

Nutrition Services 90-Day Checklist *continued*

- Training/Information is provided to parents on:
 - The importance of good nutrition on child development and health, parent involvement in food-related activities, and inclusion of family culture and traditions into nutrition education;
 - The Head Start Program Performance Standards related to nutrition services, including the need to collect individualized nutrition information, and health data in order to develop menus and food-related education and activities;
 - Nutrition-related resources, including financial assistance food programs;
 - The role of the nutrition consultant.
- Documentation of annual CACFP training and approval filed.

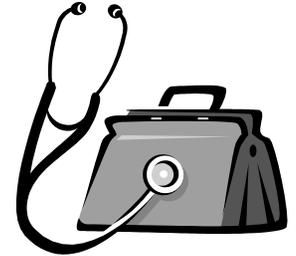


Mental Health 90-Day Checklist

- A Licensed mental health professional should be on board:
 - Contract signed and in place
 - Copy of professional license on file
 - Copy of mental health professional's professional liability insurance on file
 - Proof (phone call documentation) to licensing board to assure that the mental health provider is in good standing
- Licensed mental health professional's consultation schedule should be established and posted for staff and families to see. The mental health professional should be at the program with sufficient frequency to meet the program's needs
- Licensed mental health professional should have a year-long calendar planned showing mental health trainings to be conducted, including topics, times and intended audiences (staff, parents or both)
- Procedures for staff to follow in accessing the licensed mental health professional should be made available as part of staff-orientation
- Tracking and on-going monitoring procedures should be in place and used by the mental health coordinator
- Mental health consultations and trainings conducted by the licensed mental health professional should commence on a regularly scheduled basis
- Community partnerships with local providers should be signed and on file.

Healthy Systems in Head Start

A Quick Check Tool Kit



Safe Environments 90-Day Checklist

- Updated policies and procedures regarding Safe Environments (which were developed in partnership with the Health Services Advisory Committee, parents and staff) must be in place and approved by the Health Services Advisory Committee and Policy Council;
- Provide appropriate pre-service training for staff to ensure all health and safety policies and procedures are clear and understood;
- Ensure all staff TB test results, immunizations and criminal checks are current, and a copy maintained – don't forget about new hires;
- Updated policies and procedures regarding Safe Environments must be in place:
 - Supporting documents assuring ongoing monitoring must be in place.
 - All staff must be trained on attaining and maintaining safe environments.
 - Checklists must be completed on schedule as specified in policies and procedures.
 - State early childhood/child care license must be displayed prominently.
- Any critical incidents that have occurred must be reported with supporting documentation and follow-up.



Medical and Dental Health 90-Day Checklist

- Updated policies and procedures regarding medical/dental health (which were developed in partnership with the Health Services Advisory Committee, parents and staff) must be in place and approved by the Health Services Advisory Committee and Policy Council
- Provide appropriate pre-service training for staff to ensure medical/dental policies and procedures are clear and understood
- Collect required medical/dental enrollment documentation and ensure review by assigned staff
- Enter medical/dental enrollment data into the tracking system
- Identify which children have and do not have Medicaid, SCHIP or other insurance; assist families without coverage to enroll in the most comprehensive state funded plan for which they qualify
- Identify and document which children have a Medical Home, and which are current on the state's [EPSDT](#) Periodicity Schedule
- Schedule reminders within tracking system for all children who will be eligible for their next EPSDT examination during the program year
- Follow-up on all identified medical/dental concerns is initiated; families are supported in making and keeping appointments
- Identify and document which children are not up to date on the state's EPSDT Periodicity Schedule and support families in making and keeping appointments for a Well Child Exam
- Identify and document each child's [immunization](#) status and assist families of those that are not current to make and keep appointments to bring their child up-to-date on all required immunizations
- Ensure all required screenings are performed on first-year enrollees if there is not evidence of results in their EPSDT examination report (be sure to look for blood-level lead screening results)
- Review screening results, follow-up with families and appropriate staff to make referrals for evaluation and support families in making and keeping appointments
- Identify and document which children are current on the state's Dental EPSDT Periodicity Schedule
- Schedule reminders within tracking system for all children who will be eligible for their next EPSDT dental examination during the program year
- Identify and document which children are not up to date on the state's Dental EPSDT Periodicity Schedule and support families in making and keeping appointments for a dental examination, prophylaxis and fluoride, as appropriate

- Confer with other content managers to staff children needing referral or follow-up for any medical or dental concerns to ensure necessary services across all content areas are provided
- Begin monitoring health documentation in child folders to ensure all data is correct and matches what is in the Medical/Dental tracking system.

Nutrition Services 90-Day Checklist

- Updated policies and procedures regarding nutrition services (which were developed in partnership with the [Health Services Advisory Committee](#), parents and staff) must be in place and approved by the Health Services Advisory Committee and Policy Council
- The formal contract with the Nutrition Consultant is signed and filed appropriately. The contract includes job responsibilities such as providing nutrition education to family members, working with Head Start staff to create balanced menus and developing food-related activities with health care providers to ensure that children with disabilities or health care needs are provided medically-approved nutrition. The frequency of services provided, and the required documentation is also outlined.
- Training is provided to staff on a variety of topics, including:
 - Head Start Program Performance Standards related to nutrition services;
 - Strategies and timelines for gathering nutrition-related information from families, including child food preferences, food allergies, and cultural influences on food preparation and education;
 - Internal procedures for collecting and sharing nutrition-related information with other Head Start staff, including, but not limited to food service, health, disabilities, and education staff to develop menus, nutrition education for children and families, and food-related activities;
 - Procedures for ongoing follow-up of children with disabilities, food allergies, and health issues;
 - Procedures for referring to the nutrition consultant or health care provider if dietary needs arise;
 - Procedures for tracking child and family nutrition needs and receipt of services, along with the schedule for ongoing monitoring.
- Menus based on information gathered from families, while also following the CACFP guidelines, are consistently shared with parents

