

Puget Sound ESD  
Early Learning

# CONNECTOR



OCTOBER 2019

## A Check on Confidentiality – PII and Technology



Read more on the following page.

Continued on Page 2

PSESD Early Learning

### CONNECTOR

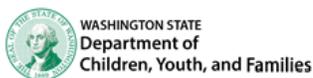
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The Early Learning Connector e-newsletter is produced monthly throughout the school year, providing information for the Puget Sound ESD Early Learning Program.



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excellence & equity in education  
Puget Sound Educational Service District

**In This Issue**

- What's New in General ..... Page 2-3
- Center Directors ..... Page 4-5
- Education ..... Page 6-7
- Family Support ..... Page 8-10
- Health/Nutrition ..... Page 11-12
- Mental Health.....Page 13
- Link to: ..... [Center Directors To-Do Lists](#)
- Link to: ..... [Education To-Do Lists](#)
- Link to: ..... [Family Support To-Do Lists](#)
- Link to: ..... [Health/Nutrition To-Do Lists](#)

# WHAT'S NEW FOR OCTOBER 2019

Early Learning Connector



## WHAT'S NEW IN GENERAL

### A Check on Confidentiality – PII and Technology

*Continued from cover*

Cyber security and data privacy are two of the hottest topics in our world today because a technology breach can cause great harm and impact people's lives in devastating ways. We have a focus this year to make sure we're doing everything possible to protect confidential information about children and families from getting into the wrong hands.

We are in the process of reviewing our [PSESD Confidentiality Procedure](#) to enhance the guidance around use of technology. You are responsible for following this Procedure as well as any of your organization's related procedures. If there is a conflict in the content of procedures between PSESD and your organization, please follow the most stringent of the two policies.

Thank you in advance for taking the time to read the following information carefully and for making necessary changes. If you have questions, please direct them to your Center Director who will reach out to [Natalia Juarez](#) at PSESD for additional support.

- **Personally Identifiable Information (PII)** is defined by the US Department of Justice as any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is **linked or linkable to the child**.
  - It is the link between general information such as a child's name and more specific information that is concerning because it can be used to identify a person when multiple pieces of information are brought together.
  - This means that we need to keep all general and specific information protected, and when it comes to using technology, we need to put additional protection measures in place.
- **FERPA and HIPPA:** Please review our [Confidentiality Procedure](#) and [Health Information Protection Policy](#). Please note that ECEAP, HS and EHS are required to follow FERPA and not HIPPA.
- **Fax vs Email:** In consultation with technology experts, we know that sending PII through email is not safe. The safest way to send PII is by fax (paper fax or e-fax). For those programs who do not have fax capabilities, we are working with Center Director's to put this in place.
- **Health and Education:** We are adequately protecting confidentiality when it comes to Health and Education documents. We require HS/EHS staff to upload health documents and screening information directly into ChildPlus, and ECEAP staff add information directly into ELMS.
- **Attendance:** For HS/EHS and ECEAP, staff email the attendance worksheets, which only have child names and is not linked to any other information, so this meets our Confidentiality Procedure.
- **HS/EHS Applications:** For programs who do not have fax capabilities, we are creating a new ChildPlus module for you to upload applications. We will launch this module next week and information will be sent to you in an **E-Alert**.
- **USDA Enrollment Forms:** For programs who do not have fax capabilities, we are creating an upload into EarlyLearningWA.org. We will launch this module next week and information will be sent to you in an **E-Alert**.

## Early Learning Program Manual

**Venissia Buyco, Management Systems Coordinator**

The Early Learning Program Manual (ELPM) contains policies, procedures, and forms that direct your work with children and families. There are many new and revised documents for the 2019-2020 program year so please make sure to review the [October New and Updated Documents List](#), as well as the lists for [April](#), [May](#), [June](#) and [September](#). Note that revised dates and publish dates may be different.

Please remember to clear your cache/browsing history at least twice a month to refresh the links to updated documents. To do so, click the web browser that you use below and follow the directions:

[Internet Explorer](#)

[Firefox](#)

[Microsoft Edge](#)

[Safari](#)

[Chrome](#)



We will also begin to include Head Start and ECEAP Performance Standards to all procedures and update DCYF logos. This will be a gradual process throughout the program year and will not affect the contents of the documents.

