

Early Childhood Development and Health Services

Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coor.
Transportation Coordinator	Trans. Coor.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

1304.41 Community Partnerships

Head Start/Early Head Start

P.S. #	Performance Standard	Implementation	Responsible	Time Frame	Documentation
1304.41(a) (1)	<p>(a) Partnerships. (1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency’s confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).</p>	<p>Head Start staff are active in many community committees such as Child Protection Team, Pierre Area Charitable Organizations (PACO), Bridging the Gap Together, Parents Matter, and a Health Committee through Family Planning. These committees meet regularly and information is brought to OCDC from the staff member attending. These teams and committees provide OCDC with many opportunities to share program information with other organizations that serve different age groups, cultural backgrounds and socio-economic backgrounds.</p> <p>All staff members sign a confidentiality statement at time of employment and yearly at pre-service thereafter. These are kept in each personal file.</p> <p>Confidentiality statements are written within each collaborating and partnering agencies agreement.</p>	All Staff members	<p>Monthly Semi-monthly Bi-annually</p> <p>At hire then yearly at Pre-service</p> <p>Ongoing</p>	<p>Committee minutes</p> <p>Signed statement in Personnel Files</p> <p>Community Agencies records and agreements</p> <p>Committee records</p>
1304.41(a) (2)	<p>(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</p>	<p>To promote services for children and families enrolled or on the wait list, OCDC collaborates with agencies within our six county service area. These agencies include but are not</p>	All Staff	<p>Ongoing</p> <p>Ongoing</p>	<p>Interagency agreements, LEA contracts</p> <p>Records/Agreements</p>

	community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:	limited to: WIC, Community Health, Counseling services, transportation services, Social Services, rural health clinics, dental clinics and all schools within the area.			
1304.41(a)(2)(i), (ii) & (iii)	(i) Health care providers, such as clinics, physicians, dentists, and other health professionals; (ii) Mental health providers; (iii) Nutritional service providers;	OCDC collaborates with Community Health, WIC, local health clinics and dentists, local counselors and mental health clinics, debt resolution, and food programs such as the food pantry and food stamps.	<u>Prog. Dir.</u> <u>Ex.Dir. H&S</u> <u>FCP MHC</u> <u>Nutrition</u>	Ongoing	Files Monthly reports Health Advisory Committee Minutes
1304.41(a)(2)(iv)	(iv) Individuals and agencies that provide services to children with disabilities and their families (see 45 CFR 1308.4 for specific service requirements);	OCDC collaborates with agencies and local school district to provide EC screening. We work with each LEA to ensure that the family and their child are getting the needed individualized services. Each LEA provides OCDC with a written copy of evaluations, and IEP's and IFSP's. We collaborate with LEA by providing staff to conduct or assist in child finds. Child finds are a screening for children ages 0 to 5.	<u>Prog. Dir</u> <u>Ex. Dir.</u> <u>Disabilities</u> <u>H&S</u>	Ongoing	Screening records
1304.41(a)(2)(v)&(vi)	(v) Family preservation and support services; (vi) Child protective services and any other agency to which child abuse must be reported under State or Tribal law;	A staff member is part of the Child Protection Team which meets twice a month. Information is shared on children and family issues. This includes attendance in school, health and dental concerns, any abuse or neglect concerns and family dynamics.	<u>Prog. Dir.</u> <u>Ex. Dir.</u> <u>FCP</u>	2 times per month	Child protection team membership Monthly reports
1304.41(a)(2)(vii)	(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both	OCDC collaborates with local elementary schools to provide screenings to children 0 through 5.	<u>All Staff</u>	As scheduled	Monthly Reports

	children and families;	<p>Referrals for further screening given to the LEA. Results and IEP/ IFSP's are shared with OCDC staff, parents and supporting agencies. OCDC staff will collaborate with local LEA to ensure services meet the needs of the child and family according to screenings and IEP/IFSP.</p> <p>Verbal agreements are made between Education staff and local libraries, museums and other cultural institutions to provide yearly field trips, story times and other activities or experiences for children and families. These may be done for in-kind, or a discounted rate per child.</p>			
1304.41(a) (2)(viii)	(viii) Providers of child care services; and	<p>OCDC collaborates with the Early Childhood Enrichment Program (Right Turn) to assist parents in childcare issues such as child care listings. Local childcare providers are invited to join OCDC in trainings offered. These include CPR and First Aid training, parenting classes, when speakers are invited and to our end of the year celebrations and other events that are offered.</p>	<u>All staff</u>	Ongoing	Referrals/Agreement
1304.41(a) (2)(ix)	(ix) Any other organizations or businesses that may provide support and resources to families.	<p>OCDC collaborates with businesses in the community by obtaining and providing information for our families. Upon request from parents/families resources and services are referred for family use.</p>	<u>All Staff</u>	Ongoing	Inkind, Monthly Reports Inventory

