



Ben Shelly
President

Rex Lee Jim
Vice President

NHSPC 218-01-2014

**RESOLUTION OF THE
NAVAJO HEAD START POLICY COUNCIL**

NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF FAMILY PARTNERSHIPS PROCESS

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1304.40 Family Partnerships. 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.
6. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: **(a)** in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and **(b)** through the provision to low-income children and their families of health, educational nutritional social, and other services based on family needs assessment; and
7. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
8. The Navajo Nation Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

NOW, THEREFORE BE IT, RESOLVED:

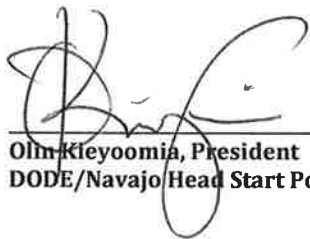
Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Family Partnership Process.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the DoDE Education Building which a quorum was present and that it was passed by vote of 12 in favor, 0 opposed, and 2 abstained, this 23rd day of **January 2014**.

Motion by: Maxine Calliditto

Second by: Paul Cowboy



Olin Kleyoomia, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474



Rex Lee Jim
Vice-President

NNBEJA-NHS-009-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Family Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #218-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

BOARD OF EDUCATION

Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bernadette Todacheene, Secretary
Members: Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools

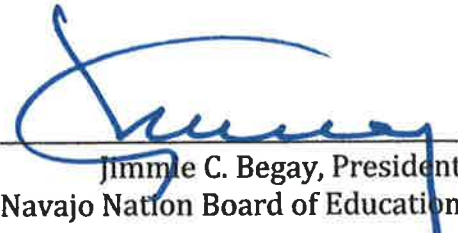
and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Katherine D. Arviso and seconded by Gloria Johns and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.



Jimmie C. Begay, President
Navajo Nation Board of Education

NAVAJO HEAD START
2013-2014 & 2014-2015 Family Engagement / Partnership Building

FE/PB 01:

Subject: Family Services

Grantee Program must have a Family Partnership

Scope: Navajo Head Start networks with surrounding resources to collaborate services based on Family Partnership Building. Family Partnership Building is developed with parents of enrolled children in Early Head Start / Head Start, to meet their needs/strengths through referral process, goal setting and planning. The program will maintain confidentiality and sensitivity of language, culture, and ethnicity.

Policy:

Family Support: Navajo Head Start will respect Head Start Families Culture, Diversity and Ethnic Back Ground to build family support:

Procedures

- a. Trainings
 - i. Self Sufficiency
 - ii. Family Partnership Categories
- b. Parental Involvement: General and Leadership
- c. Promoting Family Literacy
- d. Parent Education
- e. Crisis Support
- f. Self Sufficiency
- g. Honoring Primary Language
2. Head Start / Early Head Start / Case Management for: Navajo Head Start Referrals (inclusive of Early Head Start)
 - i. Health Referrals
 - ii. Family Referrals
 - iii. Other Referrals (ex. Attendance)
 - iv. FPA Agreement Referrals
 - v. Provide Orientation on Individualized Family Partnership Agreement during enrollment process.
 - vi. Should a family decline FPA the Family Engagement Liaison/ teaching staff will do a follow-up in 30 working days for any changes.
 - vii. A copy of the FPA will be forwarded to the ERSEA/Family Engagement Liaisons Specialist. (NCR Sets: Original to Child's Folder, FE/ERSEA_Spec; FSL; Parent)
 - viii. Teaching staff/Family Engagement Liaison will enter information into childplus and file original completed form in child's folder in compartment four.
3. Family Partnership Agreement (FPA)

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NOTE: Should a family prefer to meet with teaching staff during the FFA Process instead of the FSL, the Teacher will follow the policy and procedure with the assistance of the FSL and ERSEA/FE Spec.

