

OUTCOME: To support families in accessing community services and resources

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
1304.40 Family Partnerships (a) Family Goal Setting (b) Accessing Community Services and Resources (c) Services to Pregnant Women who are Enrolled in Programs Serving Pregnant Women, Infants and Toddlers (d) Parent Involvement - General (e) Parent Involvement in Child Development and Education (f) Parent Involvement in Health, Nutrition, and Mental Health Education (g) Parent Involvement in Community Advocacy (h) Parent Involvement in Transition Activities (i) Parent Involvement in Home Visits				

OUTCOME: To support parents as they identify and meet their own goals.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
1304.40(a)(1) (a) family goal setting (1) grantee 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 initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process	✓ to establish a partnership with families, staff will provide information about the program, information regarding confidentiality, and in return, families will provide information about themselves	Parent Handbook, Confidentiality Policy, Family Survey, Balanced Life Wheel, Eco-map, Home Visit Summary	Family Advocate, Home Visitor, Family	as soon after acceptance as possible, no later than third visit

OUTCOME: To support parents as they identify and meet their own goals.

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<p>1304.40(a)(2)</p> <p>(2) as part of this ongoing partnership, grantee and delegate agencies must offer parents opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them. In home-based program options, this agreement must include the above information as well as the specific roles of parents in home visits and group socialization activities (see 45 CFR 1306.33(b))</p>	<ul style="list-style-type: none"> ✓ to develop ongoing individualized family partnership agreements ✓ home based option - parents will lead home visits with guidance from Home Visitor 	<p>Individualized Family Partnership Agreement (Goal Sheets, Balanced Life Wheel, Eco-map), Home Visit Summary</p> <p>Home Visit plans</p>	<p>Family Advocate, Home Visitor, Family</p> <p>Home Visitor, Family</p>	<p>ongoing</p> <p>ongoing</p>

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<p>1304.40(a)(3)</p> <p>(3) to avoid duplication of effort, or conflict with, any pre-existing family plans developed between other programs and the Early Head Start or Head Start family, the family partnership agreement must take into account, and build upon as appropriate, information obtained from the family and other 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.</p>	<ul style="list-style-type: none"> ✓ identify additional agencies/programs with family by identifying type of service, contact person and length of service ✓ obtain release of information from family to exchange information with other service providers ✓ collaborate with service providers by arranging for a team meeting 	<p>Enrollment Application, Family Survey, Home Visit Summary, Goal Sheet</p> <p>Release of Information Form (Parent Acceptance Release)</p> <p>pre-review mtg.</p> <p>case review</p> <p>case conference (later including family)</p>	<p>Family Advocate, Home Visitor, Family</p> <p>Family Advocate, Home Visitor, Family</p> <p>Service Provider, Family Advocate and Family</p> <p>Management team, Family Advocate, Home Visitor, Teacher and Classroom Staff (as needed), Service provider</p> <p>(Above group) and Family</p>	<p>initial home visit, ongoing</p> <p>as needed</p> <p>as needed</p> <p>as needed</p> <p>as needed (following case review)</p>

OUTCOME: To support parents as they identify and meet their own goals.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(a)(4) & (5)</p> <p>(4) a variety of opportunities must be created by grantee and delegate agencies for interaction with parents throughout the year</p> <p>(5) meetings and interactions with families must be respectful of each family's diversity and cultural and ethnic background</p>	<ul style="list-style-type: none"> ✓ provide opportunities for interaction with parents through home visits, parent meetings, family involvement days, various program activities and community events ✓ ensure the respectful consideration of each family's diversity and cultural and ethnic background ✓ provide diversity training to staff as it relates to families in the community 	<p>Home Visit Summaries, notes home from staff (reminders and permission slips) and classroom monthly newsletters</p> <p>Family Traditions Form</p> <p>training guides and community professionals</p>	<p>EHS & Head Start Staff</p> <p>EHS, Head Start Staff</p> <p>Child Development Special Projects Coordinator, Agency Training Coordinator</p>	<p>ongoing</p> <p>initial home visit, ongoing</p> <p>ongoing</p>

