



## **Head Start of Lane County Head Start / Early Head Start 2013-2014 Disability Work-plan**

**How Head Start Performance Standards are implemented throughout the program year in each component area. The plan is a road map for staff, parents, and interested community members linking Performance Standards to agency policies and procedures**

Disabilities Services Workplan: 45 CFR 1308				
Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
<b>Program Planning and Management:</b>				
1308.4 (e) 1308.4(m); 1308.4(o-03) Ensure budgets support the needs of children with disabilities and that grant applications reflect the objectives and activities to meet the needs of those identified children	Executive Director, HS/EHS Program Directors, Fiscal Director, CD/D Consult	Budget, Budget Committee Minutes, Purchase Orders, Policy Council Meeting Minutes	<a href="#">Procurement</a> , <a href="#">Program Self-Assessment</a> , , <a href="#">Purchasing of Supplies/Equipment</a> , <a href="#">Early Childhood CARES Referral and Evaluation</a> , <a href="#">Implementation and Documentation of IFSP Services</a> , <a href="#">Individualization</a> , <a href="#">EHS Individualization</a>	May
Develop a Disabilities Service Plan to guide all aspects of the program's effort to serve children with disabilities. CFR 1308	CDD/C, HS/EHS Program Directors, Executive Director	Head Start of Lane County Disabilities Services Workplan, Early Childhood CARES-Head Start/Early Head Start of Lane County Inter-Agency Agreement, Early Childhood CARES Service Handbook, Early Childhood CARES CARES Annual Service Plan Calendar, Staff and Parent Surveys, Curriculum Committee Minutes  Early Childhood CARES /Head Start Annual Meeting Minutes		Annually, staff, parents and service providers will review disabilities services through surveys and meetings to make recommendations for program services.

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1304.51(e) Ensure there is an effective and timely communication system for staff to ensure quality outcomes for children and families.	<b>Responsibility</b> HS/EHS Program Directors, RM, CD/D Conslt <b>Monitor</b> Executive & HS/EHS Director, Operations Director, Information Systems Manager, Committees	Galileo Assessment, Outcomes Report, IFSP, Child File, Child/Family Portfolio, WebCAF Reports, PIR, Self-Assessment Report, GIP, Training Plan, E-mail, Voice mail, Portal, flyers, Committee minutes, Interoffice mail, WebCAF, Galileo/TS GOLD Progress reports, HS/EHS Early Childhood CARES Interagency Agreement	<a href="#">Ongoing Monitoring &amp; Reporting, Program Self-Assessment, , Developmental Screening, EHS Portfolio, Child Assessment Portfolio</a>	Ongoing
1308.4(01) Allow for salaries of special education resource teachers that augment the work of regular teacher.	HS/EHS Program Directors, CD/D Conslt., Budget Committee	Budget, Timecards, HS/EHS Early Childhood CARES Interagency Agreement, Referral for Additional Services	<a href="#">Referral for Related Services</a>	
1308.18(a, b); 1308.6(b3); 1308.6(d); 1308.4(k); 1308.6(b3) Consultants will work together in assuring the needs of children with disabilities are met	HS/EHS Program Directors, CD/D & Health Consultants /ECE team, Budget Committee	Monthly Consultant/RM Meeting Minutes, WebCAF reports, IFSP, Purchase Orders, Referral for additional services, Permission for Additional Services	<a href="#">Ongoing Monitoring and Reporting</a>	
1308.5(d1-5) Ensure child with a disability's enrollment is not denied due to: staff attitude, facility, need for additional resources to serve a specific child, unfamiliarity of disabling condition, equipment or prosthesis and personalized services (feeding, toileting, etc). 1308.4(g) Plan and prepare staff and parents for the services of a child w/ a severe disability.	<b>Responsibility</b> CD/D Consultant /Early Childhood Education (ECE) coordinators, RM, HS/EHS Directors, ERSEA Manager <b>Monitor</b> Operations Director, Program Directors, RM  CD/D Conslt/ECE team	Contracts, IFSP  Training plan; HS/EHS Early Childhood CARES Inter-agency agreement, IFSP	<a href="#">Referral for Related Services</a> <a href="#">Enrollment</a> <a href="#">Initial Application Process Age/Income Verification</a> <a href="#">Program Options</a> <a href="#">Recruitment Action Plan</a> <a href="#">Recruitment Process</a> <a href="#">Registration</a> <a href="#">Selection</a>	Ongoing          Pre-service / ongoing

