

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
<p>1304.40a 1 - Family Goal Setting - Grantees and Delegate Agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be identified as early after enrollment as possible and it must take into consideration each family=s readiness and willingness to participate in the process.</p>	<ol style="list-style-type: none"> 1. Welcome families into program. 2. Complete Family Assessment 3. Review Family Assessment with Family in order to initiate a defined partnership taking into account the family’s strengths, needs, wishes. 4. Provide staff resources to ensure adequate case management services for Head Start families. 	<p>Intake team Intake Staff Family Advocate</p>	<p>At intake At Intake Within 90 days of child’s enrollment.</p>	<p>Intake Documentation Family Assessment Child Plus Documentation and FPA</p>
		<p>FCP Mgr</p>	<p>Annually</p>	<p>Grant Proposal/PIR FCP Mgt. Team notes</p>
<p>1304.40a2 - As part of this ongoing partnership, grantee and DA’s must offer parents opportunity to develop and implement individualized FPAs that describe family goals, responsibilities, timetables and strategies for achieving these goals, as well as progress in achieving them.</p>	<ol style="list-style-type: none"> 1. Home Visit family to identify family strengths, family goals and role of parents. 2. Documentation will include any identified timelines, strategies, roles/responsibilities and progress. 3. Family partnership work will take into account the immediate and longer range needs and wishes of the family, as well as identified priorities established by Head Start such as medical/dental needs or family literacy. 4. Ensure family services staff has appropriate and adequate professional development resources and opportunities needed to provide quality social services support to Head Start families. 5. Track the number of referrals that, if completed, would result in more income into the household. 	<p>Family Advocate.</p>	<p>Within 90 days of enrollment. Ongoing</p>	<p>Child Plus Social Services documentation FPA/Social Services documentation</p>
		<p>Family Advocate.</p>		
		<p>Family Advocate</p>	<p>Ongoing</p>	<p>Family Assessment Staffing Notes Individual Child Plan</p>
		<p>FCP Manager</p>	<p>Annually</p>	<p>Training roster/Personnel Files/Family Service Meeting notes/Pre appraisal and appraisal</p>
		<p>Family Advocates</p>	<p>Ongoing as referrals are made</p>	<p>FPAs and Family Service Documentation</p>
<p>1304.40a3 - To avoid duplication of effort or conflict with any pre-existing family plans developed between other programs and the Head Start (HS) family, the FPA must take into account, and build upon as appropriate, information obtained from the family other</p>	<ol style="list-style-type: none"> 1. Ask family for a copy of pre-existing family plans and/or have family sign a release to allow HS to obtain information. 2. Partner with families and other agencies in an effort to support families in fulfilling identified goals. 	<p>Family Advocate.</p>	<p>At intake</p>	<p>ROI in child file Records in child file</p>
		<p>Family Advocate.</p>	<p>Ongoing</p>	<p>ChildPlus Doc</p>

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
community agencies concerning pre-existing family plans. Grantee and delegate agencies must coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the pre-existing plans.				
1304.40a4 - A variety of opportunities must be created by grantee and DA's for interaction with parents throughout the year.	1. Welcome families into all aspects of program.	All Staff.	Annually	Orientation agenda Orientation roster Parent Handbook
	2. Provide regular program and parent driven opportunities (e.g., center committee meetings, program governance, P/T conference, literacy activities, parent ed classes, home visits, school to home projects, etc.)	Head Start Director FCP Manager ECDH Manager Parent Involvement Coordinator, family advocates	Ongoing	Parent Mtg minutes PC minutes In-Kind records P/T conf forms Yearly Calendar This & That
	3. Establish a parent education committee made up of classroom representatives and staff to plan for and implement responsive parent education services and curricula.	Parent Involvement Coordinator	Within 21 days after first day of class in fall.	In-Kind records; Parent Involvement meeting records.
	4. Offer one time per month educational workshops/ events/resources to parents in each of our three communities during the program year.	Parent Involvement Coordinator; FCP Manager; Family Advocates	One time per month	In-Kind records Parent Calendar Leadership Team Monitoring Records
	5. Track referrals to support groups to give parents an opportunity to increase their connections with one another.	Parent Involvement Coordinator; Family advocates; FCP Manager	Ongoing	In-Kind records Family Service records
	6. Provide support to grandparents to attend grandparent support group/education.	FCP Manager; Family Advocates	Ongoing	In-Kind Records; Leadership Team notes
	7. Increase presence of fathers in program activities by developing father/father type events in each community annually and by ensuring a visible invitation to dads/daddy types is present in	FCP Manager/Father Involvement staff if available; Fatherhood Advisory Council; Parent Involvement	Ongoing	Parent Mtg minutes PC minutes In-Kind records P/T conf forms Yearly Calendar