For document questions or help with ELPM navigation, email [Venissia Buyco](#).

## MMR Exemption—More Information to Share

**By Cheryl Polasek, Program Manager Health, Nutrition & Safety**

Many of you have been telling us that parents who previously had a philosophical exemption for MMR have been completing a religious exemption for the 2019-2020 year. We just received this clarifying information from the Department of Health. **Please read carefully.**

**RCW 28A.210.090** States:

(c) Any parent or legal guardian of the child or any adult in loco parentis to the child who exempts the child due to religious beliefs pursuant to subsection (1)(b) of this section is not required to have the form provided for in (a) of this subsection signed by a health care practitioner if the parent or legal guardian demonstrates membership in a religious body or a church in which the religious beliefs or teachings of the church preclude a health care practitioner from providing medical treatment to the child.

If you suspect that the named religion does not prohibit medical treatment of the child do not investigate the named religion. However, if the child receives medical treatment for things other than immunization, the religious membership box **cannot** be used. Ask the parent if the child sees a health care provider for injury or illness care. If yes, then another exemption which requires a health care practitioner signature must be used instead.

**More information** can be found in the [Frequently Asked Questions about the Certificate of Immunization Status and the Certificate of Exemption](#).

## WHAT'S NEW FOR CENTER DIRECTORS



### Center Directors - Read Other Sections

Read each section of this Connector for important information related to implementing your program.



### Monthly To-Do Lists/Deliverables

Use this checklist to ensure that you complete all required deliverables this month.

[OCTOBER To-Do/Deliverables](#)

## Review the E-Alerts for September, 2019

September - NONE

### MMR Exemption—More Information to Share

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More information can be found in the [Frequently Asked Questions about the Certificate of Immunization Status and the Certificate of Exemption](#).

### Coaching Supports for Teachers

*Debora Ritz, Education Coach*

Education Coaches are committed to having continuous meaningful contact with Center Directors and site staff when needed. All teaching staff will receive General Support and based on need of staff the support may shift. This is the [system](#) coaches will use to support you this program year. If you are doing Early Achievers, this program year this is the type of [support](#) you can expect.

### Staff Information Forms (SIFs) and Hiring Documents

*Venissia Buyco, Program Coordinator, Management Systems*

Staffing Changes? Please take a moment to fill out the appropriate online form:

[New Staff Information Form](#)

[Staff Departure Form](#)

[Changes to Existing Staff: Contact Information Form](#)

[Changes to Existing Staff: Position or Location Form](#)

It is vital for Center Directors to communicate information about all staff changes so we can make sure each staff member receives the information and support necessary for their successful work with children and families.

**For new staff and position changes**, hiring documents may be attached to the electronic form or emailed directly to [Venissia Buyco](#). For new Head Start staff, transcripts must be attached with the [New Staff Information Form](#) so that qualifications can be verified. New Head Start staff will not be entered into any of our systems before qualifications are determined.

Questions about SIFs and Hiring Documents: [Venissia Buyco](#). Questions about Staff Qualifications: [Cheryl Habgood](#).

## WHAT'S NEW FOR CENTER DIRECTORS - Continued

### Staff Compensation & Operating Budgets

**Wendy Wekullo, Accounting and Compliance Manager**

**Talena Dixon, Director of Operations and ECEAP**

Thank you to those of you who completed the Staff Comp and Operating Budgets for ECEAP and HS. If you haven't completed yet, or have not notified us of the date when you will have accurate salary and benefit information, please email Wendy at [WWekullo@psed.org](mailto:WWekullo@psed.org) right away. We cannot move forward in our assessment of the fiscal gap for 2019-20 until we receive information from all subcontractors. Thank you!

### New Staff Training: A Multi-Faceted Approach

**Cheryl Habgood, Systems Manager for Professional Learning**

Staff transition uses valuable resources—time, money and energy go into advertising, interviewing, hiring and training new staff. One way to reduce these costs is by retaining staff, and research proves that when onboarding is complete and a new staff person feels supported, they are less likely to leave.

Our approach to onboarding new staff includes three components, and **all three are required** for all new staff:

**Online trainings:** Release time is **required** to enable new staff time to complete these vital trainings. These trainings are imperative for them to know and understand their role in Head Start, Early Head Start or ECEAP.

