



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: August 14, 2012

SUBJECT: Discussion/Approval of Addenda to Transportation and Health Services 2013-2014 Program Plans

RATIONALE/NEED: The monitoring component to the Plans was inadvertently left out during the review and revisions process. This component is critical to the implementation of the Plans.

RECOMMENDATION: Administration recommends approval.

COST: N/A

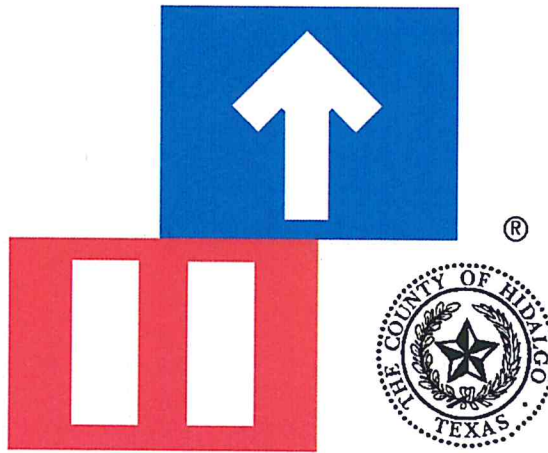
RELATED INFORMATION INCLUDES: Addendum Section to the Transportation and Health Services 2013-2014 Program Plans

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*

Addendum to Transportation Program Plan 2013-2014



Performance Standard C.F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2013-2014

PERFORMANCE STANDARD: 1304.51 (i) (2)

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To ensure the transportation services aspect of the program are effectively implemented following Federal Regulations.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
1. The Transportation Services Department Staff will participate in the programs annual self-assessment.	Administrative Team, Consultants, Center Staff, Parents	Executive Program Director, Assistant Program Directors, Policy Council	PY 2013-2014 (as scheduled in the program's calendar)	Protocol for the 2013-2014 Federal Review
2. The Center Manager and Transportation Coordinator use the following procedure to ensure the on-going monitoring of the program's transportation services.	Bus Driver	Field Operations Director, Transp./Maint. Coordinator	Daily (workdays)	Pre/Post Inspection Report
3. Pre/Post Trip Inspection Report-the Pre-Trip Inspection is conducted in the mornings before the the bus begins the route to ensure the bus is safe and road worthy. In the event the driver identifies any mechanical malfunction, he reports it to the Fields Operation Director or Transportation Coordinator and does not operate the bus until the malfunction is corrected. This will ensure the safety of the children and the bus staff as well. The Post-Trip Inspection is conducted at the end of the Workday to ensure the bus is still in safe operating condition.	Bus Driver	Field Operations Director, Transp./Maint. Coordinator	Daily (workdays)	Pre/Post Inspection Report

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2013-2014

PERFORMANCE STANDARD: 1304.51 (i) (2) continued

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>4. Bus Route Monitoring Report-The Center Manager and Transportation Coordinator will ride each bus, unannounced, a minimum of three times per school year to ensure all Federal Regulations are being met. A checklist will ensure all required documentation is approved for all children being transported; all required safety equipment, such as, a Certified Fire Extinguisher with identifiable sign and mounted on bracket, well supplied First Aid Kit, Emergency blanket, bio-hazard material kit, seat belt cutter mounted away from children's reach.</p>	<p>Center Manager, Transp./Maint. Coordinator, Field Operations Director</p>	<p>Center Manager, Transp./Maint. Coordinator, Field Operations Director</p>	<p>PY 2013-2014</p>	<p>Bus Route Monitoring Report</p>
<p>5. This monitoring instrument will also ensure the observation of children being assisted when boarding and exiting the bus and the implementation of the approved Child's Safety Restraint System. Part of the bus monitoring will also enable the monitor to observe the bus driver conduct a thorough check for any children or personal belonging left behind.</p>	<p>Center Manager, Transp./Maint. Coordinator, Field Operations Director</p>	<p>Center Manager Transp./Maint. Coordinator Field Operations Director</p>	<p>PY 2013-2014</p>	<p>Bus Route Monitoring Report</p>

HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2013-2014

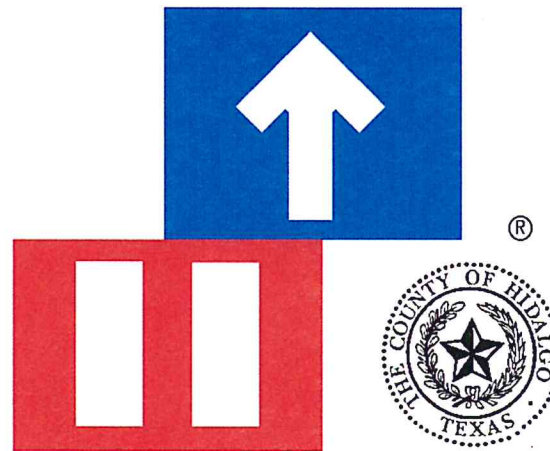
PERFORMANCE STANDARD: 1304.51 (i) (2) continued

