
		DHS, Head Start Program Policy			
PDM 1					
SUBJECT		Program Monitoring			
REFERENCE		Program Design and Management			
EFFECTIVE		5/11/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 3					

Policy:

The Head Start Programs will develop and implement a procedure to effectively monitor service delivery and program operations in its program components. Head Start and Education Service Providers will abide by all local, state, and federal regulations and share strategies and communicate plans for improvement, compliance and achievement of excellence in the Head Start Program.

The Head Start Program will use the following monitoring systems:

- Education Service Provider level monitoring systems for ongoing monitoring efforts and activities to include regular site visits to all Head Start centers
- Grantee level monitoring system that ensures that Education Service Providers are effectively monitoring their service delivery systems and remain in compliance with all local, state, and federal regulations to include site visits to all Head Start centers
- Periodic collecting and reporting of program data to the grantee, by Education Service Providers
- Utilization of data management system by all Education Service Providers and Head Start to collect and record information about children & families in order to access information for analysis, evaluation and program improvement
- Collaborative review of program information for planning and future development decisions
- Annual Self-Assessment

Head Start Program Responsibilities:

Head Start will establish a monitoring model that will help ensure timely and effective delivery of services by reviewing the progress of service delivery on an ongoing basis, while simultaneously providing content area expertise and support to the Education Service Providers. Head Start’s emphasis will be focused primarily on direct monitoring and reviewing and validating the results of provider monitoring activities, rather than attempting to perform all of the day-to-day monitoring itself.

Head Start will monitor required program tasks and responsibilities to ensure that these tasks and responsibilities are completed within required timelines and according to guidelines provided in the Head Start Program Performance Standards, Federal and State regulations, and local laws and rules.

Monitoring of the Head Start Program will be a continuous process throughout the program year. The results of reports and ongoing monitoring will be used by the Head Start Administrator and management to determine the level of compliance with Head Start Performance Standards, Federal, State and local laws and rules.

The Head Start Program will follow-up on reported issues or concerns that arise from ongoing monitoring to ensure corrective action and implementation of improvement plans by the Providers. Head Start will provide the necessary training and technical assistance and resources available to assist the Education Service Providers in developing and implementing a quality corrective action or improvement plan.

The Head Start Program will develop its own procedures for ongoing monitoring of the Program and Education Service Providers. These procedures will provide guidance and expectations of how Education Service Providers will be monitored. These procedures will also include the requirements for reporting findings.

The Head Start Program will establish an annual monitoring calendar/schedule of proposed monitoring activities and will share with the Education Service Providers.

The Head Start Program will lead the annual self assessment process by recruiting stakeholders to include parents, policy council members, governing body members, community members, program staff, and Education Service Provider staff; the Head Start Program will also provide training for all participants; develop the approach, establish the timeline and format for the self- assessment; and ultimately ensure the successful completion of the self assessment process.

Education Service Provider's Responsibilities:

Education Service Providers are responsible for establishing their own monitoring systems in accordance with Head Start Performance Standard 1304.51 (i). Each Education Service Provider will be responsible for

- a) developing procedure for ongoing monitoring for each area of the Head Start Program,
- b) establishing a system for monitoring to include staffing,
- c) performing ongoing monitoring,
- d) taking corrective action,
- e) requesting assistance from Head Start content area teams, and
- f) reporting the results of monitoring to the Head Start Program.

Specifically, the Education Service Provider will monitor and report in the following areas:

- Education and Early Childhood Development
- ERSEA
- Health / Dental Services
- Nutrition
- Disabilities / Mental Health

- Family & Community Services
- Facilities and Transportation
- Safe Environments
- Human Resources



Education Service Providers will develop and implement procedures, and any updates or revisions, for ongoing monitoring for Head Start Program review and approval. The Head Start Program will utilize the results of monitoring efforts and activities established by the Education Service Providers to further evaluate compliance with Head Start rules and regulations.

Education Service Provider Corrective Action:

- The Education Service Provider will have 10 Business days to correct all findings of provider and grantee level monitoring.
- The Education Service Provider will have 20 Business days to correct all findings of provider and grantee level Safe Environments monitoring.
- The Education Service Provider will request in writing or email for an extension for any finding needing more time to correct. The Special Projects Manager over Grantee monitoring or Head Start Administrator may give permission and add provisions to any agreements.

Performance Standard:

1304.51 (i)(1-3)

		DHS, Head Start Program Policy			
PDM 2					
SUBJECT		Standards of Conduct			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:



The Head Start Program staff, consultants, contractors, and volunteers must abide by the program’s Standards of Conduct that:

- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child’s mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,
- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers and Head Start Policy Council members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties for staff, consultants, and volunteers who violate the Standards of Conduct.



