



**Office of Head Start
Monitoring Protocol
Child Health and Safety Guides
FY 2012**

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* Please note the CHS Observation Guides can be found on ECLKC in a separate document.



Interviews

Bus Driver—Interview

Child Health & Safety Compliance Framework #6—Safe Transportation

- ▶ Interview the Bus Driver(s) to determine, and confirm, how the program ensures that there are processes in place for releasing children and ensuring they are not left behind in either a classroom or vehicle, and that all staff are aware of the procedures.

Ask the Bus Driver(s) to describe the process in place to ensure that children are only released to parent or legal guardians, and if being released to another individual the parent or guardian has provided permission in writing. Ask them how they ensure the contact information they have is current.

Ask the Bus Driver(s) to describe the process in place to ensure children are not left behind in a classroom or on a vehicle. Inquire if a child has ever been left behind. If yes, document the details and follow up actions that were taken.

Note: Applies only to programs providing Transportation services

CHS 6.3

Disabilities Services Coordinator—Interview

Child Health & Safety Compliance Framework #2 – Screening and Referrals

- ▶ Prior to your interview ask the program to pull a few files of children that the program has identified as having a suspected or identified disability. Together with the Disabilities Coordinator, discuss the specialized evaluation for each file pulled and how the Coordinator made a prompt referral to the LEA or Part C Agency.

Also, ask about the Coordinator's general involvement in the screening, assessment and referral process for all children. Ask the coordinator to describe the process to you. Ensure that they are able to not only describe the initial screening process but also the process for referrals and ongoing developmental assessment process.

During the interview they should be able to explain to you who is responsible for the various tasks in the screening process as well as how they make referrals and ensure the ongoing development of children.

CHS 2.2



- ▶ If the Disabilities Coordinator made referrals to the LEA or Part C Agency for specialized evaluation, ask him or her to explain how they know the status of the referral.

CHS 2.2

Child Health & Safety Compliance Framework #3—Physical Environments

- ▶ Interview the Disabilities Coordinator to determine if they work in collaboration with other program coordinators and program staff to ensure the required services are provided to children with disabilities. Ask the Coordinator how they coordinate with the ECD, Health, Mental Health, and Nutrition Coordinators as well as food preparation staff to ensure the integration of services for children with suspected and/or diagnosed disabilities.

The Coordinator should be able to provide examples of all of the following:

- ▶ How they coordinate with the ECD Coordinator in the on-going assessment of each child
- ▶ How they work with the Health Coordinator in the assessment process and follow up process
- ▶ How they work with the Mental Health Coordinator to help teachers identify children who show signs of problems
- ▶ How they work with the Nutrition Coordinator and food preparation staff to ensure that provisions to meet special needs are incorporated into the nutrition program

CDE 3.6

Food Preparation Staff—Interview

Child Health & Safety Compliance Framework #3—Physical Environments

- ▶ Determine if and how the program shares information about the individual needs of children.

Determine how the program ensures that Food Preparation staff are informed (and trained as needed) on identifying and planning for needed accommodations. Find out how the program shares information with them about children in their settings and whether or not the information provided allows them to accommodate the individual needs.

CDE 3.2



Health Services Coordinator—Interview

Child Health & Safety Compliance Framework #1—Helping Families Access Health and Dental Care

- ▶ Interview the Health Services Coordinator to determine whether the program ensures that children are kept up to date on a schedule of age-appropriate preventive and primary health care (including State EPSDT requirements) throughout the program year. During your interview with the coordinator, determine how the program ensures that children are kept up to date. Is there a process utilized by the grantee? You should determine who is responsible for ensuring this task is completed and the action steps taken if it is determined that a child's status is not current.

CHS 1.1

- ▶ With the Health Coordinator review the program's policies and procedures regarding notifying parents in the event of an emergency. Ensure that the policies are adequate and that following the procedures would allow for all parents to be contacted in a prompt and timely manner.

Ask the Health Coordinator to pull examples of documentation noting an emergency with a child. Look for how and when parents were notified of this emergency.

Ask the Coordinator how staff notify parents when they suspect health or developmental problems. Is there guidance and support provided to staff?

CHS 1.3

- ▶ With the Health Coordinator, review files of new mothers who have given birth. Ask about the process the program uses to ensure that women are visited within two weeks of giving birth. Look for documentation in the files of when visits occurred. Document any visits that occurred more than two weeks after delivery or that didn't occur at all. Document the reason why visits were late or did not occur.