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1308.5(d1-d5) Access resources or other agency option if child placement is not <u>appropriate</u> at HS	CD/D Conslt/ECE team	HS/EHS Early Childhood CARES Interagency Agreement, IFSP, Referral for Additional Services, Parent permission for Additional Services	<a href="#">EHS Transition Services</a> , <a href="#">Referral for Related Services</a> ;  <a href="#">IFSP Team Meetings</a> ,	On going, as needed
1308.4(j2-5iii); 1308.4(o1, o3) Share provisions of a joint child placement with another agency, including personnel, administrative accommodations, increasing staff, volunteers and practicum students	HS/EHS Directors, CD/D Consult., RM	HS/EHS Early Childhood CARES Interagency Agreement, WebCAF, Child File, IFSP, Permission for Additional Services	<a href="#">Enrollment</a> , <a href="#">Volunteer/Visitor</a>	As needed.
<b>Collaboration with Community Partners</b>				
1304.41(a1) Take an active role in other community planning, communication, cooperation, information sharing to improve child services throughout.  Document efforts to establish community partnerships  1306.22(a); 1304.40(d3) Actively recruit, train and use volunteers and parents throughout the program	<b>Responsibility</b> All staff; HS/EHS Program Directors; CDD consultant  <b>Monitor</b> Management	LMAC, HSAC subcommittee, e-mails to partners: WIC, Safety Net, LCC, State Health Groups, <a href="#">Volunteer Handbook</a> , In-kind forms, Volunteer job ,	<a href="#">Non-Federal Share In-kind</a> ; <a href="#">Parents, Area Residents &amp; the Program</a> ; <a href="#">Social Services Advocacy</a> ;  <a href="#">Volunteer/Visitor</a>	Ongoing
1304.(I1-I7) Participate in the Child Find plan process involving trainings, referrals and resources. Update agreement annually	<b>Responsible</b> CD/D Conslt, ECE team <b>Monitor</b> CD/D Conslt, Program Director	IFSP, WebCAF; <a href="#">Recruitment Action Plan</a> ; Early Intervention Council meeting agenda/minutes; HS/EHS Early Childhood CARES Interagency		Ongoing

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		Agreement/contract		
1308.4(l6) Collaborate with Early Childhood CARES regarding the numbers of children receiving IFSP services in Head Start classrooms.	<b>Responsible</b> CD/D Conslt <b>Monitor</b> CD/D Conslt, HS/EHS Program Directors	IFSP, WebCAF, HS/EHS Early Childhood CARES Interagency agreement		
<b>Disabilities Services to Children</b>				
1304.20(f2); 1308.4(f2); 1308.6(a3); 1308.6(e1,2); 1308.6(e2iv); 1308.6(e2v); 1308.4(o2); 1308.14(b) Use information from assessments, observations, parent input and medical/dental evaluations to identify children in need of further evaluation or diagnosis evaluation.  Refer children to appropriate service provider for further evaluation.  1304.24(a2-3i) Secure and schedule regular mental health on site services for identified children. Develop a responsive action plan with parents input.	<b>Responsibility</b> DST, EHS staff, CDD and Health Conslt <b>Monitor</b> RM, HS/EHS Program Directors, Consultants, ECE Team  CDD Consultant &ECE team	All screening results, Staffing notes, ASQ, Child Observation form, Authorization for Dental Services, Behavior Related Service Request, Referral to Early Childhood CARES, Behavior Plans, South Lane Mental Health, Options, WebCAF notes, Consultant log book, Interagency agreements, Site visits checklist, Permission for Additional Services,	<a href="#">Child &amp; Family Staffing</a> , <a href="#">Early Childhood CARES Referral &amp; Evaluation</a> , <a href="#">Referral for Related Services</a> , <a href="#">Addressing Challenging Behaviors</a> , <a href="#">Nutrition Screening &amp; Follow up</a>	Document all parent contact within 48 hours. Provide follow up within ten days. Refer within three weeks of staffing.  Ongoing
1308.6(e2i-ii) Administer approved comprehensive evaluation assessments by trained professional in child's primary language and free of bias.	<b>Responsibility</b> Early Childhood CARES, Mental Health Professionals, Health Professionals, CDRC, Interpreter <b>Monitor</b> RMs, HS/EHS Program	HS/EHS Early Childhood CARES interagency agreement, WebCAF	<a href="#">Early Childhood CARES Referral &amp; Evaluation</a> , <a href="#">Referral for Related Services</a> ,	Begin evaluation process one week after receiving referral packet. Document all parent contact within 48 hours. Provide follow up within ten days.

