

**Northwest Community Action, Inc  
Head Start/Early Head Start Programs**

**MONITORING ACTIVITIES & TIMELINES**

---

***Contents***

ON-GOING MONITORING .....	2
EARLY CHILDHOOD DEVELOPMENT & HEALTH SERVICES .....	5
FAMILY & COMMUNITY PARTNERSHIPS.....	11
PROGRAM DESIGN & MANAGEMENT.....	14

## ***ON-GOING MONITORING***

### **Policy**

Northwest Community Action Head Start/Early Head Start will monitor tasks and responsibilities to ensure that they are completed within timelines and in compliance with the Head Start Performance Standards and agency policy.

Monitoring systems include:

- Collecting and recording information about children and families in the program.
- Periodic reporting of this information to:
  - Head Start Director
  - Policy Council
  - Governing Board Members
  - Staff
- Annual self-assessment of the program.
- Fiscal reporting
- Reviewing information for planning and future decisions.

There is reporting and ongoing monitoring in:

- Program Design and Management
- Education and Early Childhood Development
- School readiness goals
- Health Services (including Child Health and Safety)
- Nutrition
- Disabilities/Mental Health
- Family and Community Partnerships
- Facilities, equipment, and transportation
- Fiscal Management
- ERSEA

Results of the reports and ongoing monitoring will be used by the Head Start Director and managers to determine compliance with the Head Start Performance Standards and other regulations and policies, to provide program information in specific areas, and to assist with short and long term goals.

## Procedure

Child Development Service Managers will visit each Head Start classroom at least 2 times per year for on-site observation and supervision of staff and for ongoing monitoring of classroom environment, literacy activities, other children's activities, facilities and paperwork.

- The Head Start Director, Area Managers, and Transportation Supervisor will use checklists/tools to review classroom environment, center activities, family contact reports, and safety in accordance with Head Start Performance Standards, agency policy and procedures.
- HS and EHS Area Managers will report on a monthly basis center visits, home visits, training and compliance of classrooms and socialization sites to the Head Start Director.
- The Early Head Start Home Visitors will provide monthly reports and paperwork to the Early Head Start Program Managers.
- Facilities will be reviewed 3 times each year by the Center teachers for compliance and safety with a checklist approved by Area Managers.
- Facilities will be inspected as required by the Fire Marshall and Human Services and Health Services.
- ADA compliance will be monitored yearly by Classroom teachers and the Disabilities Services Managers.
- Playgrounds equipment and areas will be monitored daily as used by classroom staff and school maintenance staff for safety.
- Information about children and families will be entered and monitored using ChildPlus. Health records and Health Outcomes will be tracked and monitored using ChildPlus. Reports will be available to the Head Start Director monthly, or as data is updated from children's files.
- Child Outcomes and school readiness goals will be monitored through HS Teaching Strategies Gold and EHS Child Observation Record three times per year and reports will be submitted to the Head Start Director, Area Managers, classroom staff, Policy Council, and Governing Board. Reviews will follow checkpoints in November, February and May.
- Attendance reports will be entered weekly by classroom staff into ChildPlus. Enrollment changes will be entered daily or as changes occur by ERSEA manager or data entry staff. Reports will be made available by Area Managers to the Head Start Director weekly for review and ongoing monitoring as well as monthly reports to the Policy Council and Governing Board.
- Enrollment is reported to the office of Head Start monthly and attendance is reported as requested.
- Busses will be checked daily by the drivers using inspection checklists to ensure safety of the children who are transported. Busses and EHS vans will be serviced on a regular basis by a licensed mechanic. Busses and vans will be thoroughly inspected by a licensed mechanic during the summer. Inspection checklists will be submitted to the Transportation Manager monthly for review and ongoing monitoring.
- The Transportation Orientation will be completed prior to center start-up with drivers and monitors by the Transportation Supervisor.
- The Transportation Policies and Procedures will be shared with parents at initial home visits and parent orientations.
- Federal and state financial reports will be completed by the contracted accountants according the schedule of due dates.
- Financial reports will be submitted monthly by the Fiscal Officer for review and ongoing monitoring to the Executive Director, Head Start Director, Policy Council, and Governing Board.
- USDA reports will be submitted to the state for reimbursement monthly by the clerical staff and the Health/Nutrition Manager using child attendance records and meal count sheets from the classrooms.
- Agency financial systems will be audited annually.