**Face to Face:** All new staff are **required** to attend New Staff Training in the months of October, November and December to support and deepen their understanding of the knowledge gained through the online trainings. A repeat second session will be offered in February, March and April. See further details in the [Training and Meeting Calendar](#).

**Coaching:** Coaching will come from a variety of sources, including PSESD Coaches and Consultants, Center Directors, Center Coordinators, Mentor Teachers, and the colleagues of the new staff members.

### Center Directors Meeting follow-up

**Talena Dixon, Director of Operations and ECEAP**

*(from email sent 9/27)*

If you haven't already, please sure to review the last [Center Director Updates Zoom call](#) from September 18.

Going forward, we've scheduled the monthly Center Director Update Zoom calls for the **Wednesday prior to the CD meeting from 12:00-1:00**. Those dates are below. As usual, if you'd like the meeting invites sent to you, please email [Kristyl Riddle](#).

*(Though we've scheduled these for the full year, this day/time will absolutely be part of the evaluation of this new structure this Winter and can be changed, if needed.)*

- October 16
- November 6
- December 11
- January 22
- February 19
- March 18
- April 15
- May 20
- June 3

As always, if you have any questions, please reach out.

## WHAT'S NEW IN EDUCATION



### Teaching Staff - Read Other Sections

Read the Health, Nutrition & Safety section and the Family Support section of the Connector for important information related to teaching staff.



### Monthly To-Do Lists/Deliverables

Use this checklist to ensure that you complete all required deliverables this month.

[OCTOBER To-Do/Deliverables](#)

## Sharing ASQ-3 Results with Families

### *Tamara Griffith, Disabilities Consultant*

Thank you for your dedication in helping each family to complete the ASQ-3 within their child's 45 days of entry into the program. Completing this screening and having a discussion of the results are key components in getting to know the child and their family and to intentionally plan for the child's success in the program. It can be hard to know where to start or what to include in this conversation with the family. Below are guidelines for planning the results conversation with the family.

- Consider and plan for cultural or language supports; consider need for an interpreter  
([Interpreter Procedure](#))
- Provide screening follow-up information promptly
- Begin the conversation by celebrating and discussing the child's strengths
  - Review the purpose of the screening
- Review the questionnaire—including strengths and items marked as “not yet”
- Practice active listening; reflect back and show understanding of family's perspective
- Accept this conversation may be uncomfortable
  - Meet the families where they are

For more information, see [Tips for Discussing Screening Results with Families](#).

Remember: You do not need to convince parents to refer. Your role is to share screening results and to discuss options for obtaining services through early intervention or the school district. Support the family in the referral *when the family is ready*. It is the family's decision to refer and pursue additional supports and services. Please reach out to your Education Coach or Disabilities Consultant if you have questions about developmental screenings or the referral process.

## Screenings and Active Supervision

### *Ezra Stoker-Graham, Education Coach*

Fall is an incredibly busy time for teachers who are working hard to build relationships with children and their families, so this is just a friendly reminder that it won't be long before 45-day screenings are due. The ASQ-3 is completed for Head Start, Early Head Start, and ECEAP. The ASQ-SE is completed for Head Start and Early Head Start but **not ECEAP**. Education coaches are currently visiting classrooms to do initial Active Supervision observations. After that, **anytime** a PSED employee enters a classroom, they will complete an Active Supervision observation and submit it through the Moodle platform.

## Coaching Supports for Teachers

### *Debora Ritz, Education Coach*

Education Coaches are committed to having continuous meaningful contact with site staff including directors when needed. All teaching staff will receive General Support and based on need of staff the support may shift. This is the [system](#) coaches will use to support you this program year. If you are doing Early Achievers, this program year this is the type of [support](#) you can expect.

### **Requesting a Temporary Classroom Assistant**

***Debora Ritz, Education Coach***

There is a new procedure when [Requesting a Temporary Classroom Assistant \(TCA\)](#). TCAs temporarily support classroom needs identified by the teacher, Center Director, and/or PSESD staff. TCAs must be requested using the online form. Please review ELPM document and reach out to your Education Coach with any questions.

