

Head Start Monthly Report January 2018

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$1,453.96

○ 12/8/17	Homewood Suites	A. Esser (2 nights)	\$239.80
○ 12/8/17	Homewood Suites	S. Stammen (2 nights)	\$239.80
○ 12/8/17	Homewood Suites	K. Kessler (1 night)	\$128.08
○ 12/8/17	Homewood Suites	A. Stephenson (1 night)	\$128.08
○ 12/13/17	Expedia	Cancellation Insurance	\$57.00
○ 12/13/17	American Airlines	A. Esser (WLI)	\$220.40
○ 12/13/17	American Airlines	K. Kessler (WLI)	\$220.40
○ 12/13/17	American Airlines	F. Shannon (WLI)	\$220.40

B. Program Information Summary

The New Head Start Monitoring tools were released several weeks ago. OHSAL and the Regional office are providing trainings and conference to help grantees maintain compliance with new regulations. The Director has participated in several webinars provided by the Office of Head Start to review the new monitoring mechanisms. Head Start Director and management team attended December training at OHSAL in Columbus, Ohio. Topics of focus included data management, human resources, and HSPPS.

While at OHSAI, Mercer county Head Start was recognized on behalf of a Parent Ambassador, Forrest Shannon, for his tremendous effort and presentation at the Parent Advocacy meeting in New Mexico in November. Forrest represented Ohio at the National conference. Mercer county and other grantees indicated attendance to the upcoming Winter Leadership Institute in Washington D.C. in January 2018.

The Director and Education Manager attended a one-day training / conference provided by ODE on ECE implementation as well as special needs preschool programming.

The Director received authorization for a budget revision that allowed for the purchase of a 48- passenger bus. The Director met with Mark Fletcher from Rush Trucking to purchase the bus. It is estimated to arrive at the center in March 2018.

The Director met with Superintendent Schmiesing and Curriculum Director Luebke to discuss apply for the Striving Readers Grant through the Ohio Department of Education.

The Director and Education Manager will attend the application workshop on January 17 & 18 in Columbus.

The Fiscal Specialist, Leniseal Wadley informed the Director that if the buses value was less than \$5,000 it was up to the grantee how to dispose of the equipment.

Education – Head Teachers were informed that the Head Start program is sending all Head Teachers to the OAEYC ECE conference in April 2018.

Mental Health –Discussions with management team indicate the program may need to consider other opportunities for mental health consultation for children and families enrolled in the Head Start program.

Disabilities – There have been concerns vocalized to the Education Manager from partners addressing Head Start's requirement to have a release of information prior to children's and families' information being shared. Head Start follows HIPPA, FERPA, and IDEA guidance in safeguarding the privacy and release of information. Head Start's current policy reflects requirements within the HSPPS. We are currently **servicing 21 children with IEPs**. There are 20 more children with suspected disabilities awaiting referral and / or evaluation. Head Start serves 1 child with a Medical Plan of Action and 2 children with dietary plans of action.

Health – There are 4 children currently excluded from attendance due to a lack of obtaining a required physical. Head Start has paid for 2 physicals. The ECE grant has paid for 1 physical. Based upon recent BMI results, the number of children categorized as obese has decreased.

Family Engagement – Dr. Aaron Kuhn presented at the December parent engagement event on the importance of play with children. Parents had questions for Dr. Kuhn about child development and behavior. Family literacy surveys were distributed to families. Within the results, our most at-risk children have the lowest scores for home literacy and activities in the home. Also indicated is the lack of utilization of the local public library, understanding of how to read picture books, and the lack of computer literacy games (most families have a smart phone, not a computer). A survey was sent to families and community partners regarding Early Head Start services and the amount of eligible pregnant women and children ages birth to 3 years old. The survey indicates a need in the community, but a lack of understanding of the EHS program. The Director and FESM will begin working on a marketing campaign to educate the community.

C. Enrollment / Attendance

130 children are currently enrolled in Head Start and 13 enrolled in ECE. HS Director and Family Engagement Services Manager discussed enrollment and recruitment

strategies with Michael Butler, Program Specialist in Chicago. The Director and FESM discussed the community needs assessment, birth rates, and availability for child care in the area. The Director and FESM would like to move forward with the conversion of Part Day slots to Full Day (6 hour day / school year) and conversion from Head Start slots to Early Head Start slots. The program's current risk management plan comes to an end in February. The Director would like to propose a plan to the Regional office at that time.