Performance Standard(s):

1302.90(c)(1); 1303(C)

		DHS, Head Start Program Policy			
PDM 3					
SUBJECT		Staff Performance Appraisals			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program will follow their agency or school district guidelines concerning staff performance appraisals. At a minimum, all Head Start employees are required to have an annual performance review conducted and on file. The results of these reviews will be used to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.

		DHS, Head Start Program Policy			
PDM 4					
SUBJECT		Training and Professional Development			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program will ensure all new staff, consultants and volunteers receive, at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the standards, regulations and policies.

The Head Start Program must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the Head Start Program.

Additionally, the Head Start Program will develop and implement a procedure for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:

- a. Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act.
- b. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- c. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part;
- d. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.

- f. Mental wellness information and regularly scheduled opportunities to learn about mental health, wellness, and health education must be made available to staff.

Performance Standard(s):

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)



**DHS, Head Start Program
Policy**



PDM 5

SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will maintain a work environment free from sexual and other unlawful harassment and discrimination. Discrimination with respect to race, creed, color, national origin, sex, political affiliation, beliefs, or a handicapping condition will not be tolerated.

Additionally, the Head Start Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Performance Standard:

CFR 45 Part 80; 45 CFR part 84 Sec. 654. NONDISCRIMINATION PROVISIONS



**DHS, Head Start Program
Policy**



PDM 6

SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	9/13/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will ensure all staff, consultants and contractors have sufficient knowledge, training and experience, receive ongoing training and professional development to fulfill their roles and responsibilities, and meet the following criteria:

A. Early Head Start or Head Start director

- i. At a minimum, a baccalaureate degree
- ii. Experience in supervision of staff, fiscal management, and administration.

B. Fiscal Officer

- i. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field
- ii. Certified Public Accountant

C. Child and Family Services Management Staff

i. Family, Health, and Disabilities Management

- a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

ii. Education Management

- a. A baccalaureate or advanced degree in early childhood education; or
- b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

D. Child and Family Services Staff

i. Early Head Start Teacher

- a. Child Development Associate (CDA) credential for Infant and Toddler; or
- b. Equivalent credential that meets or exceeds the CDA and addresses comparable competencies within one year of hire as a teacher of infants and toddlers;

ii. Head Start Teacher

- a. A baccalaureate or advanced degree in child development or early childhood education; or
- b. A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education.
 - I. The Head Start Program recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas.

iii. Head Start Teacher Assistants

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree (in any area) or be enrolled in a program that will lead to degree within two years of hire.

iv. Family Support Workers

- a. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

E. Health Professionals

- a. Health procedures must only be performed by a licensed or certified health professional.
- b. All mental health consultants must be licensed or certified mental health professionals. Programs must use mental health consultants with knowledge of and experience in serving young children and their families.
- c. Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

F. Instructional Coaches



- a. Minimum of a baccalaureate degree in early childhood education or a related field.

Performance Standard(s)

1302.91(a-d); 1302.92(c-d)

Head Start Act:

645A(h); Sec 648 A (a)(1-3)

		DHS, Head Start Program Policy			
PDM 7					
SUBJECT		Identification and Reporting of Child Abuse and Neglect			
REFERENCE		Program Design and Management			
EFFECTIVE		4/13/2010			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program is responsible for developing a plan for responding to suspected or known child abuse cases as defined in 45 CFR 1302.47(b)(5)(i) whether it occurs inside or outside of the program.

All Head Start Program Staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect and report any suspected cases of child abuse or neglect to their immediate supervisor and the campus administrator/principal.

The Head Start Program Administrator must be notified within 24 hours of an incident that has occurred within the Head Start Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring outside the Head Start Program within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, Contractors, Education Service Providers or Child Care Center staff or Volunteers witness or suspect child abuse or neglect, he or she must make a report to Child Protective Services (CPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be submitted, the information that must be reported, and confidentiality of reported information.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents which occur within the Head Start Program.

Should Education Service Provider management be informed that a report has been made for suspected child abuse occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.

Head Start personnel will receive annual training on procedures for identifying and reporting child abuse or neglect from a qualified individual with the knowledge, skills and experience in the field of child abuse and neglect. Head Start staff are expected to fully cooperate with Child Protective Services and other applicable agency personnel to report any suspected or known incidents.