### **Curriculum Fidelity**

***Debora Ritz, Education Coach***

Reminder, Curriculum Fidelity monitoring will look different this year. Education Coaches will provide ongoing curriculum fidelity monitoring for ALL classrooms throughout each classrooms program year. Education coaches will be observing for different aspects of curriculum fidelity when they visit your classroom and will share feedback throughout the year.

### **Quality of Documentation and Procedure**

***Debora Ritz, Education Coach***

Child assessment is the process of gathering information through observation in order to make informed instructional decisions for each child. Please review [Ongoing Child Assessment Procedure](#) to ensure that you are following requirements and guidance for collecting child assessment data. Reminder, written observations must be clear, meaningful, descriptive and objective. [Quality of documentation](#) is important when entering data in GOLD. Reach out to your Education Coach if you have questions or need extra support.

### **Home Language Survey**

***Jesse Acosta, Dual Language Learners Coach***

The "Home Language Survey" is required for every child in *MyTeachingStrategies GOLD* and is designed to help teaching staff gain useful information about the languages children have been exposed to. The Home Language survey should be completed by October 15<sup>th</sup> of this program year. Please remember that you should not mark N/A (Not Applicable) for any of the survey questions. For detailed guidance on completing the Home Language Survey and assessing Dual Language Learners please visit [Assessing Dual-Language Learners in MyTeachingStrategies GOLD](#).

## WHAT'S NEW IN FAMILY SUPPORT



### Family Support - Read Other Sections

Read the Health, Nutrition & Safety section and the Education section of the Connector for important information related to Family Support staff.



### Monthly To-Do Lists/Deliverables

Use this checklist to ensure that you complete all required deliverables this month.

[OCTOBER To-Do/Deliverables](#)

## Policy Council

### Quincy Stone, Parent Leadership Manager

We know that you're busy recruiting and voting-in your Policy Council Parent Representatives for the 2019-20 year! Below are some reminders about upcoming dates and useful materials:

[Brochures](#) in six languages are still available! [Meeting date flyers](#) are available in English and Spanish

**PC Reps are available** to speak at your parent events, contact [Quincy Stone](#).

**Info sessions and Trainings** are coming up this month. They are held at PSESD in Renton unless otherwise noted.

Info Sessions (*for interested parents or staff looking to learn more about Policy Council*)

October 3, 10:00 am to 11:30 am

October 8, 10:00 am to 11:30 am at STAR Center in Tacoma (3873 S 66<sup>th</sup> St., 98409)

October 12 (Saturday), 10:00 am to 11:30 am

October 14, 6:00 pm to 7:30 pm

Trainings (*For elected and/or prospective parent representatives*)

October 29, 10:00 am to 2:00 pm

November 4, 10:00 am to 2:00 pm

*Note: We know that new parents are excited about PC and would love to visit a meeting. However, we ask that you please refrain from inviting them to the October meeting as we are wrapping up our current PC year and the density and pace of this meeting may be overwhelming. Please encourage new parents to attend an info session and/or training to learn more about Policy Council.*

Spanish interpreters will be available. If other languages are needed, contact [Quincy Stone](#).

## Peer Programs

### Quincy Stone, Parent Leadership Manager

#### Schedule a Teachback or Hallway Happening Today!

A great way to involve your families at the start of the year is to have another parent share about the available opportunities to currently enrolled families in Early Learning. This is easy to do with a Fall Teachback event at your site. Get your parents connected with each other and excited about being involved in the program!

#### Health & Literacy Training begins in JANUARY!

We're piloting a hybrid model (online and in-person) for Health & Literacy training this year! Training will take place for five (5) consecutive weeks on the following Tuesday and Thursday evenings, from 5:00 p.m. to 8:30 p.m.:

Week 1: Jan. 14 & 16 (in-person attendance is mandatory both nights)

Week 2: Jan. 21 (virtual classroom OR in-person) & Jan. 23 (in-person only)

Week 3: Jan. 28 (virtual classroom OR in-person) & Jan. 30 (in-person only)

Week 4: Feb. 4 (virtual classroom OR in-person) & Feb. 6 (in-person only)

Week 5: Feb. 11 (virtual classroom OR in-person) & Feb. 13 (in-person only)

*Please note: week one attendance must be in-person for both Tuesday and Thursday. Thereafter, Tuesday trainings can be attended either in-person or by virtual classroom. All Thursday trainings must be attended in-person at the Renton PSESD building.*

The electronic Teachback request form can be found [here](#). Request brochures [here](#)

Questions? Contact [Quincy Stone](#), 425-917-7875.