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	Directors, Consultants			
1308.6(e2vi,vii,viii); For children referred for possible disability, arrange for appropriate evaluation in the event Early Childhood CARES does not provide for the evaluation.	<b>Responsibility</b> CD/D Conslt & ECE team <b>Monitor</b> HS/EHS Program Directors	<a href="#">Permission for Additional Service</a> , HS/EHS Early Childhood CARES Interagency Agreement	<a href="#">Early Childhood CARES Referral &amp; Evaluation Procedure</a>	Document all parent contact within 48 hours. Provide follow up within ten days.
1308.6(e5); 1308.19(a) Use results of evaluations to determine eligibility for ECSE services.	<b>Responsibility</b> Eligibility Team (Early Childhood CARES, HS/EHS) <b>Monitor</b> CD/D Conslt, RM, HS/EHS Program Directors	Eligibility Determination, HS/EHS Early Childhood CARES Interagency Agreement	Eligibility for <a href="#">Developmental Delay</a> , Eligibility for <a href="#">Emotional Disorders</a> , Eligibility for <a href="#">Communication Disorders</a> , Eligibility for <a href="#">Intellectual Disability</a> , Eligibility for <a href="#">Hearing for Impairment, including deafness</a> , Eligibility for <a href="#">Orthopedic Impairment</a> , Eligibility for <a href="#">Vision Impairment</a> , Eligibility for <a href="#">Other Disabilities</a>	<b>ECSE (3-5yrs)</b> Determine eligibility within 60 school days of referral. <b>EI (birth-3yrs)</b> Determine eligibility and an IFSP written within 45 calendar days of the referral. Rule does not apply if child will turn 3 yrs. Before the 45 calendar day deadline.
1308.4(h1-7); 1308.4(j1-5iii); 1308.5(d); 1304.24(a2), 1304.24(a3iii-iv); 1308.7(14a) Ensure the special education services as needed for children with disabilities are provided. This includes audio logy, physical/occupational therapy, speech/language, psychological, transportation, assertive technology, behavior support, specialized classroom services, mental health and dual placement with another agency.	<b>Responsibility</b> Early Childhood CARES, Disab team, RM <b>Monitor</b> CD/D Conslt, ECE team, RMs, Program Director, Nutrition Conslt	IFSP, Follow-up reports in WebCAF, Staffing notes	<a href="#">Implementation and Documentation of IFSP Services, Initial Individual IFSP Meeting, Child &amp; Family Staffing</a>	On-going
1308.19(b,c,d,e,e1-8, f1-4, g,l,j1-4, k); 1308.19(i) When child is determined	<b>Responsibility</b> DST, Early Childhood CARES <b>Monitor</b>	IFSP, WebCAF Disability section, Consultation Notebook, HS/EHS Early	<a href="#">Implementation and Documentation of IFSP Services, Initial Individual IFSP Meeting, Child &amp; Family Staffing</a>	<b>ECSE (3-5yrs)</b> 30 calendar days of the date of eligibility and services begin as