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
	communication materials such as initial acceptance letters and parent teacher conference letters, etc.	staff		This & That
1304.40a5 - Meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background.	<ol style="list-style-type: none"> 1. Increase staff awareness of family diversity utilizing program information, as well as training and technical assistance. 2. Ensure that program and parent activities reflect family diversity and cultural and ethnic backgrounds 3. Ensure that policies regarding family diversity, cultural and ethnic backgrounds are followed. 4. Ask parents about cultural/ethnic practices they would like to have honored. 	<p>Staff Training team</p> <p>Head Start Director FCP & ECDH Mgr. Parent Involvement Crd. Supervisors</p>	<p>Annually</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Training Roster</p> <p>Parent Mtg minutes Lesson Plans Diversity procedure (FCP2) Policies/Procedures Supervision notes</p>
1304.40b - Accessing Community Services and Resources - HS will access community services and resources.		Education staff	Initial Parent Visit	Initial Visit doc
1304.40b1 - Grantees and DA's must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals (including:)	<ol style="list-style-type: none"> 1. Furnish families with current resource directory, as well as provide information specific to families needs as identified through the FNA/FPA and through interactions with families. 2. Provide general and individualized current resource/referral information to parents. 3. Establish and maintain a data base in order to determine what issues are most impacting families (e.g., housing, transportation, wages, etc.) 	<p>Enrollment Team, Family Advocate, other staff as appropriate.</p> <p>Family Advocates Parent Involvement Crd</p> <p>Advocates</p>	<p>Orientation Ongoing</p> <p>Ongoing</p> <p>At Initial Visit and Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Community Resource Directory FNA/FPA Social Service Documentation This & That Family Services Documentation Data base Leadership Team monitoring reports</p>
1304.40b1i - Emergency or crisis assistance in areas such as food, housing, clothing, and transportation.	<ol style="list-style-type: none"> 1. Assist families with emergencies or crises through referral & timely follow up. 2. Participate in Humber and Homeless Coalition and Helena Area Transportation Council (HATC) 	<p>Family Advocates & other staff as needed. Family Advocates</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Social Service Documentation Community Partnership Notebook</p>
1304.40b1ii - Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance	<ol style="list-style-type: none"> 1. Use FNA/FPA, community assessments, and family surveys to identify & refer to needed education and/or intervention programs. 	FCP staff	<p>Ongoing</p> <p>Annually</p>	<p>Parent survey, Parent Mtg minutes, Family Partnership Agreement</p> <p>Family Service docs</p>

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF	
abuse , child abuse and neglect, and domestic violence; (and)	2. Offer education annually to parents regarding strengthening relationships.	FCP staff	Ongoing	Social Services/Parent involvement records	
	3. Develop or refer to existing support groups in order to provide specific support to parents related to issues they are facing	FCP staff	Ongoing	Family Services notes Parent Involvement Records	
	4. Use monthly parent education opportunities to give families information they may use to strengthen the home environment (e.g., School to Home)	FCP staff Parent Involvement Coordinator	As needed	Training Records and Family Service Meeting notes	
	5. Increase staff ability to support parents with substance abuse issues through staff development opportunities.	FCP manager and Parent Involvement Crd.	As needed	Family Services meeting minutes, training records	
	5. Provide training/support to family services staff to increase their ability to address family strengthening.	FCP Manager Professional Development Crd.	Ongoing	Family Services documentation; Classroom Strategies and A-Team records	
	6. Ensure parents whose children are receiving mental health services are receiving information regarding those services and are receiving referral/follow-up related to their own mental health services needs.	FCP Manager Family Advocates Disabilities Services Coordinator	Ongoing	Family Services notes	
	7. Maintain an education and support system for families dealing with issues related to an incarcerated parent	FCP staff Family Advocates	At Intake & ongoing	FNA FPA	
	1304.40b1iii - Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.	1. Refer families as needed to appropriate job/education programs within the community.	Intake Team/ Family Advocates.	Annually	Community Resource Directory
		2. Include job training/adult education and employment resources in Community Resource Directory	FCP Manager	Ongoing	Social Services Doc
		3. Track number of referrals that, if completed, would result in more income into the household.	Family Advocates	Ongoing	Family Services notes Family Service Referral Worksheets
4. Identify and implement ways to offer the maximum support possible to parents pursuing a higher level of education		Family Advocates	Within 90 days of enrollment.	FNA/FPA; Family Services Documentation	
1304.40b2 - Grantee and DA's must follow-up with each family to determine whether the kind, quality and timeliness of the services received through referrals met the family's expectations and circumstances.	1. Review and update FNA and resultant referrals/services during development of FPA.	Family Advocate	Ongoing	Child Plus Doc.	
	2. Follow up on referrals within 45 days of making referral and ongoing as needed.	Family Advocates	Each Spring	Family Survey	

PERFORMANCE STANDARD

ACTIVITY

RESPONSIBLE STAFF

TIMELINE

DOCUMENTS & LOCATION OF

1304.40c - Services to Pregnant Women.
(N/A).

