue Head Start Pay vouchers upon request by CFAs & FAs and ensure documentation of need.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Ensure retests of vision and hearing are done within 2 to 4 weeks of initial screen and that referrals are made as needed by notifying parents and appropriate staff.
- Policy Council Report.
- Ensure Policy Council appoints HAC representatives.
- Prepare training for staff meeting related to Health Services Component.
- Newsletter article as requested.
- Month end report
- Complete in-depth File Review –review students files for thorough documentation.

H-1 HEALTH SERVICES DIRECTOR

DECEMBER

- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Complete in-depth File Review –review students files for thorough documentation.
- Ensure Child and Family Advocates share health related needs identified on Family Needs Assessment.
- Prepare opportunity for parent training in January on preventive health, emergency first aid, dental health or safety practices.
- Prepare training for staff meeting related to Health Services Component.
- Send reminder to Child and Family Advocates on need to remind parents that immunizations must be up-to-date by return to classrooms after winter break.
- Newsletter article as requested.
- Month end report
- HAC meeting.
- Wallowa and Grant County Monitoring

H-1 HEALTH SERVICES DIRECTOR

JANUARY

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

H-1 HEALTH SERVICES DIRECTOR

FEBRUARY

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

H-1 HEALTH SERVICES DIRECTOR

MARCH

- Begin revision of work plan and forms, etc.
- Letters to providers and parents of children needing treatment informing of termination of Head Start Pay responsibility on expiration date set on vouchers - send out no later than first week of March.
- Prepare files for transition to public schools, ensure adequate documentation.
- Issue Head Start Pay vouchers upon request by Child and Family Advocates and ensure documentation of need last month to issue.
- Continue review of dental and physical exams. Make referrals and/or ensure recommended follow-up is completed.
- Ensure vision and hearing screens are done for new students and that referrals are made as needed by notifying parents and appropriate staff.
- Newsletter article as requested.
- Attend CDRC meetings as requested.
- Month end report
- HAC Meeting
- Wellness Preparation
- Complete in-depth File Review –review students files for thorough documentation
- Wallowa County Monitoring

H-1 HEALTH SERVICES DIRECTOR

APRIL

- Attend Comprehensive Staffings to address health related issues as requested.
- Review outstanding Head Start Pay vouchers with CFAs & FAs and request follow-up.
- Continue revision ideas.
- Identify children with incomplete dental and physical exams and/or vision and hearing referrals and develop plan for completion.
- Newsletter article as requested.
- Month end report
- Monitoring Grant County
- Eagle Crest Coordinator's Conference
- Complete in-depth File Review –review students files for thorough documentation
- Wellness Day Coordinator
- Send out Provider Survey

H-1 HEALTH SERVICES DIRECTOR

MAY

- Send out notice to CFAs & FAS indicating medical and dental services authorized by UMCHS must be completed by end of month.
- Policy Council Report
- Remit "want List"
- PIR
- Complete revision plan
- Review and revise forms as needed
- Newsletter article as requested
- Month end report
- Compile provider survey information, enter into Child Plus and generate list for program year.

H-1 HEALTH SERVICES DIRECTOR

June- July

- Give List of Providers to Family Advocates.
- Inventory of supplies and make out supply and request forms.
- Arrange servicing for Fire Extinguishers to be serviced by outside agency. They will coordinate with Operation Managers for keys .
- Arrange for dental/medical services - fees, services provided, billing procedures.
- Collect new Head Start Pay Vouchers as requested by CFAs and FAs for new school year.
- Provide CFAs & FAs with information on immunization requirements to be shared with families during recruitment.
- Prepare trainings for pre-service.
- Ensure emergency, health and safety related postings are appropriately placed in centers, buses, and agency vehicles.
- Organize and file last program year materials.
- Discuss the new year health curriculum as it relates to other components with managers and directors.
- Attend Health Training Conference as available.