



**Virginia State Head Start Health Advisory Committee Meeting**  
**September 16<sup>th</sup>**  
**Hanover Dept. of Social Services**  
**Richmond, Virginia**



**Meeting Notes**

- 1. Welcome and Introductions:** Dorothea Butts, Chair  
The meeting was called to order at 11:10 a.m.
- 2. Approval of minutes from previous meeting:**  
The minutes were approved as written following a motion to accept by TK Barnett and a second of the motion by Katie Humphrey.
- 3. Sherry Black, Children's Hospital Richmond VA**  
Sherry provided copies of the special edition of "Early Edition" which provides information on state and federal programs for children with special health care needs. Extra copies were available for those in attendance and there is a downloadable version of the issue in the "For Professionals" section of the Children's Hospital website:  
[www.childrenshosp-richmond.org](http://www.childrenshosp-richmond.org)
- 4. Denise Branscome, Head Start Collaboration Project; VA DSS:** Collaboration Office Update  
See attached report.  
Denise stated that Part C is moving to the Department of Health from the Department of Mental Health and Substance Abuse Services.  
The Head Start reauthorization act requires state collaboration offices to complete a needs assessment. The report will be sent to directors by October 1<sup>st</sup> and is divided into the eight priority areas for Head Start collaboration offices.  
The Home Visit Consortium has piloted basic training for home visitors. They looked at data elements common to all programs and created a matrix.
- 5. Bright Smiles in the Early Head Start Programs, Susan Pharr, MCH Oral Health Coordinator, Division of Dental Health, Virginia Dept. of Health**  
Oral Health Update: Flashcard sets have been developed for parent training on oral health. A limited number of sets were available at the meeting. Susan is available to provide staff training on oral health (1 hour in length for EHS teachers, 2 hours for home visitor training). She provides additional materials in addition to the training.  
"Give Kids a Smile" is scheduled for February 6<sup>th</sup>. Check the website for additional information. <http://www.ada.org/prof/events/featured/gkas/index.asp> .  
Leslie Pinkston is the contact for Virginia.
- 6. Maxine McKinney, Executive Director VHSA:**  
~Mobile Dental Units & Virginia Dental Association clarification: Maxine stated that there are two dental van companies that have sought to provide services in Virginia. One, Mobile Dentists of New Jersey completes only dental exams. They do not provide ongoing services. Southeastern Mobile Dental Services has been thoroughly researched and approved by the Virginia Head Start Association. They are available via telephone 24 hours a day, seven days week and provide referrals to local dentists when emergency or additional care is required beyond the scope of services provided on the van. In addition, they provide In-kind examinations to children without dental insurance.

~Maxine distributed copies of the Call for Proposals for the Virginia Head Start Association Conference scheduled for March 16-18<sup>th</sup> in Roanoke.

**7. Dr. Guylaine Richard, Region 3 Health Specialist**

System Approach to Health Services Delivery: Dr. Richard shared her paradigm / diagram (Handout) for Head Start health services delivery. The basic steps involve creating a Vision and communicating that vision within the program. This is followed by the "nursing process" steps of Assessment, Planning, Implementation, and Evaluation. Other vital aspects include adequate documentation and reporting (including the PIR) and monitoring so that needed changes may occur. Dr. Richard emphasized that our goal is to encourage the parent(s) to be involved in the health care of their child.

b. Questions & Answers

**7. Malinda Langford, T&TA Specialist**

Update: Malinda stated that state PIR information will be available soon.

She discussed the need for training for new Health Coordinators.

October 1<sup>st</sup> begins the new fiscal year for the federal government. This means that a new round of Federal Reviews will begin. The new monitoring tool will be available and training is scheduled to occur on October 13<sup>th</sup>.

Malinda discussed the need for prompt response to concerns identified in the screening process. She recommended that follow up occur within 30 days maximum. *Parent non-compliance should be documented in Family Partnership Agreements, in consultation with the Health Coordinator and documented with a Refusal Form, if necessary.*

Malinda discussed the importance of **tracking** whether it is accomplished via computer systems or by hand.

Malinda advised that programs need to be aware of nutrition guidelines. This may involve the need for an MOA / MOU or contract with a Nutritionist / Registered Dietician. The contract must be based on the Performance Standards. For those in public school programs, she advised that staff take control of those areas where they can make decisions and take action, such as for snacks.

Malinda also touched on areas of Pedestrian Safety training that is required within 30 days.

**8. Round Table, Questions & Answers, Ideas for next Health Advisory Committee Meeting.**

The Child Care Health Consultant course is being offered by the Virginia Department of Health on September 25<sup>th</sup>, 26<sup>th</sup>, October 2<sup>nd</sup> and 3<sup>rd</sup>. Contact Bethany Geldmaker.

Food Source Plus is a resource available for programs that must provide food and cleaning services. See the letter from VaHSA.

VHSA Annual Training Conference: March 16-18, 2009 Hotel Roanoke, VA

**Next Meeting – Mark your calendars!** Wednesday, November 19, 2008