Enrollment by Program Option:

Half Day PY Head Start	95
Full Day School Year Ed Complex	20
Full Day School Year Rockford	15
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	83.5%
Full Day School Year Ed Complex	88%
Full Day School Year Rockford	88%
CPPS	83.3%

D. CACFP report – CACFP claimed meals

Month Served	December 2017
Total Days Attendance	Rockford & Part Day programming - 12 Ed Complex Full day Programming - 15
Total Breakfast	879
Total Lunches	1486
Total Snacks	828
Total Meals	3193

E. Financial Audit – Began in December

F. Annual Self-Assessment

- Planning begins February 2018

G. Community Assessment

- Update Completed

H. Communication and guidance from the Secretary

Attachments to report:

Policies (needs approved)

Community Needs Assessment Update (needs approved)

Shared Governance By-Laws (needs approved)

Respectfully submitted,

Amy Esser
Executive Director

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/08	HOMEWOOD SUITES COLOMB COLUMBUS OH	239.80
12/08	HOMEWOOD SUITES COLOMB COLUMBUS OH	239.80
12/08	HOMEWOOD SUITES COLOMB 06147850001 OH	128.08
12/08	HOMEWOOD SUITES COLOMB 06147850001 OH	128.08
12/13	EXPEDIA 7315664647577 EXPEDIA.COM WA	57.00
12/13	AMERICAN 00170308876065 BELLEVUE WA	220.40
	1 N DAY DCA	
	2 O DCA DAY	
	3 0000 0000	
12/13	AMERICAN 00170308876076 BELLEVUE WA	220.40
	1 N DAY DCA	
	2 O DCA DAY	
	3 0000 0000	
12/13	AMERICAN 00170308876080 BELLEVUE WA	220.40
	1 N DAY DCA	
	2 O DCA DAY	
	3 0000 0000	
	AMY ESSER TRANSACTIONS THIS CYCLE (CARD 5223) \$1,453.96	
12/12	Payment Thank You - Web	-48,092.51
12/06	WM SUPERCENTER #1433 CELINA OH	504.28
12/13	OHIO SCHOOL BOARDS ASS 6145404000 OH THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 4245) -\$47,483.23 INCLUDING PAYMENTS RECEIVED	105.00

2017 Totals Year-to-Date	
Total fees charged in 2017	\$0.00
Total interest charged in 2017	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.49% (v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	20.49% (v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	14.49% (v)(d)	-0-	-0-

(v) = Variable Rate 30 Days in Billing Period

(d) = Daily Balance Method (including new transactions)
(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

439 Early Childhood							
	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	40,296.00	6,224.00	3,000.00	2,480.00	-	-	52,000.00
9/8/2017	(10,165.00)	11,735.00	(290.00)	(1,280.00)	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	30,131.00	17,959.00	2,710.00	1,200.00	-	-	52,000.00
Exp thru 9/30	4,355.13	2,364.67	163.50	-	-	-	6,883.30
Exp thru 10/31	3,740.27	2,293.35	-	-	-	-	6,033.62
Exp thru 11/30	3,914.61	2,135.14	-	-	-	-	6,049.75
Exp thru 12/31	3,870.89	2,374.93	-	-	-	-	6,245.82
Exp thru 01/31	-	-	-	-	-	-	-
Exp thru 02/28	-	-	-	-	-	-	-
Exp thru 03/31	-	-	-	-	-	-	-
Exp thru 04/30	-	-	-	-	-	-	-
Exp thru 05/31	-	-	-	-	-	-	-
Exp thru 06/30	-	-	-	-	-	-	-
Exp thru 07/31	-	-	-	-	-	-	-
Exp thru 08/31	-	-	-	-	-	-	-
Total Expenditures	15,880.90	9,168.09	163.50	-	-	-	25,212.49
CCIP Budget Remaining	14,250.10	8,790.91	2,546.50	1,200.00	-	-	26,787.51