Case Management:

1. Navajo Head Start Referrals: FEL will maintain confidential case management documents for enrolled Navajo Head Start Families. Navajo Head Start referrals will be documented on case notes for any follow ups and further assessment. This information will be gathered from the from the ChildPlus Reports.
2. Partnership Building: **COMPILING and Categorizing: Partnership Building (PB) data.**

- **COMPILING:** Family Engagement Liaisons will enter all Family Partnership Agreement Form in Child Plus for compilation and Prioritizing.

- **Categorizing**

- a. Using PB Form (categories 1-5) FEL will determine the family strengths, readiness and interest
- b. The FEL will use Child Plus Report 4110 to prioritize needs of each family.

- **Prioritizing:**

1. Upon the results of the Prioritizing needs the FEL and Family will begin developing short/long term goals using page 2 of the FPA Form. To avoid duplication of services, FELs and Family will review any pre-existing plans and build upon the pre existing plans in collaboration with the following programs:

- Early Head Start program
- Home Base program,
- Self Reliance Nutrition Assistance Program GENERAL ASSISTANCE
- Social Service OTHERS

2. Goal Setting:

- **Short Term Goals:** including but not limited - Written Materials/Handouts, Referrals, Support letters – (COPY ON FILE and entered into Child Plus).
- a. Family Engagement Liaisons will contact surrounding resources through phone calls, internet, conferences, community gatherings, and written referrals/support letters, based on the family readiness and interests.
- b. Family Engagement Liaisons will follow up, completion/accomplishment of short term goals recording visits on proper documentation. (Parent contact form, FPA page 2, and Child Plus). Family Engagement Liaisons will make follow-up through home visits, phone calls, parent/teacher conferences, and setting up appointments for families.
- c. FEL will copy proper documentation to close short term goals and record in Child Plus.
- **Long Term Goals:** (Any Pending ongoing, at risk, special and / or sensitive cases that requires the full attention of Family Content Specialists (ERSEA/FESPEC, FEL, DIS and MH).
- a. Family Engagement Liaisons will contact surrounding resources through phone calls, internet, conferences, community gatherings, and written referrals/support letters, based on the family readiness and interests.

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- b. Family Engagement Liaisons will conduct a follow up, completion/ documentation of Long term goals recording visits on proper documentation. (Parent contact form, FPA page 2 and Child Plus).
- c. Family Engagement Liaisons will make follow-up through home visits, phone calls, parent/teacher conferences, and setting up appointments for families.
- d. Case Management meetings will be held on a monthly basis to update family data, debriefing of case loads to assist with cases for i.e. resources, direction and recommendations.

3 a. Referral Process: Navajo Head Start Referrals and Partnership Building – identified needs will be referred to available resources.

- a) A Home visit shall be conducted by the Teaching staff and/or FEL
- b) Navajo Head Start Staff (ALL) will fill out referral forms and write support letters to resources in reference of identified needs of enrolled families and enter into Child Plus. Staff may also use the individual follow up / action step plan form to assist staff in organizing their case plans.
- c) Navajo Head Start Staff will contact identified resources utilizing written referrals and/or support letters through:
 - FAX/e-mail
 - Mail
 - Telephone
 - Texting
 - In person

d) FRSEA/FE Spec, FEL and/or teaching staff will make a follow-up on all referrals submitted to identified resources to ensure families needs are met and documented on the referral/follow-up log.. FEL will maintain original documents in child's folder and enter into Child Plus.

NOTE: Should an emergency crisis or sensitive case arise: (SCAN, Displacement of Home, Domestic Violence, Death and Natural Disasters).

1. Refer to the Navajo Health Plan Booklet
2. Refer to the NHS Disaster Plan
3. Suspected child abuse and neglect (SCAN) Policy and Procedure
4. Social Services
5. Mental Health Services

3 b. Tracking: Navajo Head Start uses Child Plus to track Partnership Building with Families:

CHILD PLUS REPORTS:

- 1.