- Volunteer sheets will be completed in the classrooms and on home-visits and submitted to the office on the first two weeks of the following month. Volunteer sheets will be reviewed by the Administrative Assistant, and a composite will be compiled for review by the Head Start Director and Fiscal staff.
- Property as required will be inventoried and inspected annually by staff and reviewed by the auditor.
- Head Start/Early Head Start Director will provide a monthly report of program activities to the Policy Council and Governing Board.
- Head Start Family Service staff and other direct service staff will enter family notes in ChildPlus on a daily basis. The Family Services Manager will review and discuss those contact notes on a weekly basis at a minimum. Discussions as appropriate will be held weekly with other management staff at the TEAM meeting.
- Early Head Start Home Visitor will submit a monthly paperwork to the Early Head Start Program Managers.
- Staff records will be maintained by the Human Resource Manager and Fiscal Assistant.
- Staff leave and attendance will be recorded monthly and will be monitored by the Fiscal Assistant
- Each year the Head Start program staff with assistance from the Policy Council members, parents, and Governing Board members will conduct a self-assessment where each area is reviewed to determine compliance with federal regulations.
- The Program Information Report will be compiled by the Area Managers and the Head Start Director and submitted each August. A copy will be given to the Executive Director, Head Start Director and approved by the Policy Council and Governing Board Members.
- The Annual Report will be compiled and published following the completion of each program year. School Readiness goals and progress toward meeting them will be included in the Annual Report.
- A year-end review will be done with Area Managers and the Head Start Director to assist in developing annual plans.
- Classroom observations will be reviewed on an on-going basis to assist the Director and Area Managers with staff performance evaluations, and to determine areas of staff training and program improvement.
- Once every three years the Federal Government will conduct an in-depth Federal review of the program.

The results of all reporting and ongoing monitoring will be used to:

- Improve program operations
- Work towards long-term and short-term goals
- Develop training opportunities
- Provide the building blocks for wise, productive decision making

## **EARLY CHILDHOOD DEVELOPMENT & HEALTH SERVICES**

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
1. Orient teachers to record keeping procedures that involve the education service area.		•											Child Dev Manager
2. Parents will be orientated to the education service area and the objectives of the service area.		•											Child Dev Manager Teachers
3. Complete parent/teacher agreement form reviewing expectations of parents and teachers in program.		•											Teachers Parents
4. Implement an attendance record keeping system that will monitor enrollee attendance for home visits, center and socialization sessions.	•	•	•	•	•	•	•	•	•	•	•	•	Teachers Child Dev Manager
5. Arrange with parents a regularly scheduled day, time, and place for home visits.		•											Child Dev Manager Teachers Parents
6. Maintain educational inventory and distribute supplies as requisitioned.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Manager
7. Parents will volunteer as center aides.		•	•	•	•	•	•	•	•	•			Teachers Parents
8. Provide teachers monthly with appropriate curriculum that is consistent with program Objectives and meets the developmental needs of enrollees.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Manager
9. Record the developmental growth that each enrollee experiences with a Developmental Checklist.		•	•	•	•	•	•	•	•	•			Teachers Parents

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
10. Review all enrollee records to see that each child has been developmentally screened; if enrollee has not, complete screening.	•	•	•										Child Dev Manager Teachers
11. Observe each center site to ensure that center activities are consistent with the education objectives of the program and file observation reports. (CLASS)			•	•	•	•	•	•	•				Child Dev Manager
12. Observe each teacher during home visits to ensure that the visits are consistent with the education objectives of the program and file observation reports.			•	•	•	•	•	•	•	•			Child Dev Manager
13. Hold parent-teacher conferences for all Head Start enrollees.			•			•			•				Teachers Parents
14. Recruitment will be coordinated with area schools and Special Education programs to ensure recruitment and enrollment opportunities for children with disabilities at a 10% minimum								•	•	•			Family Services Files
15. Appropriate agencies will provide information on children with disabilities.	•	•	•	•	•	•	•	•	•	•	•	•	ECD Services Files
16. Agency will establish recruitment procedures responsibilities, materials, and timelines.						•	•						Family Services Files
17. Training will be provided for staff and volunteers on special needs.	•	•	•	•	•	•	•	•	•	•			ECD Services Files
18. Develop appropriate procedures for child selection including after 10% disability requirement is met.						•	•						Family Services Files Policy Council minutes
19. Parent notification of child selection												•	Family Services Files