OUTCOME: To support families in accessing community services and resources.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(b)(1)</p> <p>(b) accessing community services and resources</p> <p>(1) grantee and delegate agencies 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:</p>	<ul style="list-style-type: none"> ✓ provide up-to-date resource list to identify community services and/or resources that meet family needs and assists in achieving goals ✓ make appropriate reference in the family partnership agreement process to community resources ✓ assist families in locating services, translators in family's preferred language ✓ form partnerships with other community agencies to assist families to gain access to services and resources 	<p>Resource List</p> <p>Individualized Family Partnership Goal Sheets, Home Visit Summary, Running Records</p> <p>Home Visit Summary, Running Records</p> <p>Memorandum of Understanding</p>	<p>Family Partnership/Parent Involvement Office, Family Advocates, Home Visitors, Classroom Staff</p> <p>Family Advocate, Home Visitor, Classroom Staff</p> <p>Center and/ or Home Based Staff, Family Advocate</p> <p>Administration, Center, Family Advocate and / or Home Based Staff</p>	<p>annually</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(b)(1)(i)</p> <p>(i) emergency or crisis assistance in areas such as food, housing, clothing and transportation;</p>	<p>✓ provide crisis intervention training to staff in order to address immediate needs.</p> <p>✓ make appropriate referrals and provide support to families that need immediate assistance in areas of food, housing, clothing & transportation</p>	<p>training guides, community professionals</p> <p>Home Visit Summary, Running Record, Individualized Family Partnership Goal Sheets</p>	<p>Family Partnership Parent Involvement Office, CDD Special Projects Coordinator, Agency Training Coordinator</p> <p>Family Advocate, Home Visitor, Classroom Staff</p>	<p>annually, ongoing</p> <p>ongoing, as needed</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(b)(1)(ii)</p> <p>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 abuse, child abuse and neglect, and domestic violence; and</p>	<p>✓ provide opportunities for families to become familiar with issues such as substance abuse, child abuse/neglect, domestic violence</p>	<p>Parent Meetings, educational handouts, home visits, Family Involvement Day</p>	<p>Family Advocate, Home Visitor, Community Educators, Classroom Staff</p>	<p>ongoing</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(b)(1)(iii)</p> <p>(iii) opportunities for continuing education and employment training and other employment services through formal and informal networks in the community</p>	<p>✓ provide information and referrals to education and training programs</p>	<p>Home Visit Summary, Individualized Family Partnership Agreement, Running Record</p>	<p>Family Advocate, Home Visitor</p>	<p>ongoing</p>
	<p>✓ assist parents to participate and keep record of volunteer work and training activities</p>	<p>In-kind Sheets, Parent Involvement Tracking, Running Record</p>	<p>Family Advocate, Home Visitor, Classroom Staff and Family</p>	<p>ongoing</p>
	<p>✓ establish a formal career path within the Head Start program</p>	<p>Volunteer, Sub, Staff, Parent Involvement Tracking, Running Record, Sub Packet</p>	<p>Family, Family Advocate, Classroom Staff</p>	<p>ongoing</p>
	<p>✓ forming partnerships with family literacy programs, training programs, employment service programs to include Head Start as a formal training or work site for community educational programs, colleges and high schools</p>	<p>Memorandums of Understanding, Parent Meetings, In-kind, evaluation tool (thru intern or outside agency program)</p>	<p>Administration and Classroom Staff</p>	<p>ongoing</p>

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Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(b)(2)</p> <p>(2) grantee and delegate agencies must follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances</p>	<ul style="list-style-type: none"> ✓ provide opportunities for families to identify services provided and their satisfaction with them ✓ advocate on behalf of families, when services have not met family expectations or needs ✓ provide opportunities for service providers to identify services rendered and barriers to service delivery experienced, as well as collaborating to address these barriers 	<p>Home Visit Summary, Individualized Family Partnership Agreement, Follow-up, Running Record, COPA, Parent Survey</p> <p>Case Reviews, Case Conferences, Home Visit Summary, Running Record</p> <p>Advisory Committees, correspondence (verbal and written), Running Record, Collaborative Agreements</p>	<p>CDD Special Projects Coordinator, Division Director, Family Advocate, Home Visitor</p> <p>Family Advocate, FCP/PI Staff</p> <p>Community committees, Total Staff</p>	<p>annually, as needed</p> <p>as needed</p> <p>quarterly, as needed</p>

