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| Area: | Child Development |
| Subject: | CD-16 Early Head Start - Pregnant Women: Transition of Infants to Program Option |
| Reference: | 1304.40 (c)(1)(i), (ii)(iii) |
| Policy: | Staff will complete an application for infants born to enrolled EHS pregnant women within 6 weeks of the child's birth. Infants will be transitioned to the parent's chosen center or Family Child Care Home setting for child care services. |

Procedure:**General Information:**

- 1) At the time of application, Early Head Start (EHS) staff will determine from the pregnant woman her need for child care services after the infant is born. Women who do not wish to place their infant in child care after birth are not suitable candidates for EHS. (IM-HS-02-04)
- 2) If a woman who originally wanted EHS care changes her mind and decides not to place her infant in child care, the family needs to be dropped from the program.
 - a) The assigned Child Care Specialist (CCS) will determine if the family requires any referrals before the family is dropped and will take the necessary steps to make the referrals.
 - b) Drops due to refusal of services will occur within two weeks of the family's decision regarding care.
 - c) If families are not sure if they want care, they will have eight (8) weeks from the time of birth to make that decision.

Procedure for families wanting EHS child care services:

- 3) A Family Service Worker (FSW) will initiate and complete the infant's application process within six (6) weeks of birth using the income from the mother's current application. If extenuating circumstances prevent the completion of the application, the FSW will discuss with the Child Development Supervisor.
- 4) Infants will not be placed in a child care setting or receive "infant-centered" home visits from a CCS before an application has been completed and entered into COPA.
- 5) Infants will be placed in the family's chosen child care setting as openings permit but no earlier than six (6) weeks of age.
- 6) For the purpose of establishing a timeline to determine developmental screening and assessment completion dates, the following direction is given for center-based or Family Child Care Home placement:
 - a) Primary Caregivers will consider the infant's first day of child care attendance when planning the completion of required developmental screening and assessments.

- 7) If no child care openings are available at the needed time of placement:
- a) When no child care placement is immediately available, the CCS and parent will decide on a date when home visits will begin. Home visits for the purpose of supporting the infant's growth and development will not begin prior to six (6) weeks of age. Unless unusual circumstances prohibit the timely beginning of the first infant-centered visit, visits should begin no later than ten (10) weeks after birth. The Child Development Supervisor will review these circumstances on a case by case basis to determine a resolution.
 - b) A CCS will initiate the infant's developmental screening – Ages and Stages Questionnaire (ASQ) within 45 days of the first infant-centered visit.
 - c) A CCS will initiate the child's developmental assessment – Desired Results Developmental Profile – Revised (DRDP-R) within 60 days of the first infant-centered home visit.
 - d) The CCS will make written observations of the child during home visits to assist in determining the child's strengths, interests and needs.
 - e) With parent input, goals and activities will be developed and recorded on the infant's Individual Plan to support their developing skills within three (3) weeks of the first infant-centered home visit.
 - f) Program health staff will initiate the infant's health file at the first post partum home visit.
 - g) Health staff will ensure families are informed about future immunizations and follow up on required health services.
 - h) The infant will receive priority placement in the family's chosen child care setting as soon as there is an appropriate opening. All records will transition to the new child care setting.
 - i) If a parent declines the child care opening that has become available, the child's application will be moved to the waitlist within one (1) working week and treated as a re-enrollee for the next available opening.
 - j) Families may also be referred to the Centralized Eligibility List (CEL) or other local infant child care options as appropriate.

Supervised by: Director II

Performed by: Child Development Supervisor, Child Care Specialist I, Health Staff, Family Service Worker

Forms needed: Child/Family Services Application, Ages and Stages Questionnaire, Desired Results Developmental Profile-Revised, Observation Record, Infant/Toddler Individual Plan, Health File

Frequency: Ongoing as needed to support the continuity of services to infants born to EHS pregnant women