HEAD START - 2017 GRANT

REVENUE									
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING		ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Federal Revenue	1,270,106.00	-	1,270,106.00	1,058,500.00	211,606.00				
CACFP Revenue	-	88,230.00	88,230.00	72,956.79	15,273.21				
Other Local	-	-	-	1,910.02	(1,910.02)	(This was auction proceeds)			
Refund prior year exp	-	-	-	-	-				
Board advance	-	-	-	-	-				
Total	1,270,106.00	88,230.00	1,358,336.00	1,133,366.81	224,969.19				
EXPENSES									
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE		ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	571,137.00	50,400.00	621,537.00	610,811.33	10,725.67			10,725.67	
Fringe Benefits	322,617.00	9,100.00	331,717.00	339,260.32	(7,543.32)		30.00	(7,573.32)	
Programming	141,109.00	4,230.00	145,339.00	63,098.47	82,240.53		475.00	81,765.53	
Supplies	102,774.00	24,500.00	127,274.00	85,194.32	42,079.68		90,339.00	42,079.68	
Capital Outlay	91,644.00	-	91,644.00	-	91,644.00			1,305.00	
Other Expenditures	8,500.00	-	8,500.00	2,216.00	6,284.00			6,284.00	
PA22 subtotal	1,237,781.00	88,230.00	1,326,011.00	1,100,580.44	225,430.56		90,844.00	134,586.56	
Training & Technical Services									
Training & technical serv (job code 400)	11,648.00	-	11,648.00	18,523.99	(6,875.99)		-	(6,875.99)	
Staff out of town travel	7,584.00	-	7,584.00	12,723.18	(5,139.18)		-	(5,139.18)	
Subtotal Purch Service	19,232.00	-	19,232.00	31,247.17	(12,015.17)		-	(12,015.17)	
Training & Tech Supplies	13,093.00	-	13,093.00	1,097.14	11,995.86		-	11,995.86	
Subtotal Supplies	13,093.00	-	13,093.00	1,097.14	11,995.86		-	11,995.86	
T&TA -PA20	32,325.00	-	32,325.00	32,344.31	(19.31)		-	(19.31)	
Return of Board Advance	-	-	-	-	-		-	-	
TOTALS	1,270,106.00	88,230.00	1,358,336.00	1,132,924.75	225,411.25		90,844.00	134,567.25	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 442.06

HEAD START - 2017 GRANT

REVENUE								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING			
Federal Revenue	1,393,105.00	-	1,393,105.00	51,000.00	1,342,105.00			
CACFP Revenue	-	88,230.00	88,230.00	-	88,230.00			
Other Local	-	-	-	-	-			
Refund prior year exp	-	-	-	-	-			
Board advance	-	-	-	-	-			
Total	1,393,105.00	88,230.00	1,481,335.00	51,000.00	1,430,335.00			
EXPENSES								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	648,869.00	50,400.00	699,269.00	25,387.30	673,881.70		673,881.70	
Fringe Benefits	441,333.00	9,100.00	450,433.00	14,720.75	435,712.25	2,550.93	433,161.32	
Programming	175,256.00	4,230.00	179,486.00	8,833.01	170,652.99	19,098.75	151,554.24	
Supplies	98,090.00	24,500.00	122,590.00	849.15	121,740.85	36,275.84	85,465.01	
Capital Outlay	-	-	-	-	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	-	10,325.00	950.00	9,375.00	
PA22 subtotal	1,373,873.00	88,230.00	1,462,103.00	49,790.21	1,412,312.79	58,875.52	1,353,437.27	
Training & Technical Services								
Training & technical serv (job code 400)	10,480.00	-	10,480.00	810.00	9,670.00	2,760.00	6,910.00	
Staff out of town travel	8,752.00	-	8,752.00	69.55	8,682.45	2,599.20	6,083.25	
Subtotal Purch Service	19,232.00	-	19,232.00	879.55	18,352.45	5,359.20	12,993.25	
Training & Tech Supplies	-	-	-	-	-	-	-	
Subtotal Supplies	-	-	-	-	-	-	-	
T&TA -PA20	19,232.00	-	19,232.00	879.55	18,352.45	5,359.20	12,993.25	
Return of Board Advance	-	-	-	-	-	-	-	
TOTALS	1,393,105.00	88,230.00	1,481,335.00	50,669.76	1,430,665.24	64,234.72	1,366,430.52	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 330.24

