
Start-Up Planner Tips for Working with EHS Grantees

Engaging and Collaborating with the
Health Services Advisory Committee



EHS NRC

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Start-Up Planner Tips for Working with EHS Grantees *Engaging and Collaborating with the Health Services Advisory Committee*

Did You Know?

- Programs must collaborate with parents to ensure a child has a medical home (an ongoing source of continuous and accessible health care). [45 CFR 1304.40\(a\)\(1\)\(i\)](#)
- Programs must establish collaborative relationships, including with health care providers, mental health providers, and nutritional providers, to respond to community needs. [45 CFR 1304.41\(a\)\(2\)\(i-iii\)](#)
- The Health Services Advisory Committee should include Early Head Start parents, professionals, and volunteers from the community. [45 CFR 1304.41\(b\)](#)

As Early Head Start (EHS) grantees and delegate agencies expand and enhance services to pregnant women, infants, and toddlers, the involvement of the Health Services Advisory Committee (HSAC) is essential. HSAC members' guidance can strengthen systems designed to coordinate and assist with access to health services. The following *Start-Up Planner Tips for Working with EHS Grantees* provides Head Start Program Performance Standards, policy clarifications, strategies, and resources needed to facilitate the provision of health services including pre- and postnatal services, child health and development, oral health, mental health, and nutrition. This document provides:

- Information regarding Federal requirements.
- Answers to important policy questions.
- Ideas for planning and implementation.
- Resources for program planning and implementation.

EHS Start-Up Planners, administrators, and staff will enhance their understanding of how to engage and utilize the HSAC in identifying and maintaining collaborative partnerships with Federal, tribal, state, and local health programs and organizations.

Head Start Program Performance Standards

Performance Standards, Title 45, Code of Federal Regulations:

1304.20 (a)(1)(i) – Child health and development services

(a) Determining child health status

(1) In collaboration with the parents and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:

- (i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care;

1304.41(a)(2)(i-iii) - Partnerships

(2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:

- (i) Health care providers, such as clinics, physicians, dentists, and other health professionals;
- (ii) Mental health providers;
- (iii) Nutritional service providers;

1304.41(b) Advisory committees. Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, must establish and maintain a Health Services Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community. Grantee and delegate agencies also must establish and maintain such other service advisory committees as they deem appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.

Policy Clarifications

[OHS – PC – B – 015 Does having a Registered Nurse on our Health Services Advisory Committee meet the Head Start Program Performance Standards on staffing requirements for health services in Head Start and Early Head Start programs?](#)

[OHS – PC – B – 019 How often does the Health Services Advisory Committee need to meet in a program year?](#)

Strategies

The following strategies are suggested to engage the Health Services Advisory Committee (HSAC) in working with EHS grantees and delegates to ensure enrolled pregnant women, infants, and toddlers have access to comprehensive health services.

Recruitment and Orientation of HSAC Members

When working with an EHS grantee or delegate agency to develop a plan for the recruitment and retention of HSAC members, consider doing the following:

- Strengthen or build the diversity of HSAC representatives to include professionals from public health, nursing, medicine, dentistry, social work, mental health, nutrition, and disability services.
- Recruit EHS parents and community leaders to participate on the HSAC.
- Identify a chair or lead person to work directly with the EHS health services coordinator/manager. Focus on five to six major areas of health needs and barriers to health access for EHS enrollees.
- Convene HSAC meeting to discuss health needs of children and families served by the local EHS grantee or delegate.

Several actions are needed to make the HSAC successful and effective:

- Develop a clear mission and establish goals.
- Provide an orientation for HSAC members to learn about the children and families served by the EHS grantee or delegate.
- Deliver training to help HSAC members become familiar with their roles and responsibilities, including their interactions with other Head Start governance structures (e.g., the Policy Council).
- Evaluate how the HSAC is functioning on a continuous basis and alter HSAC activities accordingly.
- Determine a calendar of regular meetings (promising practices suggest meeting at least quarterly) and means of communication between meetings.
- Build agendas around activities focused on the five to six pre-identified areas of need to continue engagement and action-oriented work.

Policies and Procedures Related to Health and Safety

In developing a collaborative partnership, EHS grantees and delegates can seek guidance from HSAC members to:

- Update and revise policies and procedures related to medical, mental, and dental health; nutrition; and safe environments (in conjunction with the Policy Council).
- Assist in the development and evaluation of systems to ensure follow-up and referrals are completed for health services, such as the Early and Periodic, Screening, Diagnostic and Treatment (EPSDT), blood lead level screenings and tests, and nutritional services (e.g., Special Supplemental Nutrition Assistance Program for Women, Infants, and Children [WIC], Child and Adult Care Food Program [CACFP]).

- Review existing policies and procedures to ensure the state early childhood and child care license requirements are met in conjunction with the Head Start Program Performance Standards (HSPPS).
- Determine new ways of using community resources including home visiting services, dental home initiatives, and services to special populations (e.g., expectant families, homeless families, and teen parents).