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Shannon S. Wilson 1/13/14 10:54 AM	Deleted: Family Service Coordinators and Family Service Liaisons will maintain record keeping and tracking for Navajo Head Start and Family Partnership Agreement Referrals.
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Family Reports

Select a report by clicking on the list below

- 4002 - Management Report - Family Services
- 4003 - Management Report - Family Services Action Status
- 4010 - Master List of Families
- 4015 - Family Participant Groups
- 4110 - Family Service History
- 4120 - Family Services Referrals
- 4130 - Family Services Actions
- 4140 - Home Visits

3 c. Follow Up - All Follow ups are documented on the individual Follow up/Action Step Plan, Parent Contact and entered into Child Plus.

- a. Navajo Head Start Referrals
- b. Family Partnership Agreement

Follow Up includes:

1. Transition
 2. Parent Trainings, Referrals, and Case Management Meetings
- Review and up-date of pre-existing plans Closures; of Family Accomplishments and Reflections are Documented on the FPA page 2 goal setting and recorded in Child Plus.

3 d. Monthly Case Management Meetings

1. Meetings are designated each month in the school year calendar;

Facilitator: ERSEA/FE Spec.; Participants: FEJs and DIS / Mental Health Coordinators and Mental Health Consultants; but; when a particular case and child is discussed that needs further or additional information the specific Head Start Content Specialist that has a vested duty to assist the child will need to be in attendance for example information discussed is kept confidential. e. Record Keeping:

1. Child Plus
2. Referrals/Forms
3. Case Notes
4. Case Management Meeting: Case Staff Documentation Form and Case Progress Notes
5. Emergency Crisis Form
6. Onsite Visitation Form
7. Parent Contact Form
8. Partnership Building Form
9. Goal Setting
10. Confidentiality Folder Review Control Sheet

3 f. Case Management Tool Kit

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1. Policy and Procedure
2. Tracking
3. Guidance
4. Forms
5. Child Plus

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FE/PS 02 Subject: Accessing Community Services and Resources

Navajo Head Start works with local resources access their family needs.

Scope:

Navajo Head Start works 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 needs, interests and goals.

Policy

Navajo Head Start works with Self Reliance, Local Chapters, American Red Cross, and local Churches/Charities, Navajo Clothing Program and other outside entities to meet family needs

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- 1.

A1. Families referred to resources for Emergency/crisis assistance using the Emergency Crisis Form and documented information is updated into child plus in the areas of:

- Food,
- Housing,
- Clothing,
- Transportation/Financial assistance.

NOTE: Emergency Crisis or Sensitive Issues: (Child Sexual Abuse and Neglect, Displacement of Home, Domestic Violence, Death and Natural Disasters).

1. Refer to the Navajo Health Plan Booklet
 2. Refer to the NHS Disaster Plan
 3. Child Abuse and Neglect Policy and Procedure
 4. Social Services
 5. Mental Health Services
- b) Homeless: Navajo Head Start will respect Head Start Families Culture, Diversity and Ethnic Background to build family support. Though homeless is defined as "a lack of permanent housing (not having a fixed, regular, adequate residence) resulting from extreme poverty, or, in the case of unaccompanied youth, the lack of a safe and stable living environment".
- i. The term "homeless" is broadly defined by the McKinney-Vento Act's Education for Homeless Children and Youth Program, as quoted (below). The term "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian. Preschool children, migrant children, and youth whose parents will not permit them to live at home or who have run away from home (even if their parents are willing to have them return home) are considered homeless if they fit the definition.
 - ii. Education and other appropriate interventions, including opportunities for parents to participate in counseling programs and/or receive information on:
 - Mental Health Services.
 - Substance Abuse
 - Child Abuse and Neglect
 - Domestic Violence
- c) Opportunities for continuing education and employment training, utilizing surrounding resources within the community.
- GED/high School courses
 - College/University courses
 - Vocational courses/trainings
- e) Additional services and resources including assistance and / or referrals for::
- Self-Employment
 - Enhancing Financial Literacy/Budget
 - Home-Buyer Assistance
 - Medical Assistance (Medicaid/AHCCCS)
- f) The Licensed Mental Health Professional must provide services in order of priority listed below, to align with Head Start Performance Standards:

1. Priority 1 – Any and all services directly or indirectly delivered for children.

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Priority 2 – Any and all services directly or indirectly delivered for staff.