### Full Enrollment

#### ***Natalia Juarez, Program Manager Monitoring & Compliance***

We are almost there! Woo-hoo! Thank you all for your dedication in enrolling families! As always, please reach out to your FE Coach if you have any questions or need support.

- HS/EHS: Give all applicants expected to come in the 2019-2020 program year an Accepted Date and a Classroom Assignment in ChildPlus
- ECEAP: Give all applicants expected to come in the 2019-2020 program year an Actual Start Date in ELMS

### ◆WTC: Enrollment Compliance

#### ***Natalia Juarez, Program Manager Monitoring & Compliance***

WTC – To support Enrollment at the center-level, monitoring and follow up when enrollment is out of compliance at a site, Center Directors will receive an Enrollment Success Plan to complete from their Center Director. FE Coaches will still support FSS on achieving full enrollment and filling vacancies throughout the year within 30 calendar days. Please review the [Monitoring Protocols and Checklists - Enrollment](#) for more information. Please also reach out if you have any additional questions to [Natalia Juarez](#).

### ◆WTC: Continuity of Care

#### ***Lori Pittman, Advisor Policy & Governance and Natalia Juarez, Program Manager Monitoring & Compliance***

The Continuity of Care Procedure has been updated and can now be found in the Family Engagement Procedure, under Attendance. If you have any questions, please reach out to [ERSEA@psed.org](mailto:ERSEA@psed.org).

### ◆WTC: Daily Attendance and Meal Count Procedure

#### ***Natalia Juarez, Program Manager Monitoring & Compliance***

WTC – This procedure was recently updated to only include fax numbers. Through our confidentiality work to ensure child and family data is kept secure, the definition of identifiable information has been more defined. Attendance worksheets can now be sent again through the email addresses. The Daily Attendance and Meal Count Procedure will be updated accordingly.

HS/EHS: [HSAttendance@psed.org](mailto:HSAttendance@psed.org)

ECEAP: [Attendance@psed.org](mailto:Attendance@psed.org)

### ◆WTC: Monitoring Protocol and Checklist – Eligibility

#### ***Natalia Juarez, Program Manager Monitoring & Compliance***

The original protocol shared that the scheduling email would include a preference on how FSS would like to receive their results. While the intent was to honor individual preference, we will be gathering some additional feedback before moving forward. Please look out for this opportunity in the next month or two!

### ERSEA Committee

#### ***Natalia Juarez, Program Manager Monitoring & Compliance***

If you were unable to make ERSEA Committee this month, please feel free to send me your input. This month's topic will focus around lack of clarity or updates needed in the ERSEA procedure, specific to Recruitment and Eligibility, as well as suggestions to edits/updates to Recruitment and Eligibility forms.

Please send all feedback, suggestions and questions to [ERSEA@psed.org](mailto:ERSEA@psed.org).

### Transitioning 3-year-olds to ECEAP & Head Start

**Natalia Juarez, Program Manager Monitoring & Compliance**

To provide clarity on enrolling 3-year-olds that are transitioning from EHS to Head Start or new this year, 3-year-olds transitioning to ECEAP from EHS or ESIT, please use the following as guidance when supporting a 3-year-old transition from EHS/ESIT:

- You may process HS/ECEAP applications and determine eligibility 6 months before their third birthday.
- When a spot becomes available, and the next child on your waitlist is a transitioning 3-year-old who has not yet turned 3;
  - If their birthday is within 30 calendar days, you should select this child for enrollment. This child can start class on or after their third birthday.
  - If their birthday is after 30 calendar days, you should leave child on waitlist and select a child that is age eligible.
  - Example #1: There is an opening and the date is Oct. 1. The next child on the waitlist is a transitioning 3-year-old from EHS whose birthday is Oct. 15. This child is eligible to start class on Oct. 15 (or after) and can be selected for enrollment. This aligns with compliance of filling an open slot within 30 calendar days.
  - Example #2: There is an opening and the date is Oct. 1. The next child on the waitlist is a transitioning 3-year-old from EHS whose birthday is Nov. 5. This child will not be age eligible to start class within 30 calendar days. This child remains on the waitlist and the next child on waitlist is selected for enrollment. This ensures compliance of filling an open slot within 30 calendar days.