OUTCOME: To assist and support pregnant women in accessing and maintaining services regarding prenatal and postpartum care.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(c)(1)(i)</p> <p>(c) services to pregnant women who are enrolled in programs serving pregnant women, infants and toddlers</p> <p>(1) Early Head Start grantee and delegate agencies must assist pregnant women to access comprehensive prenatal and postpartum care, through referrals, immediately after enrollment in the program. This care must include:</p> <p>(i) early and continuing risk assessments which include an assessment of nutritional status as well as nutrition counseling and food assistance, if necessary;</p>	<ul style="list-style-type: none"> ✓ Assist pregnant and breast feeding women and their families in accessing medical care and identifying resources to meet their needs. ✓ Provide education on substance abuse, nutrition, fetal development, child birth, breast feeding and infant care. ✓ Assist pregnant women and families to identify support networks and assistance. ✓ Provide access to support groups 	<p>Referrals, HV Summary, FPA, COPA, Running Record</p> <p>Bulletin boards, handouts, brochures, "Partners for Healthy Baby Curriculum</p> <p>Eco-map, Balanced Life Wheel</p> <p>Socializations, Perinatal Network, Public Health Dept.</p>	<p>Health Specialist, F&CP Dept., Health & Nutrition Dept., Home Visitors, Family Advocate, Health Services Advisory Committee</p> <p>Health Specialist, Home Visitor, Family Advocate, F&CP Dept., Health & Nutrition Dept.</p> <p>Health Specialist, Home Visitor, Family Advocate, Health & Nutrition Dept.</p> <p>Family Advocate, Health Specialist, Home Visitor, Health & Nutrition Dept., and F&CP Dept.</p>	<p>enrollment , ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>

OUTCOME: To assist and support pregnant women in accessing and maintaining services regarding prenatal and postpartum care.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(c)(ii)(iii)</p> <p>(ii) Health promotion and treatment, including medical and dental examinations on a schedule deemed appropriate by the attending health care providers as early in the pregnancy as possible; and</p> <p>(iii) Mental health interventions and follow-up, including substance abuse prevention and treatment services, as needed.</p>	<ul style="list-style-type: none"> ✓ Provide education and assistance to pregnant women and families to access and make regular visits for medical care throughout the pregnancy ✓ Assist expectant parents to identify and access resources available in the community to meet their day to day needs ✓ Provide information and assist with accessing mental health intervention and resources to address substance abuse and treatment 	<p>Home Visit Summary, IFSA, COPA, Running Record</p> <p>Resource List, IFPA, Home Visit Summary, COPA, Running Record</p> <p>Resource List, handouts and Home Visit Summary</p>	<p>Health Specialist, Home Visitor, Family Advocate, Health & Nutrition Dept.</p> <p>Health Specialist, Family Advocate, Home Visitor, Health & Nutrition Dept.</p> <p>Mental Health Consultant, Home Visitor, Health Specialist, Family Advocate, Health & Nutrition Dept.</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(c)(2)(3)</p> <p>(2) Grantee and delegate agencies must provide pregnant women and other family members, as appropriate, with prenatal education on fetal development (including risks from smoking and alcohol), and postpartum recovery (including maternal depression).</p> <p>(3) Grantee and delegate agencies must provide information on the benefits of breast feeding to all pregnant and nursing mothers. For those who choose to breast feed in center-based programs, arrangements must be provided as necessary.</p>	<ul style="list-style-type: none"> ✓ Provide education on fetal development, smoking and alcohol, and postpartum ✓ Provide information and support to mothers and families on the benefits of breast feeding ✓ Providing accommodations for storage of breast milk ✓ Nutrition for nursing mother ✓ Accommodations for mother/baby nursing ✓ Provide Certified Lactation Consultants on staff 	<p>Home Visit Summary, Prenatal teaching, postnatal plans, Partnership for Healthy Baby Curriculum</p> <p>Resource list, referral, Home Visit Summaries</p> <p>proper refrigeration</p> <p>Referral</p> <p>Privacy</p> <p>Trained Staff</p>	<p>Family Advocate, Home Visitor, Health Specialist, Health & Nutrition Dept., F&CP Dept., Ed/Special Services Dept.</p> <p>Family Advocate, Home Visitor, Health Specialist, Health Manager</p> <p>Staff, Health & Nutrition Dept.,</p> <p>Health Specialist</p> <p>Center staff</p> <p>Health Specialist, Health Manager</p>	<p>ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>