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
20. Head Start program will adhere to state laws regarding immunizations.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Files
21. Ensure enrollment is not denied due to type of disability, staff attitude or lack of knowledge, facilities, specialized equipment, or lack of placement options.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files Family Services Files
22. Establish procedures for coordinated developmental screening by trained staff with local school. Screenings will be completed within 45 days.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files
23. Develop procedures to notify parents of screening results.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files
24. Standardized screening will address visual, hearing, social emotional, motor, language, cognition, gross motor, body awareness.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files
25. Collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social skills, receptive and expressive language.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files Teacher folders
26. Refer children to local LEA or other appropriate agency for evaluation that is conducted in compliance with 1308.6e.		•	•	•	•	•	•	•	•	•	•	•	Child Dev Files
27. IEP/IFSP teams that include parents, HS staff, and other appropriate professionals will develop a written IEP/IFSP for identified children and hold conference within 30 days of diagnosis.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Files
28. IEP/IFSPs will be implemented ASAP	•	•	•	•	•	•	•	•	•	•	•	•	Central Office

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
ensuring inter-service area and inter-agency coordination. IEP/IFSP progress will be tracked.													Files Teacher Folders
29. Services will be purchased from other providers as necessary.	•	•	•	•	•	•	•	•	•	•	•	•	Central Office Files
30. Transition procedures from EHS Infant/Toddler programs to HS and on to LEA will be established and followed. Review as needed.	•	•	•	•	•	•	•	•	•	•	•	•	Central Office Files PC Minutes
31. Staff will be trained on confidentiality.	•	•											Health Files Family Services Files
32. Procedures for parental consent to insure child/family confidentiality will be followed.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Services Files Family Files
33. Safety procedures will be followed in administering medications and personalized services. All procedures will be documented.	•	•	•	•	•	•	•	•	•	•	•	•	Health Files Teacher Folders
34. Comply with ADA and Section 504.	•	•	•	•	•	•	•	•	•	•	•	•	Schools Child Dev Files
35. Fiscal support to serve all enrolled children with disabilities will be available.	•	•	•	•	•	•	•	•	•	•	•	•	Administration Files
36. Work collaboratively with other agencies to provide needed training to parents, staff, service providers through interagency agreements.	•	•	•	•	•	•	•	•	•	•	•	•	Training Records Administration Files
37. Provide for Parent Involvement in all facets of IEP/IFSPs, parent rights, and home and classroom activity.	•	•	•	•	•	•	•	•	•	•	•	•	Central Office Files



Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
38. Parents will be orientated to the health service area including a review of health, and nutrition goals and objectives.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager
39. Establish the Health Advisory Board and organize two meetings to be held. The first meeting will be during the second quarter, the second meeting during the fourth quarter.			•	•					•	•			Health Services Manager Head Start Director
40. Complete a thorough health history on all enrollees.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager Parents
41. Parents will be provided with a resource list of health care facilities in the surrounding area.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager Family Services Manager Teachers
42. The nutrition consultant will train staff on menu planning and snack preparation.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager
43. Meals and/or nutritious snacks will be served in center locations, serving will take place in a way that contributes to the development and socialization of enrollees.		•	•	•	•	•	•	•	•	•			Teachers Parents
44. Enrollee medical and dental follow-up progress will be tracked monthly to insure completion by goal dates.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager Teachers
45. Ensure that all enrollees receive a thorough health screening prior to starting centers. The screenings shall include growth assessment, vision, hearing testing, hemoglobin or hematocrit determination, urinalysis, and assessment of immunization status.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
46. All enrollees requiring medical treatment will be referred immediately and will receive treatment within 45 days.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager
47. All enrollees will receive a dental exam as appropriate and any necessary follow-up services.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager Teachers Parents
48. Record enrollee heights and weights a minimum of 3 times per year.	•	•	•		•				•				Health Services Manager Teachers
49. Teachers will include nutritional activities on home visits, and work with parents on menu planning. This is in coordination with nutrition training for enrollees.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager Teachers
50. All enrollee immunizations will be current.									•				Health Services Manager
51. Arrange for health screening for new enrollees in each geographic area.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager
52. Contact parents to arrange appointments for enrollee health screenings.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Manager