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS
<p>6. Behind the Wheel Driver Education-The Field Operations Director and/or Transportation Coordinator conducts the evaluation during the bus driver's interview to determine if the applicant is physically able to drive a bus and also observe if the driver is observing all Local, State and Federal Traffic Laws, including Railroad Crossing and avoiding wide right turns. The driver's respective Center Manager will conduct the same evaluation at the time of driver's annual performance evaluation.</p>	<p>Field Operations Director, Transp./Maint. Coordinator, Center Manager</p>	<p>Field Operations Director Transp./Maint. Coordinator, Center Manager</p>	<p>Pre-Employment, Annual Evaluation</p>	<p>Behind the Wheel Driver Evaluation</p>

Addendum to Health Services Program Plan 2013-2014



Performance Standard C.F. Regulation: 1304.51 (i) (2) Ongoing Monitoring



HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013 – 2014

PERFORMANCE STANDARD C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that the program is effectively implementing Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
I. Child Health Summary – The parent/guardian will assist staff by providing up-to-date health information. For example: medical provider information, physical/dental exams, vision/hearing screening, immunizations, tuberculin and lead testing. The information will allow us to update the child’s health status according to State/Federal guidelines.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Nurse Health Services Director	Prior to first day of school 45 days 90 days Ongoing	Medical Provider Information Physical Exam Dental Exam Vision/Hearing Screening Immunization Card Promis Tracking System
II. Accident/Incident Report – In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will be written in the family contact notes and an accident report will be sent to administration.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Nurse Health Services Director	Ongoing	Notice of Injury/Illness Family Contact Notes Accident/Incident Report
III. Suspected Child Abuse Report – Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately. Also, staff will complete the Suspected Abuse and Neglect form and including a summary of the incident that occurred. All information is kept strictly confidential and secured under lock and key. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Nurse Health Services Director	Ongoing	Suspected Child Abuse and Neglect Form
IV. Medication Administration Agreement – Staff will give the parent /guardian a health community resource book on assistance for medical services and dental, if needed. The Registered Nurse will also educate teachers and the parent/guardian on the proper administration of medication. This information will be tracked by nurses and follow-ups will be done accordingly.	Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers	Center Managers Nurse Health Services Director	Ongoing	Medication Administration Checklist Medication Authorization Form & Log Promis Tracking System

**HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
PROGRAM PLAN
2013 – 2014**

PERFORMANCE STANDARD C. F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The *HIDALGO COUNTY EARLY HEAD START / HEAD START PROGRAM* will ensure that the program is effectively implementing Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Health.

Task to Accomplish	Person Responsible	Person Responsible for Monitoring	Date of Completion	Forms
<p>I. Child Health Summary – The parent/guardian will assist staff by providing up-to-date health information. For example: medical provider information, physical/dental exams, vision/hearing screening, immunizations, tuberculin and lead testing. The information will allow us to update the child’s health status according to State/Federal guidelines.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Nurse Health Services Director</p>	<p>Prior to first day of school 45 days 90 days Ongoing</p>	<p>Medical Provider Information Physical Exam Dental Exam Vision/Hearing Screening Immunization Card Promis Tracking System</p>
<p>II. Accident/Incident Report – In case of an emergency involving a Head Start child, the staff will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will be written in the family contact notes and an accident report will be sent to administration.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Notice of Injury/Illness Family Contact Notes Accident/Incident Report</p>
<p>III. Suspected Child Abuse Report – Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately. Also, staff will complete the Suspected Abuse and Neglect form and including a summary of the incident that occurred. All information is kept strictly confidential and secured under lock and key. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Suspected Child Abuse and Neglect Form</p>
<p>IV. Medication Administration Agreement – Staff will give the parent /guardian a health community resource book on assistance for medical services and dental, if needed. The Registered Nurse will also educate teachers and the parent/guardian on the proper administration of medication. This information will be tracked by nurses and follow-ups will be done accordingly.</p>	<p>Case Manager to include: Support Services Facilitators Support Services Assistants Center Managers</p>	<p>Center Managers Nurse Health Services Director</p>	<p>Ongoing</p>	<p>Medication Administration Checklist Medication Authorization Form & Log Promis Tracking System</p>