


<b>Performance Standard:</b>	<b>Health Program Services</b>	<h2 style="color: red; text-align: center;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	1302.41, 1304.20a,b,c 1302.20 e 1-5; 1304.40 f s i-ii	
<b>Reference:</b>	OKDHS-Licensing	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2108	
<b>Form:</b>	Parent Refusal of Service	
<b>Responsible:</b>	Area Supervisor/FEC, Program Management, Classroom staff	

## Parent Involvement in Health Services

### Policy

INCA encourages parent involvement in health care upon the child's enrollment into the Head Start and Early Head Start program.

### Parent Involvement in Health Services

- Upon enrollment, the Area Supervisor/FEC provide individual opportunities for the parent/guardian to discuss the health needs of their child/children.
- Program Management and Classroom staff encourage and support the required parent involvement in all screenings, evaluations, assessments, conferences, and meetings related to their child's health.
- Upon notification Health Manager consult with parents when any suspected health or developmental issues are identified.
- Program and Classroom staff also provide resources during the parent meeting at Head Start/Early Head Start sites about the developmental stages of their child/children and they can secure individuals for such training.
- Program and classroom staff help parents/guardians identify, pursue, and secure on-going health services for their child/children.

### Involving Parents

In conducting the child health status, screening, and follow-up and treatment process, and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, INCA:

- Consults with parents immediately when child health or development problems are suspected or identified.
- Familiarizes parents with the use of and rationale for all health and developmental procedures administered through INCA or by contract or agreement, and obtain advance parent or guardian authorization for such procedures.
- INCA ensures that the results of diagnostic and treatment procedures and ongoing care are shared with and understood by the parent.
- Talks with parents about how to familiarize their children in a developmentally appropriate

way and in advance about all of the procedures they will receive while enrolled in the program.

- Assists parent to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process, and
- If a parent or other legally responsible adult refuses to give authorization for health services, the program maintains the Parent Refusal of Service in the child's file.

### **Definitions/Acronyms**

PC - Policy Council

GB - Governing Board

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

FEC - Family Engagement Coordinator

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.