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<p>eligible, ensure a written plan (IFSP) is in place.</p> <p>Document efforts to contact parents about IFSP meeting. Hold meeting without parent if necessary</p> <p>Provide parents with interpreter as needed and copy of IFSP.</p> <p>1308.19(k) Start IFSP services immediately or within two weeks of arrival if child has an IFSP in place</p>	<p>CDD Consultant, ECE team, RM, Program Director</p>	<p>Childhood CARES Interagency Agreement/ contract</p>		<p>soon as possible of completion of IFSP document</p> <p><b>EI (birth-3yrs)</b> Determine eligibility and an IFSP written within 45 calendar days of the referral and services begin as soon as possible of completion of IFSP document. Rule does not apply if child will turn 3 yrs. Before the 45 calendar day deadline.</p> <p>Two weeks from arrival</p>
<p>All children enrolled in Head Start/Early Head Start will be screened as the first step in the assessment process. Early Childhood CARES will forward screening/evaluation records of children newly enrolled in Head Start.</p> <p>Head Start/Early Head Start staff will conduct on-going developmental assessment of all enrolled children to determine child progress and individualize services. Infants, toddlers, and preschoolers who score below the cutoff on ASQ will be referred to Early Childhood</p>	<p>CDD/C &amp; ECE team</p> <p>CDD/C &amp; ECE team</p> <p>Early Childhood CARES Service Coordinator, RM, Teacher, EHS staff</p> <p>ECE team, RM, Teacher</p>	<p>Galileo, ASQ, WebCAF, Child's file, TSgold</p> <p>WebCAF, copies of referral documents in child's file, IFSP, Child's file, Galileo, TS GOLD, ASQ, Curriculum Plan, Individualizing Report, IFSP</p> <p>Galileo, Curriculum Plan, Individualizing Report, IFSP, Galileo Child Progress Report, Galileo Outcomes Report, TS</p>	<p><a href="#">Referral for Related Services Developmental Assessment Development &amp; Behavior Screening</a></p> <p><a href="#">Initial IFSP Meeting Implementation and Documentation of IFSP, Eligibility Team Meeting EHS Curriculum Planning</a></p> <p><a href="#">Individualizing, Child/Adult Interaction, Child Assessment Portfolio, Classroom Safety, Computers in the Classroom, Curriculum Planning, Daily Schedule, Staffing, Supporting Social/Emotional Development, EHS Portfolio</a></p>	<p>On-going, as needed</p> <p>On-going, as needed</p> <p>On-going as needed</p> <p>On-going</p>

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CARES for evaluations to determine if the child is eligible for Early Intervention/Early Childhood Special Education (EI/ECSE) services. 1308.6(e)	CDD/C/ ECE team, RM, Teacher, Parent	GOLD, Early Childhood CARES Interagency Agreements, Budget, IFSP, WebCAF, Child file	<a href="#">EHS Curriculum Planning</a>	On-going as needed
Early Childhood CARES will evaluate children and determine what, if any, eligibility criteria applies to children referred. 1308.7-17	CDD/C/ ECE team, RM, HS/EHS Program Directors	WebCAF, Galileo, Parent Report	<a href="#">Purchasing of Supplies/Equipment, Classroom environment, Developmentally Appropriate Materials, Equipment, Activities, Implementation and Documentation of IFSP Services, Individualization, Child &amp; Family Staffing, Referral for Related Services, Setting up the Physical Environment, Playground Safety, Communicating Information to Parents with Sensory Impairment, EHS Individualization</a>	On-going as needed
An IFSP team, consisting of parent of child, Early Childhood CARES service coordinator, Head Start teacher or /and family advocate or Early Head Start staff will determine if child is eligible for EI/ECSE services and if so, develop the Individualized Family Service Plan.	CDD/C/ Specialist, RM, HS/EHS Program Director			On-going as needed
Head Start teachers or Early Head Start staff will modify the child's goals and classroom activities and environment according to the current IFSP for the student. 1308.6	Head Start teachers or Early Head Start staff, HS/EHS program directors, RM	Galileo, TS GOLD, WebCAF, Child/family Portfolio		September, on-going as needed within 45 days of a child's enrollment
The classroom and program services will be evaluated, considering the specific needs and requirements of each child with a disability.				On-going



