

WIC – Head Start Collaboration

Working together to better serve our “shared families”.

Tips for Working Together – High Risk Families

Getting started:

Before the beginning of the Head Start school year meet with your local Head Start Health and Nutrition Specialist or Head Start Director to talk about ways to provide continuity of care for **“shared high risk families”**.

Start by completing this quick checklist to determine what process/procedure your program has established for providing continuity of care for shared high risk participants and their families.

Checklist for Sharing Data and Serving Shared High Risk Participants

Processes or Procedure	Timeline	Staff Responsible
Head Start Request for Data form completed and submitted to WIC		
WIC looks up requested data in TWIST and completes the Head Start Request for Data form		
WIC identifies and documents shared high risk participants on the Head Start Request for Data form		
WIC provides participant summary and progress notes for shared high risk participants with the completed Head Start Request for Data form		
WIC communicates follow-up recommendations to Head Start for shared high risk participants		
WIC documents in high risk participant’s progress notes provision of care plan to Head Start		

Processes or Procedure	Timeline	Staff Responsible
Head Start places WIC documents in the files they maintain on each child		
Head Start staff provides feed back to WIC when indicated on shared clients and facilitates follow up appointments with WIC		
Head Start shares results of routine blood lead tests with WIC staff if abnormal		

Upon Completion of this checklist, answer the following questions:

What areas do you feel your program is doing well?

Where are the gaps in your procedures, if any, when working with high risk families?

What is one area you feel your program can improve?

To see a sample procedure go to
<http://www.oregon.gov/DHS/ph/wic/headstart.shtml>

Sample Procedure for Sharing Care Plans for High Risk Participants with Head Start

- Head Start identifies shared participants during initial enrollment and requests anthropometric and biochemical data via Head Start Data Request form.
- WIC provides requested data and identifies high risk participants on the Head Start Data Request form.
- WIC provides Head Start a TWIST participant summary sheet and progress notes for shared high risk participants.
- WIC communicates preferred follow-up by Head Start teachers and family advocates such as:
 - Is there a need for a special diet in the Head Start setting
 - Is there a need for daily, weekly or monthly monitoring and follow-up in the Head Start program setting
 - Are there nutrition recommendations that can be implemented by teachers in the Head Start setting
 - Is there a nutrition message that can be reinforced by family advocates on home visits
 - Is there a need for group education for families that have high risk children that can be addressed in either WIC or Head Start settings
- WIC documents in TWIST progress notes information shared with Head Start.
- Head Start places WIC documents in the files they maintain on each child
- Head Start staff provides feed back to WIC when indicated on shared clients and facilitates follow up appointments with WIC
- Head Start shares results of routine blood lead tests with WIC staff if abnormal