



Head Start Collaboration Grid

The following checklist provides a summary of key EHS requirements. Use this chart with each potential partner to determine the responsibilities of each partner and grantee.

Head Start Service Component	Grantee	Partner
Enrollment, Recruitment, Selection, Eligibility, and Attendance		
Develop recruitment plan		
Recruit families and children		
Develop priority worksheet		
Track attendance and follow-up		
Verify eligibility (age, income, etc.)		
Enrollment monitoring		
Selection of children for services		
Child Health and Development Services		
Conduct health screenings (sensory and developmental) within 45 days		
Ensure completion of health history and enrollment requirements (immunizations, TB, etc.)		
Assist in securing medical homes and document ongoing source of care and up to date on well baby/EPSTDT within 90 days of enrollment		
Make health referrals, links to basic health/dental health care		
Health/oral health follow-up		
Health documentation, data entry, and tracking		
Review of health compliance and monitoring		
Nutrition/growth assessments		
Hearing and vision screening		
Transportation to health services		
Enrollment in Medicaid		
Interpret health findings to parents		
Integrate health education into parent education programs (safe sleet, feeding, environments, access, wellness, safety, etc.) – monthly parent meetings		
Integrate health services into the classroom environment		
Select developmental /behavioral assessments		
Education and Early Childhood Development		
Transitions into/out of program		
Supporting home language development		
Supporting emerging literacy and numeracy		
Promoting physical development		
Curriculum decisions and implementation		
Inclusion and integrated disabilities services		
Creating and implementing individualized child development and learning plans		



Head Start Service Component	Grantee	Partner
Integration of health, nutrition, and mental health services into center-based services		
Developmental assessment and follow-up		
Referrals to special education and ongoing health and developmental services		
Mental health consultation and planning		
Assessments of classroom quality		
Assessments of teacher and child interactions		
Staff planning, scheduling, and collaboration		
Disabilities Services		
Assurance of facilities		
Screening and referrals		
Provision of appropriate furniture, equipment, and materials		
Disabilities transition services		
Integration of disabilities plans and IFSP into the classroom environment		
Determinations of disabilities		
Transportation services for children with disabilities		
Enrollment and recruitment of children with disabilities		
Implementation of Disabilities Services Plan		
Planning and budgeting for disabilities services		
Arrangements for further evaluation of children with disabilities		
Coordination of disabilities services (attending IFSP meetings, etc.)		
Nutrition services for children with disabilities		
Parent participation in transitions and disabilities services		
Disabilities MOU's and agreements		
Child Health and Safety		
Establish health emergency procedures		
Medication administration		
Health policies and procedures		
Establish and maintain Health Services Advisory Committee		
Hygiene training		
First aid and CPR training (staff, parents, etc.)		
Oversight of health services		
Monitoring of health and safety in program		
Parent education on health and safety		
Child Nutrition		
Secure services from Nutrition Consultant or RD		
Food service delivery		
CACFP monitoring and administration		
Identification of nutritional needs of children		
Hemoglobin/Hematocrit Screenings		
Respond to community nutritional issues		
Parent nutrition education		

Head Start Service Component	Grantee	Partner
Child Mental Health		
Mental health assessments and screening		
Mental health consultation for families and classrooms		
Link to mental health services		
Mental health tracking, data entry, and follow-up		
Review of mental health services		
Parent engagement in children's mental health		
Parent education (guidance, discipline)		
Child abuse prevention		
Individualizing mental health services		
Parent mental health training (2 X's annually)		
Assistance securing transportation to mental health services		
Family Partnerships		
Parent conferences / home visits (2 annually)		
Monthly parent meetings/ parent education		
Parent engagement events		
Family literacy training		
Financial literacy training		
Social services supervision		
Assessment of parent strengths and needs and set parent goals and create family partnership agreements		
Referrals to services (child abuse, substance abuse, domestic violence, housing, job training, education, mental health, clothing, food, transportation, etc.)		
Generating inkind and managing program volunteers		
Family partnership process implementation		
Support leadership development of parents and parents as advocate		
Transition planning		
Generation and dissemination of family resource guides		
Parent advocacy education		
Establish policy council		
Establish Family Community Partnership Committee		
Establish parent advisory committees		
Community Partnerships		
MOU's		
Transitions		
Community partnership meetings		
Data transfer between programs		
Collaborative training and technical assistance		
Child care subsidies		
Health and Safety		
Maintenance of health and safety of facilities		
Annual inspections and licensing		



Head Start Service Component	Grantee	Partner
Safety kits		
HR and Personnel		
Personnel policies/ job descriptions updates and maintenance		
Employee handbook updates and maintenance		
Staff recruitment, screening, application, selection and documentation		
Staff evaluations and performance appraisals		
Mentoring		
Staff Training (ongoing and initial)		
Family Service Worker supervision, engagement and coordination		
Staff training (teachers, family advocates, mentors, managers, etc.)		
Credentials, staff qualifications, and professional development planning		
Annual training and technical assistance planning and implementation		
Staff orientation program		
Fiscal Management		
Document and maintain fiscal policies and procedures and manual		
Maintain record of financial transactions, manage cash, etc.		
Maintain internal controls		
Employee timesheets		
In-kind/nonfederal documentation and management		
Fiscal Reporting		
Staff supervision and disciplinary actions		
Staff meetings		
Staff communication		
Determine organizational structure		
Head Start Director		
Classroom staffing		
Staff orientation program		
Program Design and Management		
Fiscal operations / Internal controls/ Reporting		
Develop and interpret Community Wide Strategic Planning and Needs Assessment		
Determine Enrollment Priorities		
Governing body responsibilities and reporting		
Shared Governance Model (GB and Policy Council) – bylaws, communication, etc.		
Conduct Annual Program Self-Assessment		
Devise and implement Annual Program Improvement Plans		
Program planning		
Develop program policies and procedures		
Develop and update written plans		
Establish and monitor Disabilities Service Plan		
Secure collaboration agreements		
Community planning and collaboration		



Head Start Service Component	Grantee	Partner
Recordkeeping		
Ongoing monitoring		