

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

## **Tracking-Follow-Up**

### POLICY:

The program will document, track and ensure health service delivery and follow-up.

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

### PROCEDURE:

1. Family contact sheets, health tracking forms, child/family staffing and the COPA data base will be used for the purpose of documentation and tracking child health services.
2. Family Advocates and other Head Start staff will enter all health information as it becomes available on the COPA data Base. Staff will update information as it is received. Copies of the information will be kept in the child's individual health folder.
3. Through the use of COPA , the continuing progress and status of services to each child is monitored. Reports are analyzed for information in self-assessment activities, outcomes and in the development of action plans.