- 3. Implement family satisfaction survey
- 4. Complete referral checksheet to evaluate family satisfaction with services.

FCP Manager

Review each fall
Prior to each staffing
and at year end.

Family Services notes
Family Services
Checksheet in childs
file

1304.40d - Parent Involvement - General

1304.40d1 - In addition to involving parents in program policy-making and operations, grantees must provide parent involvement and education activities that are responsive to the ongoing expressed needs of the parents both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such programs.

- 1. Access FNA/FPA, community assessments, and family surveys to identify needed education and/or intervention programs.
- 2. Access Parent Committee chairs to formulate plans for parent involvement and activities.
- 3. Collaborate with community agencies/resources to implement parent education activities (i.e., Budgeting Series) and refer parents to those services as appropriate.
- 4. Invite community representatives to participate on FCP Management Team.
- 5. Use Parent Education planning group made up of parents and staff in order to plan and implement parent education services.
- 6. Continue efforts to obtain an Americorps Volunteer to oversee parent education efforts
- 7. Identify parent education as a top priority for fund-raising or grant-writing efforts.

Family Advocate,
Parent Committees,
FCP Manager; Parent
Involvement
Coordinator/Specialists
FCP Manager and
Parent Involvement
Coordinator
FCP Manager.
Family Advocates

Annually by 10/30

FNA
Parent surveys

September –April on
monthly basis

Monthly meeting
minutes

Ongoing

Community
Partnerships
Records; Family
Services
Documentation
FCP Team Minutes

Annually

Within 21 days of
program start in fall

Parent Involvement
meeting notes

FCP Manager

Parent Involvement
Coordinator

Ongoing

Americorps File

FCP Manager

Ongoing

Fund-Development
committee

FCP Manager

Intake/Orientation/
Ongoing

Orientation agenda
Parent Handbook

All Staff.

Annually during
policy approval

PDM policy/procedure
Parent Handbook

HS Director.

Ongoing

Parent Communication

- 1. Welcome families into program as visitors, observers, participants, and/or volunteers during all program hours and events.
- 2. Ensure that parent participation is voluntary and that child enrollment is not contingent upon parent participation, per policy.
- 3 Ensure there is a visible invitations to

PERFORMANCE STANDARD

ACTIVITY

RESPONSIBLE STAFF

TIMELINE

DOCUMENTS & LOCATION OF

1304.40 d3 - Grantee must provide parents with opportunities to participate in the program as employees or volunteers.

dads/daddy types in our written communications and in our environmental cues.

All staff
Dads Group
Parent Involvement
Crd.

Ongoing

File; Dads group notes

1304.40e - Parent Involvement in child development and education

1304.40e1 - Grantee must provide opportunities to include parents in the development of the program=s curriculum and approach to child development and education.

1. Encourage participation at parent luncheons, field trips and seasonal celebrations, as classroom, office and/or transportation volunteers and/or substitutes, on committees, in parent governance, etc.
2. Follow RMDC and Head Start policies, including giving preference to current or former Head Start parents.

All Staff.

During hiring

Parent survey
In-kind documents
Parent Handbook
Classroom notices
Parent Communication
File
Personnel Files;
Interview Records

1304.40e2 - Grantee and delegate agencies operating home-based program options must build upon the principles of adult learning to assist, encourage and support parents as they foster the growth and development of their children.

- 1) Utilize Parent Handbook to educate parents on the meaning of curriculum and on their role in addressing curriculum at Head Start.
2. Request parent input on curriculum at Parent Teacher conferences, parent visits, and IEPs and parent committee meetings.

PDM Manager

At parent orientation

Parent Handbook sign-off and Family Advocate Handbook

FCP and ECDH
Managers; Family
Advocates and Teachers

At parent teacher conferences/visits/IEP and CST meetings
At each Parent Committee Meeting

ICP; P/T Conference Form; IEP and CST minutes
Parent Committee Minutes

Site Coordinators
Teachers
Parent Involvement
Specialist

1304.40e3 - Grantee must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational developmental needs and activities of their children and to share concerns about their children with program staff.