Identifying Health Providers and Services

For EHS grantees and delegates working with families to establish a medical home, the HSAC can assist in several ways:

- Increase awareness among community health providers about the individual health needs and barriers to health care experienced by pregnant women, infants, and toddlers enrolled in the particular EHS grantee or delegate agency.
- Encourage health providers on the HSAC to accept referrals from the EHS grantee or delegate.
- Identify health providers who accept Medicaid and state Children’s Health Insurance Plan (CHIP) or provide reduced cost for health services (for pregnant women and children not eligible for Medicaid or CHIP).
- Locate sources of funding for health services.
- Problem-solve issues related to medical and dental visits including:
 - Scheduling visits.
 - Sharing medical/dental documentation.
 - Increasing the likelihood parents will attend follow-up visits and implement treatment routines.

Health Promotion Activities and Training

When considering health promotion topics and training to provide for EHS staff and families, the knowledge and expertise of HSAC members is invaluable and needed to:

- Inform EHS staff and parents on up-to-date information on the eligibility and enrollment processes for Medicaid and state CHIP.
- Suggest best practices and monitoring systems for implementing the “Care for Their Air” Initiative to reduce exposure to secondhand smoke and other environmental asthma triggers for Head Start families.
- Provide EHS staff training on emerging and relevant health topics (e.g., H1N1/swine flu, emergency preparedness, immunizations) that reflect the local community health needs.
- Present on topics related to family wellness, child growth and development, and mental well-being for EHS staff and parents.
- Implement required medical and dental screening by developing and participating in health promotion activities (e.g., scheduling visits from medical/dental vans, organizing community health fairs, conducting screenings in centers and family child care homes, joining home visitors to meet families and conduct in-home examinations).
- Identify strategies for implementing “I Am Moving, I Am Learning” for EHS program staff and families with toddlers to promote physical activity and healthy nutrition in addressing early childhood obesity.

Resources

A Holistic Approach to Health and Safety (EHS NRC Technical Assistance Paper No. 7)

A comprehensive view of health and wellness recognizes that environment and all areas of development—physical, emotional, social, cognitive—interact to either support or impede good health. Head Start staff and Program Managers will learn here how health status contributes to the everyday practices of staff and families and what systems support good health practices. This item covers special issues such as pregnant women, oral health for infants and toddlers, screening for developmental and behavioral disorders, rural communities, etc. It also contains appendices with forms, worksheets, and inventories, plus illustrations.

Source: *Early Head Start National Resource Center*

[http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC Bookstore/PDFs/AE4C214BC91D85099235F71E42B9A061.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC%20Bookstore/PDFs/AE4C214BC91D85099235F71E42B9A061.pdf)

Care for Their Air: Promoting Smoke-Free Homes and Cars for Head Start Families

The Office of Head Start and the Indoor Environments Division of the U.S. Environmental Protection Agency are partnering to improve the overall health of Head Start children. The partnership aims to reduce young children's exposure to secondhand smoke and other asthma triggers. The goal of the partnership is not to get parents to stop smoking. Rather, the purpose of the toolkit is for Head Start staff to use the information as a means to educate parents of the many ways to enhance their children's health.

Source: *Early Childhood Learning and Knowledge Center (ECLKC)*

http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Health%20and%20Wellness/Health%20and%20Wellness%20Program%20Staff/HSAC_FinalBanner.pdf

Dentists and Head Start: What You Should Know and How You Can Help

The National Maternal and Child Oral Health Resource Center developed this publication to encourage dentists to become involved in Head Start. The Health Services Advisory Committee (HSAC) may use this information when seeking partnerships with pediatric dentists.

Source: *Early Childhood Learning and Knowledge Center (ECLKC)*

<http://www.mchoralhealth.org/PDFs/HSDentists.pdf>

Embracing Our Future

Four children in Head Start and Early Head Start programs are featured in this 18-minute streaming video about Head Start health services. Designed as training for parents, Health Services Advisory Committee members, staff, and Policy Council and Governing Bodies, the video provides a basic picture of the range of health services offered by Head Start.

Source: *Early Childhood Learning and Knowledge Center (ECLKC)*

Video:

<http://eclkc.ohs.acf.hhs.gov/hslc/resources/cinema/Video%20Presentations/EmbracingOurFuture.htm>

Video Guide:

[http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC Bookstore/PDFs/D88068963F31FEBF7265E63ED6ECA84A.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC%20Bookstore/PDFs/D88068963F31FEBF7265E63ED6ECA84A.pdf)

Find a Health Center

This provides a listing of federally funded health centers (available in most cities and rural areas) by street address, county, or state.

Source: *Health Resources and Services Administration*

http://findahealthcenter.hrsa.gov/Search_HCC.aspx

Find a Pediatric Dentist

This directory by the American Academy of Pediatric Dentistry provides access to information on pediatric dentists.

