

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Consent for Follow up Services

POLICY:

Parent permission is obtained each time a child is seen for follow-up health services and Head Start is involved in the scheduling and transportation.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.46](#)

PROCEDURE:

1. The program will obtain written permission from the parent before any outside health or developmental service follow-up is obtained/provided.
2. Parent consent will be obtained on the “Consent for Follow-up Services” form.
3. The permission for follow-up services form must include the following Information:
 - a. Full name of child
 - b. Child’s birth date
 - c. Type of follow-up recommended
 - d. Person/agency providing follow up services
 - e. Location of follow up service
 - f. Date follow up services are scheduled
 - g. Signature of parent/guardian and date signed
 - h. Signature of witness/staff person and date signed
4. If the parent schedules and transports his/her child for the needed follow up services, the permission form does not have to be signed. However, the parent will be requested to provide the program with results of follow up services and/or give consent for the program to obtain information/consult with the provider.

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5. Documentation in regard to follow up services will be monitored in the child's health record/folder and entered onto COPA family case notes.

Approved by the Policy Council, September 2017