Performance Standard(s):



1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2); 1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Office of the Texas Attorney General, “What Can We Do about Child Abuse Part 2”:

https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect

<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

		DHS, Head Start Program Policy			
PDM 8					
SUBJECT		Parent Connection Committees			
REFERENCE		Program Design and Management			
EFFECTIVE		6/27/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program and Education Service Providers must establish a Parent Connection Committee (PCC) comprised exclusively of parents of currently enrolled children at each site/center as early in the program year as possible.

Education Service Providers will develop and implement procedures regarding PCC. At a minimum, procedures must include:

- Activities to ensure parents of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- A process for PCC members to communication with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion
- HSPC Meeting Packets must be posted at each site/center

Performance Standard:
1301.4



**DHS, Head Start Program
Policy**





PDM 9

SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

Policy:

The Head Start Program will establish and maintain a Community Complaint Procedure. This is to ensure all complaints made by Head Start parents, guardians, and other members of the community are handled in an expedient and satisfactory manner.

		DHS, Head Start Program Policy			
PDM 10					
SUBJECT		Critical Incident Reporting			
REFERENCE		Program Design and Management			
EFFECTIVE		12/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program will develop and implement procedures for Critical Incident Reporting (CIR). The procedures must include training for staff on incident reporting, notification to parents/ guardians and Grantee within 24 hours.

A Critical Incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer or contractor injury to a child due to lack of supervision or unacceptable methods of child guidance.
- Incidents which may have placed a child, family member or staff in danger.
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional
 - Child or staff member leaving by emergency medical transport
 - Contagious diseases that could lead to an outbreak
 - Child receiving outside medical attention at any point in time for an injury that occurred during Head Start service hours
- Any incident and or media inquiry which has the potential to generate negative media coverage.
- Unplanned interruption in Head Start Program services.

In addition to notifying parents/guardians of critical incidents, Education Service Providers must also provide notification to the Head Start Administrator or designee. Official incident reporting must be provided in writing no later than 24 hours of the event. Failure to notify the Grantee of incidents could lead to contract termination.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12



**DHS, Head Start Program
Policy**



PDM 11

SUBJECT	Personnel Policies		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

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Policy:

The Head Start Program and Service Providers will abide by their internal agency personnel policies which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws. The Head Start Policy Council (HSPC) and its Personnel Committee will be involved in the hiring and termination processes for any person who works primarily for the Grantee.

Termination

Termination/separation actions must be in accordance with HSPPS, laws governing the Federal Equal Opportunity Employment Act, and other applicable agency rules and regulations. Head Start Program management staff will inform the HSPC of personnel actions that could lead to termination of a Head Start employee. The Policy Council Personnel Committee provides recommendations to the HSPC, as appropriate, concerning personnel termination actions.

Policy Council Approval of Hiring and Termination Actions

The HSPC must approve the hiring or termination of any person who works primarily for the Grantee. The following are **exceptions** to the general rule requiring HSPC approval:

Hiring of:

- a. Interim staff
- b. Staff used through a temporary services agency;
- c. Contractor Staff
- d. Change in job assignment
- e. Key personnel critical to immediate service delivery and/or operations of the program. In such cases, the Head Start Administrator or Director of the Human Services Department may determine whether a delay caused by waiting for HSPC approval will be detrimental to the program. If such determination is made, the Head Start Administrator or Director of the Human Services Department will discuss the matter with the HSPC Chair for concurrence and will later inform the HSPC at the next regularly scheduled meeting and request approval.

Termination of:

- a. Temporary agency staff
- b. Contractor Staff
- c. Staff that, through their conduct, are a threat to the safety of children, parents, staff or the program and who, due to such conduct, must be immediately dismissed
- d. Staff due to reduction in force and/or funding cuts

HSPC discussions regarding the hiring or termination of employees should take place in a closed session. All votes to approve or disapprove a recommendation to hire or terminate an employee will take place in an open session in accordance with the Texas State Open Meetings Act requirements.

Performance Standard(s):

1302.90(a-b);

Head Start Act:

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(iv)



**DHS, Head Start Program
Policy**



PDM 12

SUBJECT	Program Governance		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program has established a formal structure for program governance that includes the City of San Antonio City Council committee, the Head Start Policy Council, and parent committees. The City Council committee is a subcommittee of City Council to which City Council has delegated oversight of key responsibilities related to program governance and improvements of the Head Start Program. This structure allows for parent participation in policy making and other decisions about the program, as required by Head Start Program Performance Standards.

To the extent permitted by federal regulations, the City’s Charter and the City’s governance structure, the City Council committee shall act on behalf of the City Council and jointly approve policies related to the Head Start Program.