**Mercer County Head Start CLASS Report
2017 – 2018**

TEACHER	EMOTIONAL SUPPORT				TOTALS	
	POSITIVE CLIMATE		NEGATIVE CLIMATE		REGARD FOR STUDENT PERSPECTIVE	
	Fall	Spring	Fall	Spring	Fall	Spring
Bell	5.88		7.00		5.50	
Belton	6.33		7.00		5.00	
Jenkins	6.00		6.00		4.67	
Jolliff	6.00		7.00		5.33	
Klingshirn	6.75		7.00		5.25	
Stachler	7.00		7.00		5.33	
					5.88	
					6.08	
					5.75	
					5.75	
					6.31	
					6.58	

TEACHER	CLASSROOM ORGANIZATION						TOTAL	
	BEHAVIOR MANAGEMENT		PRODUCTIVITY		INSTRUCTIONAL LEARNING FORMATS		Fall	Spring
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Bell	5.50		4.75		5.00		5.08	
Belton	6.67		5.33		5.00		5.67	
Jenkins	5.67		5.00		5.00		5.22	
Jolliff	5.00		5.33		4.67		5.00	
Klingshirn	6.00		5.75		5.75		5.83	
Stachler	7.00		7.00		6.00		6.67	

TEACHER	INSTRUCTIONAL SUPPORT						TOTAL	
	CONCEPT DEVELOPMENT		QUALITY OF FEEDBACK		LANGUAGE MODELING		Fall	Spring
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Bell	3.00		3.25		2.75		3.00	
Belton	2.00		2.67		2.67		2.45	
Jenkins	2.00		2.00		2.00		2.00	
Jolliff	2.67		3.00		2.00		2.57	
Klingshirn	3.25		3.75		3.00		3.33	
Stachler	5.00		5.00		5.00		5.00	

Mercer County Head Start Policies and Procedures

P/P Topic:	Tuition	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>Subpart A ERSEA</i>	Last Reviewed Date:	
Section Title(s):	<i>Fees</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	<i>1302.18 (b)</i>	Monitoring Responsibility:	Superintendent Treasurer

(A) Policy	<p>(b) Allowable fees</p> <p>(1) A program must only accept a fee from families of enrolled children for services that are in addition to services funded by Head Start, such as child care before or after funded Head Start hours. A program may not condition a Head Start child's enrollment on the ability to pay a fee for additional hours.</p> <p>(2) In order to support programs serving children from diverse economic backgrounds or using multiple funding sources, a program may charge fees to private pay families and other non-Head Start enrolled families to the extent allowed by any other applicable federal, state, or local funding sources.</p>
(B) Responsibility	Director
(C) Procedure	<p>Fees will not be assessed to any child for Head Start services.</p> <p>Mercer County Head Start in partnership with the Ohio Department of Education and Celina City Schools coordinates the Early Childhood Education (state-funded) preschool program.</p> <p>ECE slots are designed to serve 4-year old, PreK children whose income is 200% of the federal poverty guidelines or below. Children who are 4 years old and identified as needing IEP services are also eligible for the program.</p> <p>Children who are 4 years old and in foster care are also eligible for the program.</p> <p>No fees will be administered to the children who meet the aforementioned eligibility criteria for ECE slots.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Immunization Record	P/P #:	
Part:	1302	PC Approval Date:	
Subpart:	<i>Subpart D – Health program Services</i>	Last Reviewed Date:	
Section Title(s):	Child health status and care	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	Performance standard # 1302.42 (b)(1)(i)	Monitoring Responsibility:	Director

(A) Policy	<p>(i). Obtain determinations from health care and oral health care professionals as to whether or not the child is up to date on a schedule of age appropriate preventative primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems</p>
(B) Responsibility	Family Advocates
(C) Procedure	<p>At the time of application, Family Advocates MUST obtain the most recent immunization record for the child.</p> <p>If a parent / guardian does not have a copy of the child’s immunization record, the Family Advocate may obtain a release of information for any known health providers who may have the child’s health records to locate the immunization record.</p> <p>The Family Advocate may ask the HCSM to obtain immunization records through the SIIS, state system.</p> <p>To be accepted into the program the child must have at least the first series of immunizations as prescribed by the APA.</p> <p>Family Advocates record the child’s immunization record into the COPA data base.</p> <p>Any child who is behind on immunization will have a goal established on the FPA with referrals to local providers ensuring that the child is as up to date as possible based on the child’s age and APA regulations.</p> <p>Immunization reports are conducted by the IT secretary and monitored by the HCSM.</p> <p>Services / enrollment / acceptance cannot be held from children</p>