Source: *American Academy of Pediatric Dentistry*

<http://www.aapd.org/finddentist/>

Head Start Dental Home Initiative: Program Information

The Head Start Dental Home Initiative offers a network of dentists to link Head Start children with dental homes. Head Start Health Services Advisory Committee members and staff will benefit from this information.

Source: *Early Childhood Learning and Knowledge Center (ECLKC)*

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Oral%20Health/Oral%20Health%20Program%20Staff/HeadStartDental.htm>

Head Start Health Services (Excerpt from *Weaving Connections: The Health Services Advisory Committee*)

Head Start and Early Head Start programs offer comprehensive, interdisciplinary services in the areas of physical and dental health, mental health, nutrition, education, and parent involvement. New program staff, parents, and community partners will find this an excellent description of the essential role health services play in Head Start.

Source: *Early Childhood Learning and Knowledge Center (ECLKC)*

http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Health%20and%20Wellness/Health%20and%20Wellness%20Program%20Staff/health_art_00580_090105.html

Health Coverage of Children: The Role of Medicaid and CHIP (February 2011)

This fact sheet summarizes the latest coverage data on the nation's children and examines the key role played by two public health coverage programs, Medicaid and CHIP.

Source: *Kaiser Family Foundation*

<http://www.kff.org/uninsured/upload/7698-05.pdf>

Healthy Systems in Head Start

Developing and maintaining systems across all areas of health services is an important role for Head Start Health Services coordinators. Timelines and requirements must be very specific to ensure that individualized services for all children and families are provided. This resource outlines key activities to be planned, accomplished, and evaluated in an effort to provide comprehensive services to children and families and contains indicators that can guide programs as they review health-related systems.

Source: Early Childhood Learning and Knowledge Center (ECLKC)

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Health%20and%20Wellness/Health%20and%20Wellness%20Program%20Staff/Healthy-Systems-in-Head-Start.pdf>

How Healthy Is Your HSAC?

This document provides Health Coordinators and Health Managers with questions to assess the HSAC in areas related to its mission, goals, membership, health issues, and program and community collaboration.

Source: Early Childhood Learning and Knowledge Center (ECLKC)

[http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Health%20Manager%20Resources/Health%20Manager%20Resources%20Program%20Staff/How Healthy Is Your HSAC\[1\].pdf](http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Health%20Manager%20Resources/Health%20Manager%20Resources%20Program%20Staff/How%20Healthy%20Is%20Your%20HSAC[1].pdf)

I Am Learning, I Am Moving

“I Am Learning, I Am Moving” (ILIM) is a proactive approach for addressing childhood obesity in Head Start children. IMIL seeks to increase moderate to vigorous physical activity (MVPA) every day, improve the quality of movement activities intentionally planned and facilitated by adults, and promote healthy food choices every day.

Source: Early Childhood Learning and Knowledge Center (ECLKC)

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/Health/Nutrition/Nutrition%20Program%20Staff/IamMovingIam.htm>

Indian Health Service Head Start Program

The Indian Health Service (IHS) Head Start Program provides information to assist Early Head Start and Head Start in the development of health programs for child, family, staff and community.

Source: Indian Health Service

<http://www.ihs.gov/HeadStart/index.cfm>

Insure Kids Now

InsureKidsNow.gov provides information about Medicaid and CHIP services for families who need health insurance coverage. These programs are designed to be affordable for families who are not able to afford health insurance coverage in the private market or do not have coverage available to them.

Source: Centers for Medicare and Medicaid Services

<http://www.insurekidsnow.gov/index.html>

National Maternal and Child Oral Health Resource Center

The National Maternal and Child Oral Health Resource Center (OHRC) provides information to respond to the needs of states and communities in addressing current and emerging public oral health issues in children and families.

Source: Maternal and Child Health Bureau

<http://www.mchoralhealth.org/>

Rural Assistance Center

The Rural Assistance Center helps rural communities and other rural stakeholders access the full range of available programs, funding, and research that can enable them to provide quality health and human services to rural residents.

Source: Health Resources and Services Administration, Office of Rural Health Policy

<http://www.raconline.org/>

Weaving Connections: The Health Services Advisory Committee

The Health Services Advisory Committee (HSAC) is recognized as a key means in improving child and family outcomes. Head Start Health Services Managers will find the video recounting HSAC success stories, CD-ROM containing a brochure and power point presentation, and five training modules within the multimedia kit helpful in recruiting HSAC members and enabling the group's activities. (CD-ROM can be ordered from ECLKC.)

Source: Early Childhood Learning and Knowledge Center (ECLKC)

[http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC Bookstore/PDFs/18406A0C8145635601FF22B933442161.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/resources/ECLKC%20Bookstore/PDFs/18406A0C8145635601FF22B933442161.pdf)

Women, Infant, and Children (WIC) Program Contacts

This provides contact information for WIC state agencies, WIC nutrition and breastfeeding coordinators, and other WIC-related agencies.

Source: U.S. Department of Agriculture, Food and Nutrition Service

<http://www.fns.usda.gov/wic/Contacts/ContactsMenu.HTM>