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Accessibility of center facilities will be assured for children or adults with orthopedic handicaps or special mobility requirements; special furniture, equipment and materials will be provided as needed.				
Provide assistive technology services or devices as necessary to enable a child to improve functions such as vision, mobility, or communication to meet the objectives in the IFSP.	<b>Responsibility</b> Early Childhood CARES <b>Monitor</b> CDD/C, RM, Teacher, EHS staff	IFSP, WebCAF, Child File, Budget	<a href="#">Implementation and documentation of IFSP Services</a> , <a href="#">Individualization</a> , <a href="#">Referral for Related Services</a> , <a href="#">Staffing</a> , <a href="#">EHS Individualization</a>	On-going as needed
Provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program.	<b>Responsibility</b> Early Childhood CARES <b>Monitor</b> CDD/C/ECE team, RM, Teacher, EHS staff, HS/EHS program directors	HS/EHS Early Childhood CARES Interagency Agreement, IFSP, WebCAF, Child File, Budget	<a href="#">Implementation and documentation of IFSP Services</a> , <a href="#">Individualization</a> , <a href="#">Referral for Related Services</a> , <a href="#">Staffing</a> , <a href="#">EHS Individualization</a>	On-going as needed
Review all options to meet the needs of the child so that a continuum of services available from various agencies is considered.	<b>Responsibility</b> Early Childhood CARES <b>Monitor</b> CDD/C/Specialist, RM, Teacher, EHS staff, program director	WebCAF, IFSP, Child File,	<a href="#">Enrollment</a> , <a href="#">Recruitment Process</a> , <a href="#">Selection</a> , <a href="#">Implementation and documentation of IFSP services</a> , <a href="#">Individualization</a> , <a href="#">Referral for Related Services</a> , <a href="#">Staffing</a> , <a href="#">EHS Transition Services</a> , <a href="#">EHS Individualization</a>	On-going as needed
Transition of children with disabilities into Early Head Start or Head Start and from Head Start to the next placement.	CDD/C, ECE team, ERSEA Manager, RM, Teacher, Family Advocate, EHS staff	Transition summary, IFSP, WebCAF, Galileo, TS GOLD, Child file	<a href="#">Transition Services</a> , <a href="#">Student Education Record</a> , <a href="#">EHS Transition Services</a>	September, June and as needed
Assist parents in the transition of their child from Head Start into public school or other	CDD/C, ECE team, RM, Teacher,	Transition summary, IFSP, WebCAF, Galileo, TS GOLD, Child file	<a href="#">Transition Services</a> , <a href="#">Student Education Record</a> , <a href="#">EHS Transition Services</a>	May and as needed.

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placement				
1305.7(a) Maintain services to children once enrolled, except for compelling reasons until transitioning into public school.  1304.41(c1iii) Establish relationships/visits with public schools to discuss transitioning children 1304.40(h, h2,3i-4); 1304.41(a2i-ix); 1304.41(c1ii, iii, iv) (c); 1308.4(g); 1308.21(b,c); 1308.4(f5); 1304.52(k3ii); Help transition children into next placement and include parents. Encourage parents to advocate for their children.	<b>Responsibility</b> DST, EHS staff  <b>Monitor</b> CD/D Conslt /ECE team, RM Program director	Transition Summary, Curriculum Plans, IFSP, Parent meeting minutes, Site Board Transition Plan, School District transition team meeting minutes, HS/EHS Early Childhood CARES interagency agreement, Summer program Schedules, Trainings, Rosters, WebCAF, School District Transitions plans, Teacher and, FA meeting/training agenda, Curriculum Committee minutes	<a href="#">Transition services</a> , <a href="#">Initial IFSP Meeting</a> , <a href="#">Curriculum Planning</a> , <a href="#">EHS Transition Services</a> , <a href="#">EHS Curriculum Planning</a>	On-going  Document all parent contact within 48 hours.  Provide follow up within 10 days.
<b>Disabilities/Health Services Coordination: 45 CFR 1308.18</b>				
HS/C and CDD/C will work closely together throughout the screening and assessment process and follow up to assure that the needs of each child with disabilities are met.	<b>Responsibility</b> CDD/C, HS/C  <b>Monitor</b> ECE team	WebCAF, IFSP, Child file,	<a href="#">Referral for Related Services</a> , <a href="#">Hearing, Vision</a> , and <a href="#">Height/Weight Screening, Medical and Dental Home and Follow-Up Developmental &amp; Behavior Screening Developmental Assessment</a>	September and as needed
Supervise the administration of all medications to children with disabilities in accordance with state and federal requirements.	HS/C	WebCAF, child file, medication records	<a href="#">Administration of medications</a>	As needed
1304.22(c2, c4-c6); 1308.18(c, d1, d2); 1304.53(a10iii); 1308.18(b) Assigned, trained staff will administer medications;	<b>Responsibility</b> DST <b>Monitor</b> RM, Hlth Conslt, EHS Director	Parent Permission for Medications & Flow sheet (combined), WebCAF	<a href="#">Administration of Medicine</a>	As needed  Document emergent (accident, health, abuse, busing) items within 24 hours or sooner.