		OCDC staff will assist with follow up needed such as registrations, transportation or cost of services.			
1304.41(a) (3)	(3) Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs.	<p>Employees of the State of South Dakota volunteer during their non-paid lunch hour in the Center doing all the necessary duties of a lunch room volunteer. These volunteers are given training on all of these duties.</p> <p>Volunteers from the schools come in during class time to help with everyday routines.</p> <p>Community/ volunteers come into the class during lunch and class time. Community members are encouraged to volunteer their time and talents. This could be as simple as reading a book or doing an art project.</p>	<p><u>FCP</u></p> <p>Ex. Dir.</p> <p>Prog. Dir.</p>	<p>Daily during school year</p> <p>Random</p> <p>Random</p> <p>Random</p>	<p>Inkind</p> <p>Inkind</p> <p>Inkind</p> <p>Inkind</p> <p>Monthly Reports</p>
1304.41(a) (4)	(4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEAs) and other agencies within the grantee and delegate agency's service area (see 45 CFR 1308.4(h) for specific requirements concerning interagency agreements).	Interagency Agreements are established.	<p><u>Prog. Dir.</u></p> <p><u>Ex. Dir.</u></p> <p><u>Disabilities</u></p> <p><u>Dis. Coord.</u></p>	Annually	Agreements
1304.41(b)	(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	Health Specialist coordinates Health Advisory Committee. This committee meets twice a year to discuss current health concerns and service issues. This committee	<p>H&S</p> <p>Nutrition</p> <p>MN</p> <p>Disabilities</p> <p>Prog. Dir.</p>	2 X per program year	Committee minutes

	which included 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.	consists of local dietician, pediatricians, dentists community health nurses, audiologist, school nurses and OCDC staff. Health & Safety Specialists serve on several health committees in the community.	Ex. Dir.	As scheduled	Monthly Reports
1304.41(c)(1)	(c) Transition services. (1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:	Refer to Program Transition Plans.	Disabilities Prog. Dir. Ex. Dir. Dis. Coord.	Ongoing	Transition Plan
1304.41(c)(1)(i)	(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start;	Parents sign a Release of Information form so information can be shared and/or transferred to other agencies. Releases are specific in the information to be shared and are good for one year from date of signature.	<u>Disabilities</u> Dis. Coord.	Ongoing	Child's File Monthly Reports
1304.41(c)(1)(ii)	(ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff	Ongoing communication occurs with schools and childcare providers to promote continuity of services and avoid duplication.	<u>Ex. Dir.</u> <u>Prog. Dir.</u> <u>Ed. Mgr.</u>	Ongoing	Monthly Reports

	to facilitate continuity of programming;				
1304.41(c) (1)(iii)	(iii) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and	Ongoing communication occurs between Head Start and the local schools regarding issues of children enrolled. This is done through meetings, staffings, phone calls and e-mails. Conferences are held at least twice a year between parents and teachers. Center based teachers conduct two home visits a year with each family. There is a check list of items to be discussed at each conference and home visit. This includes review of Family Partnership Agreement, Individual Child Progress, any assessments, screenings or referrals done, IEP's and IFSP's health topics and more.	<u>Disabilities</u> Dis. Coord.	Ongoing	Monthly Reports Staffing Records Child's File
1304.41(c) (1)(iv)	(iv) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.	Training in regards to transition takes place with both Head Start and Early Head Start staff. Home visitors, teachers, OCDC staff and parents are all a part of the planning and implementation of transition visits into classrooms and schools. Schools are notified of any training dates and invited to attend. Kindergarten teachers assist in a yearly transition training for parents on moving into the public school and kindergarten.	<u>Ex.Dir.</u> <u>Prog. Dir.</u>	As Scheduled	Director's Minutes Monthly Reports Training Records
1304.41(c) (2)	(2) To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken	See Transition Plans 1304.20 (f) (2) (iii); 1304.20 (f) (2) (iv); 1304.40 (g)			

	<p>for each child and family at least six months prior to the child’s third birthday. The process must take into account: The child’s health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program.</p>				
<p>1304.41(c) (3)</p>	<p>(3) See 45 CFR 1304.40(h) for additional requirements related to parental participation in their child’s transition to and from Early Head Start or Head Start.</p>	<p>See Transition Plans 1304.40 (h) (1-4)</p>			