

## Overview of Changes to Health Services Policies and Procedures

Changed Health Specialist to Family Service Administrator

Changed Health Assistant to Health Coordinator

Changed all 1304 Head Start Performance Standards to 1302 Performance Standards

Added:

Spot Screen Policy to Vision Requirements:

Spot Screen will be used on all students and any student that fails the spot screen will be referred to an eye doctor for a professional exam.

Kept HOTV vision procedure for new students that start after the initial spot screening process

Missing Information Policy:

Revised the missing information policy to include a timeline for missing information forms to be sent to parent. 1<sup>st</sup> notice on Sept. 15, 2<sup>nd</sup> notice on Oct. 1<sup>st</sup> and referral made to Family Service Administrator/Health Coordinator by Oct. 15<sup>th</sup> for any student that does not have their 90 day requirements. Following referral to FSA/HC, a monthly health reminder will be sent on the 1<sup>st</sup> of each month until requirements are completed.

Omission:

Lead Questionnaire policy

Minor grammatical corrections