### New Staff Eligibility Training

**LaTanya Brooks, ERSEA Sr. Coordinator & Consultant**

This three-hour training provides NEW Family Support Staff (less than 8 months) with basic knowledge needed to determine Eligibility in Early Head Start, Head Start and ECEAP programs. This training will enhance your understanding of the eligibility process of ERSEA, provide ample opportunities for questions and answers, and help staff create a follow up training plan if extra support is needed. Before attending this training, it is required that staff complete their own independent learning through the assigned online Litmos courses and independent learning through the ERSEA Procedure on the Early Learning website. As a reminder, all new FSS must receive Eligibility training from a PSESD staff before beginning to process applications. Register using the Meeting and Training Calendar.

**Who:** All New Family Support Staff

**What:** ERSEA Eligibility Training

**When:** October 18 from 8:30 AM – 12:00 PM

**Where:** PSESD Renton

**Why:** To start processing applications!



## WHAT'S NEW IN HEALTH AND NUTRITION



### Read Other Sections

Read the Education section and the Family Support section of the Connector for important information related to your work.



### Monthly To-Do Lists/Deliverables

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[OCTOBER To-Do/Deliverables](#)

## MMR Exemption—More Information to Share

*By Cheryl Polasek, Program Manager--Health, Nutrition & Safety*

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**More information** can be found in the [Frequently Asked Questions about the Certificate of Immunization Status and the Certificate of Exemption](#).

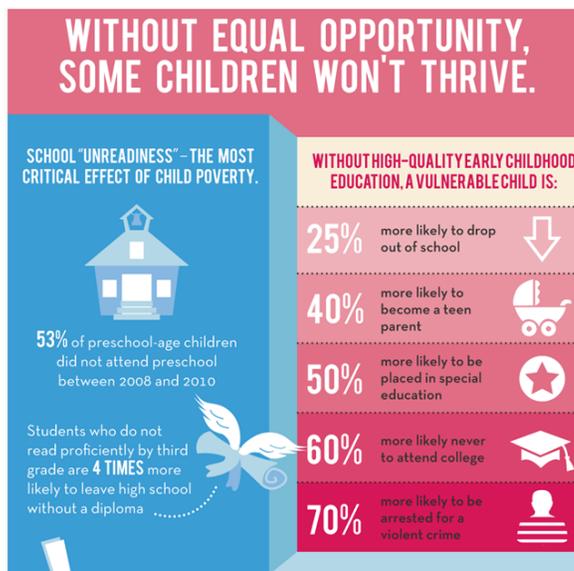
## October is National Head Start Awareness Month

*By Kristi Walters, Health, Nutrition & Safety Consultant |Registered Dietician*



President Lynden B. Johnson signed the Head Start initiative in 1965. Since then over [33 million children](#) have benefitted from the early learning program. In addition to education and parent involvement, Head Start offers health and nutrition support.

By ensuring access to immunizations, nutritious meals, dental, medical, mental health, and special needs services you have positively contributed to the millions of children empowered through early learning. You are impacting health equity for those most vulnerable. Your work is important. You are appreciated!



### Helpful Links to Successful Communication

By Xinying He, Nurse Consultant/RN, BSN

#### When communicating with Seattle Children's Hospital:

- Even if you complete the PSESD [Authorization to Release and Exchange Confidential Health Information](#) form, Seattle Children's Hospital will continue to require an additional release of information (ROI) signed by a parent or guardian prior to the release of information to school personnel. To ensure you have a prompt response from Seattle Children's, please consider having parents complete the following forms for their providers:
  - ⇒ [Seattle Children's Hospital](#)
  - ⇒ [Odessa Brown Children's Clinic](#)
- Electronical authentication from provider on a medical record will be accepted as their signatures. Please see below:

Electronically Authenticated by  
| XXXXXX , MD, MAS 04/24/2019 11:15 A

### USDA Meal Monitoring: Be prepared to see a new face!

Natalie Lampi, Health, Nutrition & Safety Coach

In order to best support sites and centers which may need more assistance, PSESD has moved from monitoring every site under our USDA contract three times each year to a flexible monitoring schedule that will include between two to four visits per year. Many of these monitoring visits will be completed by our Health/Nutrition/Safety Coaches and some centers will be visited by one of our Health/Nutrition/Safety Consultants: Joanne Tran, Kristi Walters, Shawn Peterson, Xinying He or Janice Heck. While you may see a new face in your classroom, we will continue to monitor for the same best practices during mealtimes. If you have any questions, please reach out to your Health/Nutrition/Safety Coach.