OUTCOME: Build and maintain parent involvement.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(d)(1)(2)(3)</p> <p>(d) Parent involvement - general</p> <p>(1) In addition to involving parents in program policy-making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and 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.</p> <p>(2) Early Head Start and Head Start settings must be open to parents during all program hours. Parents must be welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and must not be required as a condition of the child's enrollment.</p> <p>(3) Grantee and delegate agencies must provide parents with opportunities to participate in the program as employees or volunteers (see 45 CFR 1304.52(b)(3) for additional requirements about hiring parents).</p>	<ul style="list-style-type: none"> ✓ Assist parent interests ✓ Provide various activities that address educational, social, and emotional needs ✓ Encourage interagency program collaboration in planning, developing and implementing parent involvement activities ✓ Ensure parent access to all Head Start centers during programs hours through observing, volunteering, and substitute employees ✓ Provide opportunities for parents to participate in center activities ensuring that parent participation is not a requirement for enrollment ✓ provide opportunities for parents to participate as volunteers and/or be provided agency/program employment information and opportunities 	<p>Home Visit, Home Visit Summary, Parent Surveys</p> <p>Monthly Calendar, Parent Meetings, Home Visits, special workshops</p> <p>Collaborative Agreements</p> <p>Parent Handbook, Monthly Calendar, Parent Orientation, volunteering, substituting</p> <p>Parent Handbook</p> <p>Parent Handbook</p>	<p>Family Advocate, Home Visitor, PI Manager</p> <p>Family Advocate, Home Visitor, PI Manager</p> <p>All Staff</p> <p>All Staff</p> <p>Teacher, Family Advocate, Home Visitor, PI Manager</p> <p>Family Advocate, Home Visitor, Teacher, Human Resources</p>	<p>immediately following enrollment, ongoing</p> <p>ongoing</p> <p>as needed</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>

OUTCOME: To enhance parental involvement in child development and education, supporting children's growth and learning in the classroom

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(e)(1)(2)(3)</p> <p>(e) Parent involvement in child development and education.</p> <p>(1) Grantee and delegate agencies must provide opportunities to include parents in the development of the program's curriculum and approach to child development and education (see 45 CFR 1304.3(a)(5) for a definition of curriculum).</p> <p>(2) Grantee and delegate agencies operating home-based program options must build upon the principles of adult learning and assist, encourage, and support parents as they foster the growth and development of their children.</p> <p>(3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs of their children and to share concerns about their children with program staff (see 45 CFR 1304.21 for additional requirements related to parent involvement).</p>	<ul style="list-style-type: none"> ✓ form committee of parents to assist with development of the curriculum ✓ provide parents and staff with information on developmentally appropriate practices ✓ engage parents in the development of the weekly home visit plan ✓ provide "hands-on" parent/child activities during home visits ✓ provide positive feedback to parents regarding their involvement in their child's education ✓ to encourage parents to use home materials and family routines to help children learn concepts, develop language and other skills, and explore feelings. ✓ to review activities and experiences since last visit, providing an opportunity for discussion of child development principles, appropriate activities, behavior management strategies and family concerns about children ✓ provide early childhood development training or workshop experiences for parents 	<ul style="list-style-type: none"> committee of parents child development training home visit plan home visit plan home visit plan home visit plan home visit plan, home visit summary, running record monthly calendars, parent meetings 	<ul style="list-style-type: none"> PI Manager, Education Coordinator Training Spec., FA, Home Visitor PI Manager Home Visitor, Family Home Visitor, Family Home Visitor Education staff, Home Visitor Home Visitor, Family Advocate, PI Manager Home Visitor, Family Advocate, PI Manager 	<ul style="list-style-type: none"> annually annually ongoing, weekly ongoing, weekly ongoing, weekly ongoing, weekly ongoing Ongoing