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maintain labeling, handling, storage of medications in locked cabinet or refrigerator.  Record medication dispensing and review regularly with child's parent.  Record changes in child's behavior associated with medications and inform parents about possible effects.				Document all parent contact within 48 hours.  Provide follow up within ten days.
<b>Mental Health Services</b>				
1304.24(a2-3i) Secure and schedule regular mental health on site services for identified children. Develop a responsive action plan with parents input.	CD/D Conslt/ECE team, RM, EHS Director	All screening results, Staffing notes, Acuscreen, Child Observation form, Behavior Related Service Request, Referral to Early Childhood CARES, , Behavior Plans, South Lane Mental Health, Options Contract, WebCAF notes, Consultant log book, Interagency agreements, Site visits checklist, Permission for Additional Services	<a href="#">Early Childhood CARES Referral &amp; Evaluation</a> , <a href="#">Referral for Related Services</a> , <a href="#">Addressing Challenging Behaviors</a> , <a href="#">Child &amp; Family Staffing</a>	Document all parent contact within 48 hours. Provide follow up within ten days. Refer within three weeks of staffing.
<b>Nutrition Services 45 CFR 1308.20</b>				
Work with Health Consultant, Food Service Manager and IFSP Service Coordinator to ensure that provisions to meet the special needs of children with disabilities are incorporated in to the nutrition program.	CDD/C, Health Consult, Food Service Manager, Early Childhood CARES, RM, ECE team, EHS staff	IFSP, WebCAF, Food Service Records, Child File	<a href="#">EHS Nutrition Assessment</a> , <a href="#">Nutrition Philosophy</a> , <a href="#">Nutrition Screening &amp; Follow up</a> , <a href="#">Food Allergy and Restrictions</a> , <a href="#">Child &amp; Family Staffing</a> ; <a href="#">Height/Weight</a> , <a href="#">Mealtimes</a> , <a href="#">Amount of Food Prepared</a> ,	Registration, Within 90 days of child's first attendance day.

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<p>1304.23(a); 1308.20(a);                      Assess nutritional needs of child w/ parent, including: eating patterns, cultural preferences, dietary restrictions, disability, and relevant assessments.                      Provide information, referral and/or follow up</p> <p>1304.23(b4)                      Evaluate, plan and implement the program's nutritional service involving parents and the community</p> <p>1308.20(a); Ensure special needs are incorporated into nutrition services.</p> <p>1304.40(f3i-f3ii)                      Provide parent education related to nutrition, food prep, food budget and child nutrition</p> <p>Serve appropriate quantities and size for age of children with awareness of medical or dietary restrictions/requirements.</p> <p>1308.20(b)                      Refer children with confirmed severe problems with: chewing, swallowing and feeding themselves.</p>	<p><b>Responsibility</b>                      DST CFSW, FSA, Cooks, Health Conslt, FSM, EHS staff</p> <p><b>Monitor</b>                      FSM, RM, Health Conslt, Food Service manager</p>	WebCAF, HS Cycle Menu, Production Records, IFSP, PC input, recipes from parents, HSAC input	<a href="#">Nutrition Screening &amp; Follow up</a> , <a href="#">Nutrition Philosophy</a> , <a href="#">Food Allergy and Restrictions</a> , <a href="#">Child &amp; Family Staffing</a> , <a href="#">Height/Weight</a> , <a href="#">Mealtimes</a> , <a href="#">Amount of Food Prepared</a> ,	<p>Registration, Within 90 days of child's first attendance day.</p> <p>Document emergent (accident, abuse, health, busing) items within 24 hours, or sooner.</p> <p>Document all parent contact within 48 hours.</p> <p>Provide follow up within 10 days.</p> <p>Site monitoring visit three times per year; first site visit 4 weeks of program starting. New sites must have a pre approved visit.</p>