Note: Applies only to programs serving pregnant women and new mothers

CHS 1.7



Child Health & Safety Compliance Framework #2—Screening and Referrals

- ▶ Interview the Health Coordinator about the program's health screening procedures. During your interview with the Coordinator determine how the program uses the information collected from the health screenings. Do they obtain guidance from anyone on how to interpret the results and address any findings? Ask the Coordinator to describe the screening procedures that are used to determine whether the procedures meet OHS requirements.

The Reviewer should also ensure that the Health Coordinator is able to explain what information the program collects to ensure they have an understanding of all aspects of each child's development and behavior. Does this include information from a multitude of sources?

CHS 2.1

Child Health & Safety Compliance Framework #3—Physical Environments

- ▶ Interview the Health Coordinator to determine what procedures exist for the administration of medication.

With the Coordinator, review the program's current policies and procedures regarding the administration of medication to children enrolled in the program. Determine whether the written procedures regarding the administration of medication include procedures for handling, storing and administering of medication for every child, and also include instructions for the storage of staff medication.

Determine if the written procedures include instruction on labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers.

CHS 3.4

Child Health & Safety Compliance Framework #4—Healthy Practices and Routines

- ▶ Interview the Health Coordinator to determine whether the program has procedures to ensure that sanitation and hygiene practices for diapering protect children's and staff's health and safety.

With the Coordinator, review the programs policies and procedures regarding diaper changing. Determine whether the procedures address the sanitation of changing areas, disposal of soiled diapers, the washing of both staff and children's hands, etc.

CHS 4.3



- ▶ Interview the Health Coordinator to determine whether the program has procedures to promote effective dental hygiene, including wiping infants' gums in an EHS or migrant program after meals.

With the Coordinator, review the programs policies and procedures regarding dental hygiene for all children. Indicate if children are provided opportunities to brush their teeth after meals. If the program provides services to infants, procedures must include the wiping of infants' gums after feedings.

CHS 4.5

Child Development & Education Compliance Framework #3—Individualizing

- ▶ Determine if and how the program shares information about the individual needs of children.

Determine how the program ensures that staff are informed (and trained as needed) on identifying and planning for needed accommodations. Ask for examples of how the program shared information with staff and parents and how they help staff accommodate the individual needs. Ask them to provide examples of some of the accommodations that were needed.

CDE 3.2



Nutrition Services Coordinator—Interview

Child Development & Education Compliance Framework #3—Individualizing

- ▶ Interview the Nutrition Coordinator to determine if the program meets the nutritional needs and feeding requirements of each child.

Determine how the program meets the following:

- ▶ The nutritional needs and feeding requirements of all children (including the current USDA recommendations),
- ▶ How the program identifies children with special dietary needs/requirements,
- ▶ How the program ensures that cultural and ethnic preferences are taken into account when designing meals,
- ▶ How the program attempts to broaden the children’s food experience,
- ▶ How they ensure that these children receive the appropriate meals, and
- ▶ How they accommodate the feeding and nutritional needs of children with disabilities.
- ▶ Discuss the results of this interview with the CDE Reviewer. Share your site observations and any nutritional information that you both would like to add from those visits. Note if there were any highlights or concerns regarding the nutritional services.

CDE 3.3

- ▶ Determine how the program schedules meal and snack times and if they are designed to support individual needs of children. How does the program ensure that infants are fed on-demand, to the extent possible, or at appropriate intervals?

Note: Applies only to programs with a center based program option

CDE 3.4



Pregnant Women/New Mothers Interview

Child Health & Safety Compliance Framework #1—Helping Families Access Health and Dental Care

- ▶ Interview pregnant women or new mothers to determine whether the program provides adequate services to them. During the interview ask the mothers whether or not the program has provided them with information related to early and continuing risk assessments, health promotion and treatment, and mental health interventions and follow-ups. If so, how did they receive this information from the program? Also, ask if the program has offered to provide them with referrals when needed.

Note: Applies only to programs serving pregnant women and new mothers

CHS 1.6

Transportation Services Coordinator—Interview

Child Health & Safety Compliance Framework #6—Safe Transportation

- ▶ Interview the Transportation Coordinator to determine how the program ensures that at least one bus monitor is on board at all times, and, as needed, additional bus monitors are provided when there is a need to accommodate the special needs of children with disabilities.

Ask the Coordinator to describe the process for assigning bus monitors and how many bus monitors are assigned to each route. What information is considered when making assignments? How do bus monitors support the safe transportation for children with special needs? Are there times when more than one bus monitor is required? If yes, ask the Coordinator to provide an example and the circumstances that led to an additional bus monitor being assigned.

Note: This does not apply to programs with a waiver approved by ACF for this requirement.