1. Annually review, modify and carry out family education curriculum established by Leadership Team
2. Provide and refer to parenting classes.
3. Collaborate with other community

FCP Manager
Leadership Team

At end of each program year

Leadership Team minutes; Family education committee notes;

Annually and Ongoing

In-Kind Records; Parent communication file; Family Services Doc. Community Partnership

FCP Manager and advocates.

Ongoing

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
<p>1304.40e4 - Grantee must provide, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by:</p>	<p>agencies providing parenting assistance to increase opportunities for parents to receive support, training & education.</p> <p>4. Include child development and parenting education in family partnership efforts.</p> <p>5. Utilize all P/T conferences to share info with parents regarding parenting or child development.</p> <p>5. Provide monthly school to home projects</p> <p>6. Use Early Learning Guidelines parent companion as a resource</p> <p>7. See activities listed under 1304.40a4 and 1304.40b1ii.</p>	<p>FCP Manager and Advocates.</p>	<p>Ongoing</p>	<p>notebook; This & That; Parent Communication File; Family Services Documentation;</p>
	<p>FCP staff</p>	<p>P/T Conferences</p>	<p>P/T conf documents</p>	
<p>1304.40e4i - Increasing family access to materials, services and activities essential to family literacy development;</p>	<p>1. Participate in Reading is Fundamental, and in accordance with the RIF program, hold three book distributions yearly, including motivational family literacy events for every site.</p>	<p>RIF Coordinator</p>	<p>Three times yearly</p>	<p>RIF records; Parent Communication File; Literacy notices Doc in child file Parent Calendar FPA/FNA & Family Services Documentation</p>
	<p>2. Provide consistent and ongoing resource and referral support to parents who wish to seek their GED or increase their reading and comprehension skills.</p>	<p>FCP Staff</p>	<p>Ongoing.</p>	<p>Community Partnership notebook; Family Services Documentation</p>
	<p>3. Collaborate with community agencies to connect parents to family literacy programs.</p>	<p>FCP Manager and Family Advocates</p>	<p>Ongoing</p>	<p>Community Partnership Notebook; Leadership Team minutes</p>
	<p>4. Participate in other literacy programs as possible (e.g., First Books) in order to increase access of full day and rural programs to quality children's books.</p>	<p>FCP Manager</p>	<p>Ongoing</p>	<p>Community Partnership</p>
	<p>5. Continue involvement with SPARC</p>			

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
1304.40e5 - See ECDH plan	family literacy committee to develop and implement literacy programming for Head Start Families 6. Continue goal of 1 book per child per month	FCP Manager	Monthly	Notebook; SPARC minutes Monthly Folder; RIF records and school to home records
1304.40f - Parent involvement in health, nutrition, and mental health education.		FCP Manager		
1304.40f1 - See ECDH plan				
1304.40f2 - Grantee and delegate agencies must ensure that, at a minimum, the medical and dental health program:	1. Utilize Family partnership process to educate and assist parents in meeting their child's health and developmental needs on an ongoing basis. Set Medical and Dental goals as a priority in the partnership planning process with families.	FCP Manager Health Crd. Family Advocates	Ongoing	FNA/FPA Family Services Documentation; Health Services Documentation
1304.40f2i - Assist parents in understanding how to enroll and participate in a system of ongoing family health care.	2. Capitalize on opportunities to encourage parents to address their children's health needs throughout the program year, particularly during all screening efforts, p/t conferences, parent education events, and when requesting parents to pick up sick children.	ECDH & FCP Manager; Site Supervisors	Ongoing	Education and Family Services Documentation; Health Services Documentation
	3. Use Community Resource Directory to highlight health resources which may be particularly useful to low-income families(e.g., alternative hours, Medicaid acceptance, public health services, CHIP, etc.)	Family Advocates Health Coordinator	Ongoing	CRD; Family Services Documentation
	4. As possible, include community representative on FCP management team who is involved in adult health care issues (e.g., WEEL).	FCP Manager	Ongoing	FCP team minutes
1304.40f2ii - Encourages parents to become active partners in their children's medical and dental health care process and to accompany their child to medical and dental examinations and appointments	1. Provide education to parents regarding routine medical and dental care during parent health education events and opportunities such as This & That, Parent/Teacher conferences, screening and family activities	Health Coordinator Family Advocates	Ongoing	Health Services Records; Family Services Records; Family Community File

PERFORMANCE STANDARD

ACTIVITY

RESPONSIBLE STAFF

TIMELINE

DOCUMENTS & LOCATION OF

1304.40f2iii - Provides parents with the opportunity to learn the principles of preventive medical and dental, emergency first-aid, occupational and environmental hazards, and safety practices for use in the classroom and in the home.