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Address prevention of disabilities with a nutrition basis.	CD/D Conslt, Health Conslt, HS Consult., RM, Lead Teacher	WebCAF, Galileo Assessment, Child File, Ht/Wt Screening	<a href="#">Nutrition Screening &amp; Follow up</a> , <a href="#">Nutrition Philosophy</a> , <a href="#">Food Allergy and Restrictions</a> , <a href="#">Child &amp; Family Staffing</a> , <a href="#">Height/Weight</a> , <a href="#">Mealtimes</a> , <a href="#">Amount of Food Prepared</a> ,	Registration, Within 90 days of child's first attendance day.  Document emergent (accident, abuse, health, busing) items within 24 hours, or sooner.  Document all parent contact within 48 hours.  Provide follow up within 10 days.  Site monitoring visit three times per year; first site visit 4 weeks of program starting. New sites must have a pre approved visit.
<b>Family Services and Parent Involvement</b>				
1304.50(b2-3); 1304.50(b7) Ensure at least 51 percent of PC will be parents with children currently enrolled and reflective of all program models. Community representatives should be familiar with resources and services for low-income families or past parents.  1304.50(b4-5) Elect PC members annually, with term limitations of three years for both PC and Parent Committees.	<b>Responsibility</b> FA/CCC, FS/CP Conslt <b>Monitor</b> RM, FS/CP Conslt, Exe Admin Assist, Program Director, Exec Director	PC Minutes, PC Roster, <a href="#">PC Handbook</a>	<a href="#">Voting</a> ; <a href="#">Policy Council Limitations on Membership</a> ; <a href="#">Policy Council Composition</a>	In September / October & on-going to fill vacancies

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<p>1304.50(d2i-v); 1304.50(e2):            1304.50(h); 1301.31(a7)            PC serves as a link for parents, the community and Board by encouraging and participating in formal and informal activities at the class level, assisting with parent meetings, and resolving community and parent complaints</p> <p>1304.50(h); 1301.31(a7);            1304.50(d2v);            Handle internal disputes pro-actively</p>	<p><b>Responsible</b>            Executive Director, PC</p> <p><b>Monitor</b>            RM, HS/EHS Program Directors, Board of Directors, FS/CP Conslt</p>	<p>PC minutes, <a href="#">PC handbook</a>            Written Concern form, Union contract, PC Exe minutes</p>	<p><a href="#">Shared Decision Making</a>; <a href="#">PC Concern</a>;  <a href="#">Internal Dispute Resolution</a>,</p>	<p>As needed</p>
<p>1304.40(d1); 1304.50(f)            Involve parents in program policy-making/operations; reimburse some costs for parents participating.</p> <p>1304.51(a2); 1304.50(e1);            1304.50(d1ix); 1308.4(b)            Review and update policies and work-plans with parent input and have PC approve.</p>	<p><b>Responsibility</b>            Executive Director, HS/EHS Program Directors, Consultants, HR Director</p> <p><b>Monitor</b>            PC, Board of Directors, HR Director</p>	<p>, PC Minutes, <a href="#">PC Handbook</a>,            PC Training Agenda/handouts, Workplan, Board minutes, Curriculum Committee Minutes, Consultant Meeting Minutes, HR database, <a href="#">PC By-laws</a></p>	<p><a href="#">Policy Council Objectives</a>, <a href="#">Voting</a>; <a href="#">PC Subcommittee's</a>; <a href="#">PC Operations</a>; <a href="#">Board Roles and Responsibilities</a>, <a href="#">PC Official Duties</a>; <a href="#">PC Provision of Information</a>; <a href="#">Share Decision Making</a></p>	<p>Monthly</p>
<p>1304.40(g1ii); 1304.40(c2, c3)            Provide resource information to parents, including information to pregnant women prenatal information, including risks, labor/delivery and post-partum recovery and the benefits of breastfeeding, early intervention services</p>	<p><b>Responsibility</b>            / CCC</p> <p><b>Monitor</b>            RM, FS/CP Conslt/Specialist, Hlth Conslt</p>	<p>Resource Directory (English/Spanish), WebCAF notes, , Parent Survey, Minutes from parent focus group, FPA Activities Table, Resource packets, Newsletters, HS portal, Literature in parent areas, parent meeting minutes,</p>	<p><a href="#">Site &amp; Classroom Newsletters</a>; <a href="#">Family Activity Events</a>; <a href="#">Increased Knowledge</a></p>	<p>Document all parent contact within 48 hours.</p> <p>Provide follow up within 10 days.</p> <p>Ongoing            By April 30<sup>th</sup>.</p>