Note: Applies only to programs providing Transportation services

CHS 6.2



- ▶ Interview the transportation coordinator to determine how the program ensures that there are processes in place for releasing children and ensuring they are not left behind in either a classroom or vehicle, and that all staff are aware of the procedures.

With the Coordinator, review the program's procedures regarding the release of children and emergency contact of parents and guardians. Where is this information kept? What process is in place to keep this information up-to-date?

Ask the Coordinator to discuss the procedures in place to ensure children are not left behind in a classroom or on a vehicle. Inquire if a child has ever been left behind. If yes, document the details and follow up actions that were taken.

Note: Applies only to programs providing Transportation services

CHS 6.3

- ▶ Interview the Transportation Coordinator to determine how the program ensures that each bus monitor, before duty, has been trained in the required training topics.

With the Transportation Coordinator, review the programs documentation of training for bus monitors, including the topics for training and the date training was received. Ask the Coordinator to describe the training plan for bus monitors. Document the training topics and the dates received. Ask the Coordinator when bus drivers are scheduled to transport children. Confirm that bus monitors are not scheduled until required training is complete. If this is not the case, ask the Coordinator to describe why this occurred.

Note: This does not apply to programs with a waiver approved by ACF for this requirement.

Note: Applies only to programs providing Transportation services

CHS 6.4



- ▶ Interview the Transportation Coordinator to determine how the program ensures that staff employed to provide transportation receive all the required training and that this training takes place prior to the staff transporting children.

With the Transportation Coordinator, review the programs documentation of training of staff employed to provide transportation, including the topics for training and the date training was received.

Ask the Coordinator to describe the training plan for staff employed to provide transportation. Document the training topics and the dates received.

Ask the Coordinator when staff are scheduled to transport children. Confirm that staff are not scheduled until required training is complete. If this is not the case, ask the Coordinator to describe why this occurred.

Note: This applies to both hired and contracted staff.

Note: Applies only to programs providing Transportation services

CHS 6.5



Document Reviews

Family Child Care—Document

Child Health & Safety Compliance Framework #1—Helping Families Access Health and Dental Care

- ▶ Perform a document review to determine whether FCC Providers have contingency plans for emergencies or unplanned interruptions in service.

Note: Applies only to programs with a family child care program option

CHS 1.3

Health Policies and Procedures—Document

Child Health & Safety Compliance Framework #2 – Screening and Referrals

- ▶ Perform a document review of the program's health screening procedures.

Do the screening procedures provide evidence that the program has a screening process that is age-appropriate and sensitive to the child's background? Do the procedures utilized ensure that information is collected from multiple sources? The procedures should also describe the grantee's process for utilizing guidance from professionals on how to address any findings found on the screenings.

CHS 2.1

Licensing Documents—Document

Child Health & Safety Compliance Framework #3—Physical Environments

- ▶ Review the licenses for all of the Head Start/Early Head Start facilities. Ask the program for a list of all of the facilities used. Compare the list with the licensing documents.

Ensure that the program has a current license for all of their Head Start /Early Head Start facilities that are used for regularly scheduled center-based, combination and family child care classroom activities. Make sure in your notes to indicate the number and type of settings without a required license, if applicable.

CHS 3.1



Tracking System—Document

Child Health & Safety Compliance Framework #1 – Helping Families Access Health and Dental Care

- ▶ Review the program's health tracking system to ensure that it includes all of the necessary information for tracking the health services provided (i.e. dates, types of screenings, assessments, referrals, results, outcomes, etc.) and that the system is updated on a regular basis. When reviewing the tracking system ensure that it includes information on all of the required health services (Medical, Dental, Mental Health).

While reviewing the health tracking system you should be comparing the number of children tracked to the number of children on the program's roster. If children who are on the roster are not included in the tracking system a concern should be indicated and notes should be written on the number of children not included and whether the tracking system was not used for one or more program options (home-based, center-based, family childcare).

While reviewing the tracking system the Reviewer should also ensure that the information in the system is accurate by comparing the data to the information contained in the child files.

CHS 1.5



Summary

Child Health and Safety Summary

Management Systems Compliance Framework #5 – Program Systems Summaries and Strengths

- ▶ Describe your overall impressions of the grantee’s performance for Child Health and Safety services. Determine if the program has effective systems in place to support the delivery of quality to children and families, and is in compliance with Head Start performance standards and regulations. Describe any patterns you found, areas of strength, and areas in need of improvement. Remember to consult with other reviewers (e.g., FCE and CDE reviewers) about their findings, as appropriate.

SYS 5.2