OUTCOME: To enhance parental knowledge/involvement in child development and education, supporting children's growth and learning in the home and in the classroom.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(e)(4)(i)(ii)</p> <p>(4) Grantee and delegate agencies 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>(i) Increasing family access to materials, services, and activities essential to family literacy development; and</p> <p>(ii) Assisting parents as adult learners to recognize and address their own literacy goals.</p>	<ul style="list-style-type: none"> ✓ Plan literacy activities that involve both parent and child ✓ Encourage families to check books out of the public library ✓ Utilize literacy volunteers, provide appropriate referrals to literacy programs ✓ Establish a book-lending program ✓ Promote partnerships with local libraries, museums, and family literacy programs 	<p>home visits, home visit summary, monthly calendar, family involvement day</p> <p>home visits, family involvement day, field trips</p> <p>individualized Family Partnership Agreement, home visit summary</p> <p>literacy bear</p> <p>collaborative agreements</p>	<p>total staff</p> <p>total staff</p> <p>Family Advocate, Home Visitor, family</p> <p>total staff</p> <p>total staff</p>	<p>ongoing</p> <p>ongoing</p> <p>as needed</p> <p>ongoing</p> <p>ongoing</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(e)(5)</p> <p>(5) In addition to the two home visits, teachers in center-based programs must conduct staff-parent conferences, as needed, but no less than two per program year, to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program (see 45 CFR 1304.21(a)(2)(iii) and 45 CFR 1304.40(l) for additional requirements about staff-parent conferences and home visits).</p>	<p>✓ Provide parent/teacher conferences each program year</p>	<p>parent/teacher conference</p>	<p>education staff</p>	<p>Nov./Dec., Apr./May</p>

OUTCOME: To support and assist parents in maintaining the health and nutrition of their children.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(f)(1)</p> <p>(f) Parent involvement in health, nutrition, and mental health education.</p> <p>(1) Grantee and delegate agencies must provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families.</p>	<p>✓ Provide medical, dental, nutrition and mental health education programs for program staff, parents and families</p>	<p>monthly calendar, parent meetings, agency/Head Start trainings</p>	<p>total staff, Health Coordinator, Training Specialist</p>	<p>annually</p>

OUTCOME: To support and assist parents in maintaining the health and nutrition of their children

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(f)(2)(i)(ii)</p> <p>(2) grantee and delegate agencies must ensure that, at a minimum, the medical and dental health education program:</p> <p>(i) Assists parents in understanding how to enroll and participate in a system of ongoing family health care;</p> <p>(ii) 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; and</p> <p>(iii) Provides parents with the opportunity to learn the principles of preventive medical and dental health, emergency first-aid, occupational and environmental hazards, and safety practices for use in the classroom and in the home. In addition to information on general topics (e.g., maternal and child health and the prevention of Sudden Death Syndrome), information specific to health needs of individual children must also be made available to the extent possible.</p>	<ul style="list-style-type: none"> ✓ Provide assistance to families in all aspects involved in securing ongoing family health care ✓ Assist parents to schedule medical and dental appointments ✓ Provide transportation for family when needed or refer family to community transportation services ✓ Accompany family to appointment when needed to advocate on behalf of family's needs ✓ Provide parents with opportunities to learn about preventive medical and dental health, emergency first-aid, occupational and environmental hazards and safety practices as well as information that meets the individual needs of children 	<p>home visit summary, individualized Family Partnership Agreement, running records</p> <p>home visit summary</p> <p>Head Start van, home visit summary</p> <p>home visit summary</p> <p>parent meetings, workshops, handouts</p>	<p>Health Manager, Family Advocate, Home Visitor</p> <p>Family Advocate, Home Visitor</p> <p>Family Advocate, Home Visitor</p> <p>Family Advocate, Home Visitor</p> <p>Health Manager, Nutrition Manager, staff</p>	<p>as needed</p> <p>as needed</p> <p>as needed</p> <p>as needed</p> <p>ongoing</p>