	<p>who are deemed homeless because of the inability to locate / produce an immunization record. Family Advocates are to support families in obtaining immunization records.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Child Abuse Reporting	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>I – Human Resource Management</i>	Last Reviewed Date:	
Section Title(s):	<i>Training and Professional Development</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.92(b)(2)	Monitoring Responsibility:	FESM

(A) Policy	<p>As required by the Ohio Revised Code 2151.421 employees are to report any suspected instances of child abuse and/or neglect to the proper authorities.</p> <p>(b)A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge or skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit appropriate. At a minimum, the system must include:</p> <p>(2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws</p>
(B) Responsibility	All staff
(C) Procedure	<p>In the event a child comes to the program with signs or indications of POSSIBLE / SUSPECTED abuse or neglect, or reports an incident indicating possible abuse and / or neglect the following steps will occur:</p> <ol style="list-style-type: none"> 1. Contact the FESM and / or your direct supervisor immediately. 2. If the staff person observing the possible CA/N is a teacher, the management team will make arrangements for the teacher to exit the classroom to make a report to Mercer County Department of Job & Family Services. 3. The staff person making the report will have access to the COPA database to provide Mercer County Department of Job & Family Services with identifying information: child’s name, address, date of birth, who child resides with, session of attendance, etc. 4. Mercer County Head start will comply with all informative requests of Mercer County Department of Job & Family Services during the investigation.

	<ol style="list-style-type: none">5. The staff person who observed the possible CA/N is responsible to document the observation, the report, and the mandated reporter information in case notes, in a file separate from the child's file in a locked file cabinet.6. Per Ohio Revised Code, all mandated reporters have the right to specific information about the CA/N report made.7. After 5 business days, the reporter is to contact Mercer County Department of Job & Family Services and request the Mandated Reporter letter. The letter is to be placed in the file with the case notes documenting the initial report.8. Staff will adhere to the program's Confidentiality Policy.<ul style="list-style-type: none">▪ At no time, is a Head Start employee to conduct any type of investigation. This includes but is not limited to: questioning the child, taking photographs, contacting another person for additional information.9. Any staff member in need of debriefing from a reportable Incident may ask to speak with their direct supervisor. EAP or mental health services will be made available to any staff requesting additional services.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Confidentiality / Disclosure with parental consent	P/P #:	
Part:	1303 Financial and Administrative Requirements	PC Approval Date:	
Subpart:	<i>C – Protection for the Privacy of Child Records</i>	Last Reviewed Date:	
Section Title(s):	<i>Disclosures with, and without, parental consent</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1303.22 (a)	Monitoring Responsibility:	Management Team

(A) Policy	<p>(a) Disclosure with parental consent.</p> <p>(1) Subject to the exceptions in paragraphs (b) and (c) of this section, the procedures to protect PII must require the program to obtain a parent’s written consent before the program may disclose such PII from child records.</p> <p>(2) the procedures to protect PII must require the program to ensure the parent’s written consent specifies what child records may be disclosed, explains why the records will be disclosed, and identifies the part or class of parties to whom the records may be disclosed. The written consent must be signed and dated.</p> <p>(3) “Signed and dated written consent” under this part may include a record and signature in electronic form that:</p> <p>(i) Identifies and authenticates a particular person as the source of the electronic consent; and,</p> <p>(ii) Indicates such person’s approval of the information.</p> <p>(4) The program must explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time. If a parent revokes consent, that revocation is not retroactive and therefore does not apply to an action that occurred before the consent was revoked.</p>
(B) Responsibility	All staff