1. Provide parents with individualized health resource/referral information during intake process.
2. Include preventative health information in Parent Handbook.
3. Address preventative health during orientation.
- 4.. Prioritize Preventative Health as part of Family Partnerships. Ensure families are maintaining health services or refer and follow-up for families who do not currently have a Medical Home.

Intake Team
Intake Team

At Intake

Annually

Annually at Orientation
Ongoing

Health Coord.
Site Coordinators
Health Coord.
Education and FA staff
Family Advocates

Family Needs Assessment; Intake Documentation
Parent Handbook

Classroom Orientation Check list
FPAs.

1304.40f3 - Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum:

1. Invite Parents to classroom events involving nutrition/food preparation and education.
2. Include nutrition education information in Parent Handbook.
3. Address nutrition emphasis during orientation.
4. Address Nutrition in Family Partnerships as needed.
5. Include Nutrition education component in many parent involvement planning.

Nutrition Coord.

Ongoing

Update Annually prior to start-up

Nutrition Coord.

Ongoing

Nutrition Coord.
ECDH Mgr.
Family Advocates

Ongoing

In-Kind Records; Parent Communication File
Parent Packet
Parent Handbook
Parent Handbook; Orientation Agenda
FPAs; Staffing notes; Family Services documentation
Parent Involvement Planning forms and integration checksheets

1304.40f3ii - Parent discussions with program staff about the nutritional status of their child.

1. Include Nutrition discussions with parents during P/T conferences if needed.
2. Include Nutrition assessment in intake

Nutrition Coord; Parent Involvement Coord.

At P/T Conference

At Intake

Teachers

P/T Conf. forms

Intake Documentation

1304.40f4 - See ECDH Plan

Family Advocates
Nutrition Spec.
Intake Team

1304.40g - Parent involvement in community advocacy.

1304.40g1 - Grantee and delegate agencies must:

1304.40g1i - Support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and needs;

1. Encourage parents to become involved in community efforts, services, resources that impact them.

Ongoing

Parent Communication Files; In-Kind records; Family services docs;

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
	2. Encourage Head Start parent involvement in legislative process	Family Advocates Parent Involvement Coordinator/specialists	Ongoing Legislative Terms	Parent Communication Files; Collaborative Meeting minutes Policy Council records; Policy Council Minutes; This & That
	3. Ensure parents are present on all management teams.	HS Director FCP Manager Parent Involvement Specialists/Coord. Parent Involvement Specialists/Coord. Area Managers	Ongoing	Mgt. Team minutes
1304.40g1ii - Establish procedures to provide families with comprehensive information about community resources.	1. Provide every family with a Community Resource Directory at orientation. Instruct families on how they might utilize the Resource Book.	Orientation Team Family Advocates FCP Manager	Ongoing At Orientation	Comm Resource Directory Orientation Agenda Community Resource Directory FPA and Family Services resource and referral documentation Management Team Minutes This & That
	2. Utilize FPA process to inform parents regarding community resources	Family Advocates	Annually	Parent meeting minutes
1304.40g2 - Parents must be provided regular opportunities to work together and with other community members, on activities that they have helped develop and in which they have expressed an interest.	1. Include parents on Head Start Management Teams	Area Managers	Ongoing	At Parent Committee Meetings
	2. Inform parents of opportunities for community involvement in This & That.	Parent Involvement Specialist	Prior to Legislative Session	Policy Council and PIT Records
	4. Inform parents of opportunities for community involvement through Parent Committees.	Parent Involvement Specialist/Coord.	At Parent Meetings	Parent Meeting Minutes
	5. Continue to recruit parent (s) to act as legislative advocate for the HS program.	Parent Involvement Crd.; Head Start Dir.		
	6. Ensure Parent meetings reflect and are responsive to the expressed needs/wants of parents.	Parent Involvement Specialists; Coordinator and Parent Chairs	At Orientation	Orientation agenda Parent Handbook & Parent Packet
1304.40h - Parent Involvement in Transition Activities				
1304.40h1 - Grantee agencies must assist parents in becoming their children's advocate as they transition both into Early HS or HS from the home or other child care settings, and rom HS to elementary school.	1. Conduct parent orientation that will broaden parents knowledge of HS.	Area managers.	Spring P/T Conf. From February-May	Parent Communication file; P/T Conference form; This & That Transition packet Family Services Doc. Parent Communication
	2. Inform families of public school timelines for registration, etc.	Education Staff. Family Advocates	April.	
	3. Provide families with information about pre-K & K and preparing their child to enter public school.			

PERFORMANCE STANDARD**ACTIVITY****RESPONSIBLE STAFF****TIMELINE****DOCUMENTS & LOCATION OF**

1304.40h2 - Staff must work to prepare parents to become their children’s advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child’s participation in the program to enable parents to understand the child’s progress enrolled in Early HS or HS.

