

CARE Screening

Head Start Performance Standards

§1302.52 (c) (2) (4)

Policy

CARE Screening

The **CARE Screening** form is a shortened version of the full CARE Assessment. The form is used to prescreen Head Start families to connect them to proper resources within Community Action. The CARE Screening is offered to families during registration.

Family Services Teacher (FST) is responsible to complete follow up to the CARE screening results that show potentially interest in other programs withing the agency. FST is responsible to provide information and referral appropriate to family needs.

Programs and resources within the agency include but are not limited to food boxes, Child Care Resource and Referral, Energy Conservation, housing and homeless, and Family Development programs.

To connect families successfully, FSTs are expected to be very familiar with all agency programs. Programs' Information can be found in our website www.caowash.org

Procedures

CARE Screening

All families are invited to complete the **CARE Screening** form upon registration to see if they may be eligible for a potential referral to access other services provided within Community Action. The **CARE Screening** form is uploaded into ChildPlus under the Family Services module attachments and the results are recorded under the CARE Screening Tab. The **CARE Screening** form is forwarded to the enrollment department after the registration. Enrollment sends the CARE Screening form to the assigned Administrative Assistant who will review the results and flagged the participant in ChildPlus with the CARE Follow Up flag.

The FST will contact the parent/guardian within 72 hours to discuss responses to the CARE screening and to provide information for how to apply or how to contact the program they are interested in. The FST will attempt to contact the family again within a week from the first attempt. Attempts or efforts to contact the family will be documented in the communication log. See documentation standards for more details. Families enrolled prior to the start of the school year, will be contacted a few days after first day of class.

The FST will continue to check-in with the family bi-weekly or as needed until there are no other needs to address. The FST will open need identified events as appropriate.

Documentation Standards

Document notes and follow up entries in ChildPlus as soon as possible after the encounter but no later than 36 hours after the meeting. If staff are unable to document the contact in ChildPlus, they must notify their supervisor as soon as possible.

To maintain consistency and objectivity throughout the record and throughout the program, see the **Documentation Standards** ChildPlus article to apply the appropriate documentation standards to all your updates.

**Community Action Head Start
Washington County, Oregon**

Entries to attempts to contact the family document in the Communication Log event. For the entry description use "CARE F/U". When needs are confirmed, and resource or program information is provided to the family, create Need Identified event(s) as appropriate to track progress and follow up.

For information about documenting a Need Identified event, see the ***Family Services*** section of the ***ChildPlus Portal, Document a Need Identified*** ChildPlus article.