## FAMILY & COMMUNITY PARTNERSHIPS

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
1. Parents will be oriented to the Family Service area goals and objectives.		•											Family Service Mgr Teachers
2. Each local center committee will elect officers and Policy Council representatives.		•											Family Service Mgr
3. Local parent center committees will meet at least 4 times per program year.													Family Service Mgr Teachers
4. The Policy Council will be organized with membership consisting of representatives from each center area, 2 HS and 1 EHS carry-over members from the previous year, and a governing board liaison.		•											Family Service Mgr
5. The Policy Council will meet monthly to review program operations and make policy decisions in relation to operation.			•	•	•	•	•	•	•	•			Family Service Mgr
6. Each local parent committee will have Orientation Training on volunteering at center.		•											Family Service Mgr Teachers
7. Parents will be provided with opportunities to be involved in activities, which strengthen their role as primary educator of their child, through home visits and center sessions.		•	•	•	•	•	•	•	•	•			Teachers Parents Family Service Mgr
8. Establish and convene service area committees to review plans.				•									Family Service Mgr
9. Convene the Service Area committees								•	•	•			Family Service

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
to conduct the self- assessment.													Mgr
10. Service area committees report back to the Policy Council with findings and recommendations.								•	•	•			Family Service Mgr
11. Convene service area committees to review and update plans using the Community Needs Assessment findings.									•				Family Service Mgr
12. The Policy Council will approve enrollment priorities for the upcoming year.						•							Family Service Mgr
13. Conduct parent year-end program evaluations.										•			Family Service Mgr
14. Policy Council will be involved in preparing/approving the grant proposal.								•	•				Head Start Director Family Service Mgr
15. The Policy Council will approve mileage and childcare reimbursement rates for the upcoming year.			•						•				Family Service Mgr
16. Policy Council representatives will elect 3 carryover members (1 EHS & 2 HS) to sit on the Policy Council for the upcoming program year.										•			Family Service Mgr
17. Ensure that enrollment is complete within 30 days of program startup and that at least 90% of the enrollment is income eligible.		•											Head Start Director Family Service Mgr
18. Establish and maintain an enrollee waiting list to fill vacancies when open.	•	•	•	•	•	•	•	•	•	•	•	•	Head Start Director Family Service Mgr
19. Provide parents with an area-wide resource listing of service agencies and	•	•	•	•	•	•	•	•	•	•	•	•	Family Service Mgr

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
inform them on how to access services.													
20. Develop a Family Partnership Agreement with every family to identify the goals, needs and strengths of the family.			•			•			•				Teachers Parents Family Service Mgr
21. Initiate contact with service agencies in an advocacy role for parents.	•	•	•	•	•	•	•	•	•	•			Teachers Family Service Mgr
22. Conduct a Community Needs Assessment that will collect statistical data concerning the area, particularly data related to the preschool aged children and income eligible families.				•	•	•	•						Head Start Director Family Service Mgr
23. Examine local preschool census.							•						Family Service Mgr Teachers
24. Train staff on recruitment strategies and procedures.							•						Family Service Mgr
25. Contact service agencies and schools notifying them that recruitment is underway.								•					Teachers Family Service Mgr
26. Conduct enrollee selection using priority selection process approved by Policy Council.	•										•	•	Head Start Director Family Service Mgr
27. Each Center Area will develop a Local Recruitment Plan.							•						Teachers

## PROGRAM DESIGN & MANAGEMENT

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
1. Contract for annual audit.											•		Executive Director
2. Prepare and submit 2 semi-annual programmatic and financial reports for both Head Start and Early Head Start to Health and Human Services 30 days after the end of each program half.	•	•					•	•					Fiscal Director Head Start Director
3. The Annual Report will be compiled and published following the completion of each program year. School Readiness goals and progress toward meeting them will be included in the Annual Report.	•												Head Start Director
4. Prepare and present monthly program and financial reports to the Governing Board and Policy Council for a review and approval.	•	•	•	•	•	•	•	•	•	•	•	•	Fiscal Director Head Start Director
5. Conduct pre-service orientation for Head Start staff.	•	•											Head Start Director Service Area Mgrs
6. Review with and inform Head Start staff of Personnel Policies and Procedures.	•	•											Head Start Director
7. Conduct monthly meetings for Head Start staff.		•	•	•	•	•	•	•	•	•			Head Start Director Service Area Mgrs
8. Approve activity logs and time sheets of all Head Start employees twice per month.	•	•	•	•	•	•	•	•	•	•	•	•	Head Start Director Service Area Mgrs
9. Prepare and document all in-kind		•	•	•	•	•	•	•	•	•	•	•	Teachers