1304.40h3 - To promote the continued involvement of HS parents in the education and development of their children upon transition to school, grantee agencies must:

1304.40 h31 - Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting; and

1304.40h3ii - Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children’s education.

4. Hold one meeting with parents regarding transition to public school.

1. Conduct final home visit or CST when applicable to share information about child’s progress in HS and to assist parents as they prepare to transition to public school.

2. Schedule parent activities, such as Public School panel and Kindergarten readiness workshop for parents (see transition procedures).

1. Give information and training to parents to smooth the transition process to their child’s Neighborhood school.

2. Ensure parents of children with disabilities receive information regarding their rights and responsibilities as consumers of public education services.

1. Supply parents with information regarding their child’s development which will enable them to advocate for their child.

2. Provide opportunity for parents to give information to the public school about their child

3. Offer many opportunities through the Head Start year for exchange of information regarding child development and curriculum.

4. Ensure parents are involved in

Education Staff.
Family Advocates

Education Staff

Education Staff.

ECDH Staff/FCP staff

Education staff
Disabilities staff
Family Advocates
Special Services Crd.;
Family Advocates

Family Advocate &
Education Staff.

Education
Staff

Parent Involvement
Specialist;
Education Staff
Family Advocates

Final Home Visit

April.

March

Spring.

Subsequent to entering Head Start and prior to exiting Head Start.

Ongoing.

Final Home Visit
Transition mtg.

Ongoing including:
Intake; P/T
Conference; PIT
meetings; Home
visits; Family
Partnership contacts

Ongoing

File
FHV documentation
form

Home Visit and/or CST
and IEP
Documentation

Parent Communication
file; In-Kind Records.

Transition and FHV
Documentation

Parent Rights &
Responsibilities
booklet; Family
Services Documentation

Parent Communication
file; Family Services
Documentation;
Education

Documentation such as
P/T conference forms,
home visit forms, etc.
Transition Protocol
Transition meeting
records

Parent Meeting Minutes;
P/T conference and
home visit forms; intake
documentation; Family
Services Documentation
Classroom Strategies
and A-Team forms;
IEP/CST meetings

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
	meetings regarding specialized services such as disabilities or mental health.			minutes; Family Services Documentation
304.40h4 - See 45 CFR 1304.41c for additional standards related to children's transition to and from EHS or HS center-based program options.		Special Services Crd. Family Advocates	Ongoing	FCP transition policies and procedures
1304.40i - Parent Involvement in Home Visits.		HS Director.		
1304.40i1 - Grantee must not require that parents permit home visits as a condition of the child's participation in EHS or HS center-based program options. Every effort must be made to explain the advantages of home visits to the parents.	1. Ensure that staff will comply with standards related to children's transitioning to and from EHS or HS.		Twice Annually	Home Visit documentation forms Parent Calendar
	1. Encourage parents to permit home visit, but <i>do not require</i> as a condition of enrollment.	ECDH Manager ECDH & FCP Staff		
1304.40i2 - The child's teacher in center-base programs must make no less than two home visits per program year to the home of each enrolled child, unless the parents expressly forbid such visits, in accordance with the requirements of 45 CFR 1306.32b8. Other staff working with the family must make or join home visits, as appropriate.	1. Teachers conduct at least two home visits per year (with parent approval). 2. Advocates conduct at least one home visit per year within first 90 days of enrollment. 3. Arrange joint multi-disciplinary home visits, as possible.		Twice Annually Within first 90 days	Initial & Final HV doc. Parent Calendar FA notes FPA
		Classroom Staff	As Needed	FA and P/T conference documentation
1304.40i3 - Grantee agencies must schedule home visits at times that are mutually convenient for the parents or primary care givers and staff.	1. Schedule home visits at convenient times by contacting parents and requesting a meeting time that is mutually acceptable	Classroom staff Family Advocates	Ongoing	Education and Family Services Documentation
1304.40i4 - In cases where parents whose children are enrolled in the center-based program option ask that the home visits be conducted outside the home, or in cases where a visit to the home presents significant safety hazards for staff, the home visit may take place and an EHS or HS site or at another safe location that affords privacy.	1. Schedule home visits in a neutral location that affords privacy if home presents safety hazards or if parent desires. 2. Follow defined home visit procedures to minimize safety risks	Teachers and Family Advocates ECHD Manager Teachers	Ongoing Train during employee orientation	Education and Family Services Documentation Employee orientation checklist
1304.40i5 - In addition, grantee and delegate agencies operating home-based program options must meet the requirements of 45 CFR 1306.33(a)(1) regarding home visits.	NA	ECDH Site Supervisors		