<p>(C) Procedure</p>	<ol style="list-style-type: none">1. Information about persons or families may be collected and / or released only when needed in the performance of duty and only the specific information required may be gathered and / or released.2. When gathering and / or releasing information from and / or to community agencies and individuals, staff will discuss with the families the need for the information and have the client / parent / legal guardian sign the Authorization for Release of Information or request a signed authorization from the requesting entity.3. Staff will write the information clearly and concisely; will not use terms that are vague or can be misconstrued to mean something else.4. Mercer County Head Start's Release of Information form includes all the requirements as set forth by this policy / HSPPS.5. Staff are to ensure parent / legal guardian understand their right to revoke a release at any time.6. Mercer County Head Start does not currently utilize electron signature capability.7. All release of information requiring a parent's signature will be completed in person between the staff member and parent / legal guardian.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Confidentiality / Disclosure with parental consent	P/P #:	
Part:	1303 Financial and Administrative Requirements	PC Approval Date:	
Subpart:	<i>C – Protection for the Privacy of Child Records</i>	Last Reviewed Date:	
Section Title(s):	<i>Disclosures with, and without, parental consent</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1303.22 (a)	Monitoring Responsibility:	Management Team

(A) Policy	<p>(a) Disclosure with parental consent.</p> <p>(1) Subject to the exceptions in paragraphs (b) and (c) of this section, the procedures to protect PII must require the program to obtain a parent’s written consent before the program may disclose such PII from child records.</p> <p>(2) the procedures to protect PII must require the program to ensure the parent’s written consent specifies what child records may be disclosed, explains why the records will be disclosed, and identifies the part or class of parties to whom the records may be disclosed. The written consent must be signed and dated.</p> <p>(3) “Signed and dated written consent” under this part may include a record and signature in electronic form that:</p> <p>(i) Identifies and authenticates a particular person as the source of the electronic consent; and,</p> <p>(ii) Indicates such person’s approval of the information.</p> <p>(4) The program must explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time. If a parent revokes consent, that revocation is not retroactive and therefore does not apply to an action that occurred before the consent was revoked.</p>
(B) Responsibility	All staff

(C) Procedure

1. Information about persons or families may be collected and / or released only when needed in the performance of duty and only the specific information required may be gathered and / or released.
2. When gathering and / or releasing information from and / or to community agencies and individuals, staff will discuss with the families the need for the information and have the client / parent / legal guardian sign the Authorization for Release of Information or request a signed authorization from the requesting entity.
3. Staff will write the information clearly and concisely; will not use terms that are vague or can be misconstrued to mean something else.
4. Mercer County Head Start's Release of Information form includes all the requirements as set forth by this policy / HSPPS.
5. Staff are to ensure parent / legal guardian understand their right to revoke a release at any time.
6. Mercer County Head Start does not currently utilize electron signature capability.
7. All release of information requiring a parent's signature will be completed in person between the staff member and parent / legal guardian.

Mercer County Head Start Policies and Procedures

P/P Topic:	Confidentiality / Disclosure without parental consent, but with parental notice	P/P #:	
Part:	1303 Financial and Administrative Requirements	PC Approval Date:	
Subpart:	<i>C – Protection for the Privacy of Child Records</i>	Last Reviewed Date:	
Section Title(s):	<i>Disclosures with, and without, parental consent</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1303.22 (b)	Monitoring Responsibility:	Management Team

(A) Policy	(b) Disclosure without parental consent but with parental notice and opportunity to refuse. The procedures to protect PII must allow the program to disclose such PII from child records without parental consent if the program notifies the parent about the disclosure, provides the parent, upon the parent’s request a copy of the PII from child records to be disclosed in advance, and gives the parent an opportunity to challenge and refuse disclosure of the information in the records, before the program forwards the records to officials at a program, school, or school district in which the child seeks or intends to enroll or where the child is already enrolled so long as the disclosure is related to the child’s enrollment or transfer.
(B) Responsibility	All staff
(C) Procedure	<ol style="list-style-type: none"> 1. Information about persons or families may be collected and / or released only when needed in the performance of duty and only the specific information required may be gathered and / or released. 2. At the time of enrollment, parent / guardian will be informed that specific demographic information will be released to the District’s EMIS system. 3. Also, at the time of enrollment, parent / guardian will be informed that if the child / family were to leave the area and the child was still age eligible for Early Head Start or Head Start, the family advocate would notify the local Head Start agency and release information for the Head Start agency to contact the family for transfer into the program.

