

Individual Care Plan

Policy: Bridges Early Head Start, Head Start staff and EHS-CCP will develop and implement a care plan for any enrolled child with an observable, known or suspected health problem.

Performance Standard Reference: 1304.20(a)(l)(iii) and (iv)

Procedure:

- The Health Manager will assess a child's condition based on information, observation, communication and documentation that is provided by the parent, staff, primary care physician or other agency within 45 days of child entering the program.
- The Health Manager will determine the need for an Individual Care Plan.
- The Health Manager will initiate care planning using the **Individual Care Plan Form**.
- The Health Manager will ensure that all involved parties collaborate in the implementation of the plan.
- The Health Manager will work with the Family Advocate to secure a parent's signature on the plan. In the event that the parent is unavailable to sign, attempts to contact the parent will be documented in the child's file along with the plan. If a parent objects to the plan the parent must sign the form and indicate that they wish to refuse. The Health Manager will ensure that the parent knows the importance of the plan.
- The **Individual Care Plan Form** will be kept in the child's health folder and a copy will be sent to all parties involved in the plan. Additional modifications will be made if necessary.
- The **Individual Care Plan Form** will be reviewed and monitored no later than 4 months after the initial plan has been implemented. Progress, outcome and follow-up will be documented in Child Plus.

Reference Forms:

Individual Care Plan Form