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
1304.40i6 - NA				
<u>GOAL: TO BUILD STRONG RELATIONSHIPS BETWEEN HEAD START AND THE COMMUNITY.</u>				
1304.41 - Community Partnerships				
1304.41a - Partnerships				
<p>1304.41a1 - 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.</p>	<p>1. Communicate and collaborate with other community agencies to share information about families to better improve services for the family while ensuring and enforcing confidentiality policies. Attend multi-agency team meetings as needed to coordinate services for children and families. Attend IEP/CST Meetings</p> <p>2. Participate in specific ongoing community efforts related to adult health insurance, transportation, affordable housing , living wage, substance abuse, adult education and child care.</p>	<p>FCP, PDM & ECHD Managers. Family Advocates</p>	Ongoing	<p>Community Partnership Notebook; Child’s file</p>
			Annually	<p>Community Partnership Notebook</p>
		FCP Manager and Staff		
<p>1304.41a2 - Grantee must take affirmative steps to establish ongoing collaborative relationships with community organizations, to promote the access of children and families to community services that are responsive to their needs, and to ensure that the EHS and HS programs respond to community needs, including:</p>	<p>1. Establish and maintain relationships with community organizations to promote services for children and families in areas including: adult health insurance, transportation, affordable housing , living wage, substance abuse, adult education and child care.</p> <p>2. Stay current with changes in public assistance policy. . This might include 1:1 meetings or group meetings with OPA.</p> <p>3. Partner with community agencies to increase access to services and advocate for needs of Head Start Families. (E.g., Budget classes, First Time Homebuyers, HAEYC, OPA, Hunger & Homeless Coalition , Holiday Helpers, HATC.)</p> <p>4. Routinely gather and document information that allows Head Start to</p>	FCP Mgr and staff	September-August	<p>Community Partnership notebook & action plans</p>
			Annually	<p>Family Service Meeting Agenda</p>
		FCP manager Family Advocates	Ongoing	<p>Partnership Notebook HAC Minutes Committee files</p>
		FCP Manager Family Advocates	Ongoing	<p>Family Advocate Referral Checksheets</p>

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
	advocate for families in poverty and the hardships they face.	FCP Manager		Leadership Team Minutes
1304.41a2i - Health providers, such as clinics, physicians, dentists, and other health professionals;	<ol style="list-style-type: none"> 1. Routinely obtain consent to exchange information with health and dental providers. 2. Stay current with issues regarding access to medical and dental care for low income families for purposes of program planning and goal setting. 3. See Early Childhood Development and Health Services Area Plans. 	FCP Manager	At intake	Child's file
		Intake Team Health Coordinator	Ongoing	FCP Team minutes
		FCP Manager		
-1304.41 a2ii - Mental Health provider;	<ol style="list-style-type: none"> 1. Maintain partnership with Intermountain Children's Home. 2. See Early Childhood Development and Health Services Area Plans. 		Ongoing	Files maintained by focus area managers
1304.41a2iii - Nutritional service providers;	<ol style="list-style-type: none"> 1. Coordinate with Community Nutrition Provider to provide parent nutrition training. 2. Include Health Dept staff on PC. 3. Include WIC staff on HSAC. 4. See Early Childhood Development and Health Services Area Plans. 	PDM, FCP & ECDH Managers	Ongoing	Planning files maintained by nutrition specialist
		Nutrition Spec.	Ongoing	PC Records
		PDM Manager Nutrition Spec Health Coord.	Ongoing	HSAC Records
1304.41a2iv - Individuals and agencies that provide services to children with disabilities and their families;	See Early Childhood Development and Health Services Area Plans.			
1304.41a2v - Family preservation and support services.	<ol style="list-style-type: none"> 1. Collaborate with DPHHS to promote family preservation and meet the needs of children and families. 2. Collaborate with agencies who offer parenting classes & Home Visit services such as Health Dept & CTI. 		Ongoing	ROI Child's File
		Family Advocates & Program Managers..	Ongoing	Partnership notebook Social Service Documentation
		FCP staff	September	Training Roster
1304.41a2vi - Child protective services and any other agency to which child abuse must be reported.	<ol style="list-style-type: none"> 1. Collaborate with DPHHS staff to provide annual staff training regarding child abuse. 2. Attend family preservation meetings as 	FCP Manager	Ongoing	Social Service Documentation