Head Start Act:

Sec. 642(c)(1)(E)(iv)(XI) and Sec. 642 (c) (2) of the Head Start Act



**DHS, Head Start Program
Policy**



PDM 13

SUBJECT	Impasse		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Body and the Head Start Policy Council (HSPC), written impasse procedures will be established for resolving internal disputes in a timely manner. These procedures will meet the requirements established in the Head Start Program Performance Standards.



This policy, detailed further in the Impasse Procedures, will seek to ensure that matters of internal dispute are resolved in a respectful, professional and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standard:

1301.6

Head Start Act:

642(d)(1)

		DHS, Head Start Program Policy			
PDM 14					
SUBJECT		Confidentiality			
REFERENCE		Program Design and Management			
EFFECTIVE		10/15/2013			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program is committed to ensuring the security and confidentiality of personnel, children, and family files. The Head Start Program and Education Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secured;
- b) Only authorized staff members may access personnel, child and family files;
- c) Staff members share child information on a need-to-know basis;
- d) Parent/guardian’s written consent is needed prior to release of any individual child or family records.
- e) Staff is trained immediately after their start date either through orientation or one-on-one training on how to maintain confidentiality;

Only information that is essential to provide services will be recorded and maintained on any Head Start child. Parents/ guardians will be the primary source of information about themselves, and information sought from them will be limited to that which is essential for service.

The sharing of information with Head Start community partners is encouraged if such improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state and federal requirements.

Performance Standard(s):

1302.101(b)(4); 1303.20



**DHS, Head Start Program
Policy**



PDM 15

SUBJECT	Research Studies with Head Start Families		
REFERENCE	Program Design and Management		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17

Policy:

The Head Start Program must follow the established guidelines for research study requests involving Head Start children and families.

A written request must be provided to the Grantee for approval when a request to support a research study involves children and families enrolled in the Head Start program and/or involves secondary Head Start data (research collected by the Head Start program for another purpose). This request must include assurances that the study will be conducted in compliance with the Head Start Program Confidentiality policy, 45 CFR 46 and 45 CFR 46 Subpart D (additional protections for children) and include the following basic elements:

- Person or entity conducting the study
- Type of research study
- Title of project
- Timeframe for study
- Proposed subjects
- Methodology and data collection
- Purpose of study and use of information collected
- Method to obtain parental permission and child’s agreement (if applicable) unless a waiver has been granted by an Institutional Review Board (IRB) or other agency in accordance with section 46.116 (c) or 46.116 (d) of 45 CFR 46
- How anonymity and confidentiality of subjects will be maintained
- Documentation of agency approval and approval by an IRB, if applicable

The Grantee has a right to review and edit documentation prior to publication. At the conclusion of the project, anticipated dates of publication will be provided to the grantee as well as a copy of all published reports.

Related Regulations:

45 CFR 46;45 CFR 46 Subpart D



**DHS, Head Start Program
Policy**



PDM 16

SUBJECT	Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program must ensure all staff receive an initial health examination to include a Tuberculosis (TB) screening. A health re-examination must be conducted every 5 years. In addition to this requirement, a TB screening must be conducted annually through a questionnaire for staff and volunteers. Documentation of initial health exams, re-examinations if applicable, and Staff and Volunteer TB Questionnaires must be kept on file.

Performance Standards:

1302.93; 1302.94



**DHS, Head Start Program
Policy**



PDM 17

SUBJECT	Staff Safety Training		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval:9/28/17	Governing Body Revision: 9/28/17
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Policy:

All Head Start Program staff must receive an initial safety orientation within 90 days of hire, on an annual basis, and/or as required by issuing entity. The Head Start Program, including all contractors, will develop and implement procedures to ensure the following safety training requirements are met and documented.

At a minimum, safety training will include:

- A. The prevention and control of infectious diseases;
- B. Prevention of sudden infant death syndrome and use of safe sleeping practices;
- C. Administration of medication, consistent with standards for parental consent;
- D. Prevention and response to emergencies due to food and allergic reactions;
- E. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- F. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- G. Emergency preparedness and response planning for emergencies;
- H. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- I. Appropriate precautions in transporting children, if applicable;
- J. First aid and cardiopulmonary resuscitation; and,
- K. Recognition and reporting of child abuse and neglect.

Performance Standards:
1302.47(4); 1302.47(5)(i)

		DHS, Head Start Program Policy			
PDM 18					
SUBJECT		Emergency Preparedness and Response Plan			
REFERENCE		Program Design and Management			
EFFECTIVE		6/27/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
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Policy:

The Head Start Program will develop and implement an emergency management/disaster preparedness and response plan that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standards:

1302.47(b)(8)