### New and Improved: Menu Upload System

Kristi Walters, Health, Nutrition & Safety Consultant | Registered Dietician

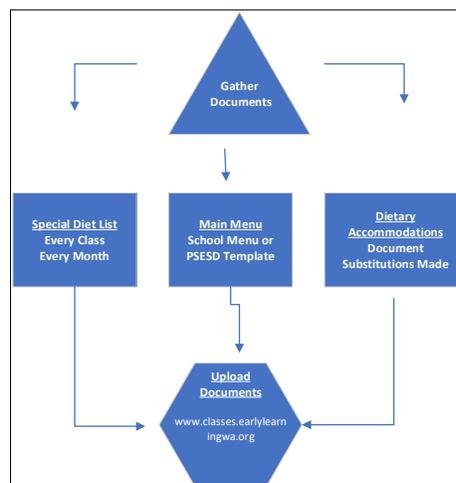
The Menu Upload site has a new look. Hopefully, you will find the new design easy to navigate. For assistance please contact [Anne O'Galleher](#), [Shawn Peterson](#), [Kristi Walters](#), or your [Health Coach](#). We are happy to help.



Due to confidentiality, documents containing names need to be directly uploaded, emails are no longer accepted.

Please determine the person responsible for uploading your sites' monthly dietary documentation. Is it family support, a teacher or another dependable person? If that staff person is on leave, who will upload the menus? Menus, Accommodations and Special Diet lists are necessary for qualifying site meal-reimbursements.

Uploads are due by the fifth of **every month**. Look here for [Upload Instructions](#) and [Menu Procedures](#).



## WHAT'S NEW IN MENTAL HEALTH



### Read Other Sections

Read the Education section and the Family Support section of the Connector for important information related to your work.

### Mental Health Updates

We have welcomed back Alex Clifthorne from maternity leave and are so glad to have her working with us again! We are in the process of hiring another Mental Health Consultant to replace Kristin Wells' position and in the meantime, we are sharing the sites she supported.

We are currently scheduling our regular quarterly visits to all our Head Start, Early Head Start and combined program sites. These are considered informal with the purpose of becoming familiar with your programs and offering support to your sites in a preventative manner.

We are also available to provide specific, individual observations by request. Please ensure that the parents have signed consent at enrollment for Mental Health observation, have been informed of staff concerns and know you are asking us to come out. Fax requests will be accepted at **1-855-881-7904**. **We are unable to accept e-mailed requests due to HIPAA laws.**

Please remember that those with ECEAP only programs are required to have their own Mental Health Consultant. PSESD Early Learning Mental Health Consultants will, however, take referrals for individual children and families to receive individual mental health therapy through one of our available therapists on a case by case basis. Confused? E-mail us at [Melissa Russell](#) or [Alex Clifthorne](#).

### Temporary site assignments for PSESD Early Learning Mental Health Consultants supporting Early Head Start, Head Start and combined models are:

Alex Clifthorne: Angle Lake, Bellevue College, **Childhaven**, Educare, Family Childcare, Federal Way School District, Heritage, Lake Washington School District, **Tukwila School District**, **Meadow crest/Renton School District**, **NorthShore School District**, Shoreline School District, Young Minds.

Melissa Russell: Bates College, Bethel School District, Clover Park School District, EHS Home Based, **Franklin Pierce School District**, Hugs Tugs and Luvs, **Kent Youth and Family Services**, **Lighthouse**, Midland Kiddie Korral, MCFHC, Pierce College (Puyallup and Steilacoom), Tacoma Community College and WCCW.

Interested in understanding more about Mental Health supports in Head Start? Check out: [Child Mental Health and Social and Emotional Well-Being](#)

Please don't hesitate to contact us with questions or concerns.

Your Mental Health Consultants,  
Alex Clifthorne and Melissa Russell