	<p>4. Documentation of this notification is found on the Parent Permission for Program Services as well as case notes.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Confidentiality / Written agreements	P/P #:	
Part:	1303 Financial and Administrative Requirements	PC Approval Date:	
Subpart:	<i>C – Protection for the Privacy of Child Records</i>	Last Reviewed Date:	
Section Title(s):	<i>Disclosures with, and without, parental consent</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1303.22 (d)	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(d) When a program establishes a written agreement with a third party, the procedures to protect such PII must require the program to annually review and, if necessary, update the agreement. If the third party violates the agreement, then the program may:</p> <p>(1) Provide the third party an opportunity to self-correct; or,</p> <p>(2) Prohibit the third party from access to records for a set period of time as established by the programs governing body and policy council.</p>
(B) Responsibility	Director
(C) Procedure	<p>The program enters into agreements with providers to ensure children and families receive the highest quality services available. These agreements are referred to as contracts, memorandums of understanding, and Interagency Agreements.</p> <p>Within these documents, the program provides the framework for the protection of PII and provides contracted employees with training on confidentiality.</p> <p>The governing bodies are to review contracts, MOUs, and IAGs annually.</p>

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Mercer County Head Start Policies and Procedures

P/P Topic:	Confidentiality / Written agreements	P/P #:	
Part:	1303 Financial and Administrative Requirements	PC Approval Date:	
Subpart:	<i>C – Protection for the Privacy of Child Records</i>	Last Reviewed Date:	
Section Title(s):	<i>Disclosures with, and without, parental consent</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	1303.22 (d)	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(d) When a program establishes a written agreement with a third party, the procedures to protect such PII must require the program to annually review and, if necessary, update the agreement. If the third party violates the agreement, then the program may:</p> <p>(1) Provide the third party an opportunity to self-correct; or,</p> <p>(2) Prohibit the third party from access to records for a set period of time as established by the programs governing body and policy council.</p>
(B) Responsibility	Director
(C) Procedure	<p>The program enters into agreements with providers to ensure children and families receive the highest quality services available. These agreements are referred to as contracts, memorandums of understanding, and Interagency Agreements.</p> <p>Within these documents, the program provides the framework for the protection of PII and provides contracted employees with training on confidentiality.</p> <p>The governing bodies are to review contracts, MOUs, and IAGs annually.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Physical Health Exam requirement	P/P #:	
Part:		PC Approval Date:	
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	Family Advocates
Related Performance Standard(s):		Monitoring Responsibility:	HCSM

(A) Policy	Per Ohio Department of Education Licensing Regulation 3301-37-08 A, B-2, a completed physical exam and current immunization record / signed waiver must be obtained within 30 days of entry into the program. This is required for all federal and state-funded children.
(B) Responsibility	Family Advocates
(C) Procedure	<p>At the time of application, parent / guardian will be notified that upon acceptance and enrollment the parent / guardian must submit a physical examination of the child that is no more than 12 months old.</p> <p>The physical examination must be completed on the Mercer County Head Start physical form or an ODE or ODJFS childcare physical examination document.</p> <p>Notices of this requirement are given at application, enrollment, summer reminders, orientation, and home visits.</p> <p>Family Advocates with support from the HCSM will notify parent / guardian when the 30 day grace period has expired and the child can no longer attend the program.</p> <p>The child will be marked as absent until the physical is returned to the center.</p> <p>Family Advocates assist families in locating medical coverage and medical providers to ensure the physical form is completed within the time limit.</p> <p>In the event that families have exhausted all resources to obtain the required physical, the program may cover the cost of the physical exam to ensure the child returns to the program as soon as possible.</p> <p>According to ODE the physical form must be signed by a Physician, Physician's Assistant, Clinical Nurse Specialist, or Certified Nurse.</p> <p>Family Advocates collect the physical forms.</p> <p>Family Advocates copy the physical forms and give a copy to the bus driver, and classroom staff.</p> <p>The Family Advocate submits the physical form to the HCSM.</p> <p>The HCSM or the IT Secretary enter the data into the COPA</p>

	<p>system and then files the original in the child's physical file. Homeless children are excluded from this requirement if the obtainment of a physical would impede service delivery.</p>
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