OUTCOME: To support and assist parents in maintaining the health and nutrition of their children.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(f)(3)(i)(ii)</p> <p>(3) Grantee and delegate agencies must ensure that the nutrition education program includes, at a minimum:</p> <p>(i) Nutrition education in the selection and preparation of foods to meet family needs and in the management of food budgets; and</p> <p>(ii) Parent discussions with program staff about the nutritional status of their child</p>	<ul style="list-style-type: none"> ✓ Provide programs, both in partnership with outside agencies and self-developed, that address needs ✓ Provide sessions in nutrition food preparation ✓ Field trips ✓ As follow-up to lead screenings, parents will be given information re: hematocrits, and any nutritional information needed for the continued health or to improve poor nutritional habit ✓ As follow-up to height and weight screenings, any information pertaining to over or under weight children will be discussed ✓ Observations by teaching staff or home visitors regarding eating habits will be discussed with parents 	<p>Monthly calendar, collaborative agreements, home visit summary</p> <p>Family involvement day, classroom activities, parent meetings</p> <p>Monthly calendar, lesson plans</p> <p>Running records, home visit summary, lead screening notice</p> <p>Height/weight screening tool</p> <p>Written correspondence, home visits, home visit plans</p>	<p>Nutrition Manager, total staff</p> <p>Education staff, Family Advocate, Home Visitor</p> <p>Education staff</p> <p>Nutrition Manager, Health Manager, Family Advocate, Home Visitor</p> <p>Health Manager, Nutrition Manager, staff</p> <p>Education staff</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>as needed</p> <p>as needed</p> <p>as needed</p>

OUTCOME: To support and assist parents in maintaining the health and nutrition of their children.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(f)(4)(i)(ii)&(iii)</p> <p>(4) Grantee and delegate agencies must ensure that the mental health education program provides, at a minimum (see 45 CFR 1304.24 for issues related to mental health education);</p> <p>(i) A variety of group opportunities for parents and program staff to identify and discuss issues related to child mental health;</p> <p>(ii) Individual opportunities for parents to discuss mental health issues related to their child and family with program staff; and</p> <p>(iii) The active involvement of parents in planning and implementing any mental health interventions for their children</p>	<p>✓ Provide mental health education group opportunities for parents and staff on issues related to child mental health</p> <p>✓ Provide individual opportunities for parents to discuss mental health issues related to their child and family with program staff</p> <p>✓ Ensure involvement of parents in planning and implementing any mental health interventions for their children</p>	<p>monthly calendar, parent workshops</p> <p>home visits, mental health referrals, home visit summaries</p> <p>mental health referrals, parent/teacher conference, individualized Family Partnership Agreement</p>	<p>Special Services Manager, staff</p> <p>Special Services Manager, staff</p> <p>Special Services Manager, staff</p>	<p>as needed</p> <p>as needed</p> <p>as needed</p>

OUTCOME: To support and encourage parent involvement in the community

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(g)(1)(i)(ii)</p> <p>(g) Parent involvement in community advocacy</p> <p>(1) Grantee and delegate agencies must:</p> <p>(i) 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; and</p> <p>(ii) Establish procedures to provide families with comprehensive information about community resources (see 45 CFR 1304.41(a)(2) for additional requirements)</p>	<ul style="list-style-type: none"> ✓ Encourage parents to sit on advisory committees, boards, neighborhood action and focus groups ✓ Invite representatives from community groups into programs to provide community information ✓ Utilize comprehensive community resource list to identify community services and/or resources that meet family needs and assist on achieving goals as stated in the individualized Family Partnership Agreement 	<p>monthly calendar of events, home visit summary</p> <p>parent meetings, parent workshops, focus group mtg.</p> <p>resource list</p>	<p>Family Advocate, Home Visitor</p> <p>Family Advocate, Home Visitor, Training Specialist</p> <p>total staff</p>	<p>ongoing</p> <p>as needed</p> <p>ongoing</p>