3. Priority 3 – Any and all services directly or indirectly delivered for parents/guardians/families of children, and only in cases of emergency situations that directly or indirectly impacts the child. Sessions for parents/guardians/families will not exceed 8 sessions, unless a request is done in writing to exceed 8 sessions. Requests can be done by the client and/or the Licensed Mental Health Professional.

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FE/PB 03 Subject: Services to Pregnant Woman, infants, and toddlers

Navajo Head Start has an Early Head Start Program Services to Pregnant Women, Infants, and Toddlers.

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Scope: Navajo Head Start assists pregnant women in receiving comprehensive prenatal and postpartum care through referrals, immediately after enrollment in the Early Head Start program.

Policy

Develop Family Partnership Agreement that outlines and individualizes services for mothers to receive during their prenatal care will include: (EHS staff serves as advocates and liaison between pregnant women and health care providers)

Procedures:

1. EHS Home Visitor and expected mother will complete the nutrition assessment.
2. Encourage expectant mother to attend all prenatal appointments (Comprehensive Prenatal Health Care):
 - a. Health promotion
 - b. Medical examinations
 - c. Dental examinations

3. Mental Health interventions

- A. The Licensed Mental Health Professional must provide services in order of priority listed below, to align with Head Start Performance Standards:
 - i. Priority 1 – Any and all services directly or indirectly delivered for children.
 - ii. Priority 2 – Any and all services directly or indirectly delivered for staff.
 - iii. Priority 3 – Any and all services directly or indirectly delivered for parents/guardians/families of children, and only in cases of emergency situations that directly or indirectly impacts the child. Sessions for parents/guardians/families will not exceed 8 sessions, unless a request is done in writing to exceed 8 sessions. Requests can be done by the client and/or the Licensed Mental Health Professional.

B. Substance abuse prevention and treatment

C. Prenatal health education efforts include information about:

Fetal Development, including the risks of smoking and drinking alcohol.

What to expect during labor and delivery.

Nutrition Education

Postpartum Recovery, including maternal depression.

D. Breastfeeding Education:

Provide benefits of breastfeeding.

Being sensitive to cultural differences.

Support mothers who chooses to breastfeed by:

- Providing a quiet, comfortable, and private, space.
- Providing mothers necessary fluids or nutritious snacks.

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Referrals are made by Home Visitor to appropriate resources as needed.

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<p>Exhibit A: Service Area Case Management Tracking Form: FSLs will be doing their own service areas and submitted to Agency</p> <p>2. Exhibit B: Agency Case Management Tracking Form: FSC will compile Exhibit B in overall and submitted to Central</p> <p>3. Exhibit C: Navajo Head Start Case Management Tracking Form: Central Office will compile for each Agency</p>		
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b. Family Partnership Agreement: Tracking will be report on a quarterly basis (October, January, May)

1. Exhibit D: Center/Home Base Family Partnership Tracking; FSL will compile all information from the Family Partnership Agreement and forward to Agency.
2. Exhibit E: Service Area Family Partnership Tracking; FSC will compile all information from Exhibit D and submitted to Central
3. Exhibit F: Navajo Head Start Family Partnership Tracking; all information for Exhibit E will be compiled on this form and reported.

c. Family Profile Tracking: Tracking will be compiled three times a school year by the FSC (October, January, and May).

1. Exhibit G: Family Profile Tracking

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Related Regulations: 1304.40 a; 1304.40 a 1; 1304.40 a 2; 1304.40 a 3; 1304.40 a 4; 1304.40 a 5; 1306.33 b

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Develop Family Partnership Agreement that outlines and individualizes services for mothers to receive during their prenatal care will include: (EHS staff serves as advocates and Liaison between pregnant women and health care providers)

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Develop Family Partnership Agreement that outlines and individualizes services for mothers to receive during their prenatal care will include: (EHS staff serves as advocates and Liaison between pregnant women and health care providers)

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