Disabilities Services Workplan: 45 CFR 1308				
Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
1304.40(b2) Follow up that information provided on the family partnership met parents needs or expectations				
1304.40(g1i) Inform parents of opportunities to participate in other community service goals	<b>Responsibility</b> / CCC <b>Monitor</b> RM, FS/CP Conslt/Specialist	HS Portal, WebCAF, PC minutes, Newsletters, Parent meeting report	<a href="#">Increased Knowledge</a> ; <a href="#">Development of Parent Skills</a>	Ongoing  Document all parent contact within 48 hours.  Provide follow up within 10 days.
1304.40(a-c); 1304.20(e3); 1304.40(a1-2); 1308.21; 1304.40(a3) Form a family partnership with parents, avoid duplication of services on a pre-existing plan. Focus on strengths and realistic family goals, benefits of HS, strategies and timelines  1304.40(b1i-iii) Update family partnership and give referrals/resources as needed for identified goals, needs, etc.	<b>Responsibility</b> , CCC, Interpreters  <b>Monitor</b> FS/CP Conslt, RM	Resource Directory, , Permission to Exchange, Newsletters, , Parent Galileo Portfolio, Lesson plans, Curriculum webbing, WebCAF notes, Resource packet, Employment Development Plan, FPA Activities Table and Full day, WebCAF Family Partnership section	<a href="#">Confidentiality of Records</a> , <a href="#">Family and Community Resources</a> , <a href="#">Parent Orientation</a> , <a href="#">Education Home Visit</a> , <a href="#">Home Visit-Combo Model</a> , <a href="#">Referral for Related Services</a> ; <a href="#">Nutrition Screening &amp; Follow up</a> ; <a href="#">EHS Nutrition Assessment Family &amp; Community Resources</a> ; <a href="#">Child Support Enforcement Referral</a> ; <a href="#">Early Childhood CARES Referral and Evaluation Process</a> ; <a href="#">Family Activity Events</a>	September Ongoing 130 days from child's start date Document all parent contact within 48 hours.  Provide follow up within 10 days.
1308.6(c, d, e1-e5); Inform parents of type and purpose for screenings. Obtain written permission from parent to screen	<b>Responsibility</b> RA, <b>Monitor</b> RM	Parent Permission	<a href="#">Developmental &amp; Behavior Screening</a> ; <a href="#">Registration</a>	Document all parent contact within 48 hours. Provide follow up within ten days.

Disabilities Services Workplan: 45 CFR 1308				
Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
1304.22(c3); 1308.18(d1) Obtain physician's instructions and written parent consent to administer medicines	<b>Responsibility</b> Lead Teacher, <b>Monitor</b> RM, Hlth Conslt	Parent Permission and flow sheet, WebCAF	<a href="#">Administration of Medications</a>	Document all parent contact within 48 hours.
1304.24(a1-3); 130818(h); 1308.22(b3); 1304.20(e1); 1304.20(e2); 1308.21 Work with parents to determine their child's health, developmental, safety and mental health needs. Share information as needed with staff, parents and refer to appropriate providers	<b>Responsibility</b> DST  <b>Monitor</b> RM, FS/CP Conslt, CD/D Conslt, ECE Team, Hlth & Nut Conslt	Lesson Plans, Permission to Exchange, Observation, Referral to Collaboration Team, Permission to Evaluate, WebCAF, Galileo Social/Emotional Development completed by parent, Permission for Additional Services, Strength/Needs Assessment, On-going in Galileo child assessment	<a href="#">Addressing Challenging Behaviors;</a> <a href="#">Developmental &amp; Behavior Screening,</a> <a href="#">Child &amp; Family Staffing,</a> <a href="#">Parent Orientation,</a> <a href="#">Supporting Social and Emotional Development,</a> <a href="#">Curriculum Planning,</a> <a href="#">Daily Schedule,</a> Eligibility of Child with <a href="#">Intellectual Disability,</a> Eligibility of Child with <a href="#">Other Disabilities,</a> <a href="#">Nutrition Screening And Follow up,</a> <a href="#">Social Service Advocacy,</a> <a href="#">EHS Curriculum Planning</a>	Referrals as need arises or is identified by parent  Complete AcuScreen within 45 days of starting classes. Set Galileo Baseline by Oct 15 <sup>th</sup> . Document all parent contact within 48 hours.  Provide follow up within 10 days.
OAR 581-002(10) Notify parents on rules for riding the bus		Rules Governing Children on the Bus Transportation Release Letter	<a href="#">Bus Transportation,</a> <a href="#">Transportation Accident and Reporting,</a> <a href="#">School District Transportation,</a>	