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
1304.41a2vii - Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families.	indicated & possible. 3. Report as mandated to DPHHS.		Ongoing	Abuse/Neglect documentation maintained in administrative office
	4. Invite agencies such as CPS, Health Dept., and AWARE to Brown Bag informational gatherings as needed	Family Advocates	Ongoing	Family Services meeting minutes
	5. Consult routinely on children we co-serve with CPS.	All Staff	Ongoing	Social Service Documentation
		FCP manager	Prior to spring transition	Leadership Team Meeting Documentation
1304.41a2viii - Providers of child care services.	1. Evaluate transition process annually to assure our collaborative efforts (with public schools) respond to community and family needs.	Leadership Team and Transition Staff	Ongoing	FCP and ECDH Manager Files
	2. Collaborate with specific community educational resources as needed to serve educational needs of families	FCP and ECDH Managers	Ongoing	Partnership Notebook Collaborative Agreements Lesson Plans
	3. Incorporate public education activities into Lesson Plans (visitors, field trips, etc.)	Ed staff		Community Assessment
	4. See 1304.40e4i			
1304.41a2ix - Any other organizations or businesses that may provide support and resources to families.	1.Utilize community assessment process to plan collaboration with Resource and Referral Service and other identified child care providers to assure needs of children and families are being met	FCP Manager	Annually As needed	FCP Mgt. Team Minutes FCP manager files
	2. Annually assess collaboration needs in regards to child care resources.	FCP Manager	Annually in spring	FCP Management Team Minutes
	3. Meet monthly with R & R Director to maintain strong inter-agency communication	FCP Manager	Monthly from September to May	Community Partnership Records
1304.41a3 - Grantee must perform outreach to	1. FCP Management team will annually assess and set goals regarding the collaboration needs in FCP Domain	FCP Manager	Annually prior to grant proposal	FCP Management Team Records
		FCP Manager	Annually	

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
encourage volunteers from the community to participate in EHS and HS programs.	1. See Community Volunteer Involvement Procedure	Volunteer Coordinator		Volunteer Records
<p>1304.41a4 - To enable the effective participation of children with disabilities and their families, grantees must make specific efforts to develop interagency agreements with local education agencies and other agencies within the grantee=s service area.</p>	See Disabilities Service Area Plan.			
<p>1304.41b - Advisory Committees - Each Grantee directly operating an EHS or HS program must establish and maintain a Health Services Advisory Committee which includes professionals and volunteers from the community. Grantees 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.</p>	<ol style="list-style-type: none"> 1. See Health Advisory Procedure. 2. Include Community Representatives on appropriate management teams. 3. Use Dad’s Group to advise on Fatherhood programs/events/efforts 	<p>Area Managers FCP Manager FCP Manager</p>	<p>Ongoing Ongoing</p>	<p>Management Team Minutes Dad’s Group minutes</p>
<p>1304.41c Transition Services - 1304.41c1 - Grantees must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into EHS or HS and from HS into elementary school. These procedures must include:</p>	<ol style="list-style-type: none"> 1) Include transition procedures with work plans which undergo yearly review and modification. 	<p>PDM, FCP and ECDH Managers</p>	Annually	<p>Work plans Transition procedure PC Minutes</p>
<p>1304.41cli - Coordinating with the schools or other agencies to ensure that individual EHS or HS children=s relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to EHS or HS.</p>	1. See Transition Procedures			
<p>1304.41clii - Outreach to encourage communication between EHS or HS staff and their counterparts in the schools and other child care settings including principals,</p>	1. See Transition Procedures			

PERFORMANCE STANDARD	ACTIVITY	RESPONSIBLE STAFF	TIMELINE	DOCUMENTS & LOCATION OF
<p>teachers, social workers and health staff to facilitate continuity of programming.</p>	<p>1. Encourage participation in kindergarten screening & orientation events</p>	<p>Family Advocate Education Staff.</p>	<p>March-May</p>	<p>Child file Transition Documentation This & That</p>
<p>1304.41cliii - Initiating meetings involving HS teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children.</p>	<p>1. Invite Kindergarten staff to visit the HS classrooms and staff 2. Host school district/HS transition event for HS parents</p>	<p>ECDH Manager</p>	<p>May</p>	<p>Transition Documentation ECDH Mgr file</p>
<p>1304.41cliv - Initiating joint transition-related training for EHS and HS staff and school or other child development staff.</p>	<p>NA at this time.</p>	<p>ECDH Manager</p>	<p>May</p>	<p>Transition Documentation ECDH Mgr file</p>
<p>1304.41c2 - To ensure the most appropriate placement and services following participation in EHS, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday...</p>	<p>1. Assure compliance with additional requirements for parental participation related to their child's transitioning.</p>	<p>FCP Manager.</p>	<p>Ongoing</p>	<p>Parent Packet Acceptance Letter Parent Teacher conference records Transition Records in child's file</p>