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(g)(2)</p> <p>(2) 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</p>	<ul style="list-style-type: none"> ✓ Invite and encourage parents to participate in Policy Council, parent groups, sub-committees, and advisory committees ✓ Encourage parents to participate in community events through community workshops 	<p>advocacy workshops, parent meetings, Policy Council, parent activities</p> <p>community events</p>	<p>total staff</p> <p>total staff</p>	<p>ongoing</p> <p>ongoing</p>

OUTCOME: Encourage and support active parental involvement in the aspects of transition

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(h)(1) - (4)</p> <p>(h) Parent involvement in transition activities</p> <p>(1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title 1 of the Elementary and Secondary Education Act preschool program, or a child care setting.</p> <p>(2) 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 while enrolled in Early Head Start or Head Start.</p> <p>(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:</p> <p>(i) 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</p> <p>(ii) 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</p> <p>(4) See 45 CFR 1304.41 (c) for additional standards related to children's transition to and from Early Head Start or Head Start</p>	<p>✓ Utilize local community resources and collaboration to provide further education and training for parents/care givers</p>	<p>parent meetings, advocacy workshops, IEP meetings, CPSE meetings, kindergarten readiness meetings, parent/teacher conferences</p>	<p>Family Advocates, teachers, staff</p>	<p>ongoing, May</p>

OUTCOME: To provide home visits to families, building respectful relationships

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(i)(1)</p> <p>(i) Parent involvement in home visits</p> <p>(1) Grantee and delegate agencies must not require that parents permit home visits as a condition of the child's participation in Early Head Start or Head Start center-based options. Every effort must be made to explain the advantages of home visits to the parents</p>	<p>✓ Provide home visits to families, not making it a requirement of enrollment</p>	<p>home visits, parent handbook, new parent orientation</p>	<p>total staff</p>	<p>ongoing</p>

OUTCOME: To provide home visits to families, building respectful relationships

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(i)(2)(3)</p> <p>(2) The child's teacher in center-based 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 1306.32(b)(8). Other staff working with the family must make or join home visits, as appropriate</p> <p>(3) Grantee and delegate agencies must schedule home visits at times that are mutually convenient for the parents or primary care givers and staff</p>	<p>✓ To provide two home-teaching visits per program year for each child enrolled in the program, center-based option</p> <p>✓ To provide home visits on a regular basis to support the family partnership</p> <p>✓ To provide home visits accommodating parents or primary care givers and staff's schedules</p>	<p>home visit plans running records</p> <p>home visit summary, running record, Individualized family partnership goal sheets</p> <p>flexible hours, home visits</p>	<p>Education staff</p> <p>Family Advocate, Home Visitors, Health Specialists</p> <p>Family Advocate, Home Visitor, Health Specialists Education staff</p>	<p>2 per year</p> <p>ongoing, weekly and/ or monthly depending on requirements and when able</p> <p>ongoing, weekly and/ or monthly depending on requirements and when able</p>

OUTCOME: To provide home visits to families, building respectful relationships.

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.40(i)(4)(5)(6)</p> <p>(4) 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 at an Early Head Start or Head Start site or at another safe location that affords privacy. Home visits in home-based program options must be conducted in the family's home. (See 45 CFR 1306.33 regarding the home-based program option).</p> <p>(5) 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</p> <p>(6) Grantee and delegate agencies serving infants and toddlers must arrange for health staff to visit each newborn within two weeks after the infant's birth to ensure the well-being of both the mother and the child</p>	<p>✓ To provide an appropriate setting for a visit outside of the home</p> <p>✓ For home-based option, to provide weekly home visits in the home of the family</p> <p>✓ In Early Head Start to provide home visits to families with a newborn, within 2 weeks of birth to ensure the well-being of both mother and child</p>	<p>Head Start center, or a quiet, private location</p> <p>home visit plans, running records</p> <p>home visit summary</p>	<p>Family Advocate, Home Visitor</p> <p>Home Visitor</p> <p>Nurse</p>	<p>ongoing</p> <p>weekly, ongoing</p> <p>as needed</p>