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
contributions monthly.													Family Services Mgr Paraprofessionals Head Start Director Fiscal Director
10. Organize and conduct the initial Policy Council meetings.		•	•										Head Start Director Service Area Mgrs Carry-over PC Members
11. Evaluate all Head Start employees.									•	•			Head Start Director Service Area Mgrs Teachers
12. Review/revise Head Start Personnel Policies and present to Policy Council for approval.									•				Executive Director Head Start Director
13. Submit updated program plans to Policy Council for approval.				•	•	•	•	•	•				Head Start Director Service Area Mgrs
14. Prepare an outline of the grant proposal for the upcoming program year with Policy Council input.							•	•	•				Head Start Director
15. Prepare final grant proposal; submit to Policy Council and Governing Board for approval.									•				Head Start Director
16. Assemble, orient and train Self-Assessment team.-Report the Self-Assessment findings to ACF.			•	•	•	•	•	•	•	•			Head Start Director
17. Evaluate professional development needs and develop T/TA plan for the upcoming program year.								•	•	•			Head Start Director Service Area Mgrs

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
18. Submit the grant proposal to ACF.										•			Head Start Director
19. Perform annual survey of Head Start /Early Head Start supply needs, center and teacher requests.										•			Head Start Director Service Area Mgrs Fiscal Director Teachers
20. Submit the Progress Information Report	•												Head Start Director Service Area Mgrs
21. Conduct enrollee selection procedure using priority selection process set by Policy Council.										•	•	•	Family Services Mgr Head Start Director
22. Renew agreements with space providers for center sites with approval of Policy Council.											•	•	Head Start Director
23. Contract with local providers for meals at center sites.											•		Head Start Director
24. Review and update all Head Start job descriptions.									•	•			Head Start Director
25. Contact consultants and local trainers to provide training for upcoming program year.										•	•		Head Start Director
26. Conduct annual wage comparability study and recommend salary increases to the Governing Board Salary Committee and Policy Council.								•				•	Head Start Director
27. Establish and maintain enrollment at designated federal and state levels.	•	•	•	•	•	•	•	•	•	•	•	•	Head Start Director
28. Apply for program enrollment in Child Care Food Program.	•	•											Head Start Director



Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
29. Submit monthly claims for reimbursement of Food Service.		•	•	•	•	•	•	•	•	•	•		Office Staff Head Start Director
30. Complete monitor reports of meal providers for Child Care Food Program.			•		•			•					Central Office
31. Attend monthly Northern Lights Training Cluster meetings in Bemidji.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Manager Head Start Director
32. Attend quarterly Minnesota Head Start Association meetings.			•		•		•			•			Head Start Director Service Managers
33. Provide staff with information on training sponsored by other agencies which could help further individual career development.	•	•	•	•	•	•	•	•	•	•	•	•	Central Office Staff
34. Training will be organized to address topics which have been identified by parents/staff as high interest areas.			•	•									Family Service Mgr
35. Conduct a professional development assessment to identify areas Requiring further staff training.								•	•	•			Central Office
36. Develop a training plan which addresses the areas identified in the assessment.									•	•			Central Office
37. Plan for mental health program activities, including training for Teachers and Paraprofessionals, work with parents, screening assessment, evaluation and recommendations for intervention for children with special needs.	•	•	•	•	•	•	•	•	•	•	•	•	Central office

Objectives & Tasks	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			RESOURCE
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
38. Providing training on mental health issues to Head Start program staff based on assessed needs.		•						•					Child Dev Services files
39. A mental health consultant will visit sites periodically to observe children and consult with teachers and other staff.		•	•	•	•	•	•	•	•	•			Disability Services Family Services files
40. Assist in developmental screening and assessment.		•	•					•	•	•			Child Dev files
41. Provide for special help for enrolled children with atypical behavior or development, including speech.		•	•	•	•	•	•	•	•	•			Child Dev files
42. Advise in the utilization of other community resources; provide referrals.	•	•	•	•	•	•	•	•	•	•	•	•	Family Service Mgr
43. Pertinent medical and family history for each child will be collected so that mental health services can be made readily available if needed.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services Mgr
44. Coordinate with the child development area to provide a program keyed to individual developmental levels.	•	•	•	•	•	•	•	•	•	•	•	•	Child Dev Manager
45. Maintain confidentiality of all enrollee records.	•	•	•	•	•	•	•	•	•	•	•	•	Area Services Managers
46. Regular meetings of parents and program staff will be held.		•	•	•	•	•	•	•	•	•	•	•	Family Services files
47. Parental consent will be obtained for special mental health services.	•	•	•	•	•	•	•	•	•	•	•	•	Health Services files
48. Staff training/support on "burn-out" and professional stress will be provided.		•	•	•	•	•	•	•	•	•	•	•	Central Office