



Plan for Consultative Services

The Regulations for Connecticut State Agencies require each of our consultants to provide, at a minimum, the following services to the program:

- Annual review of written policies, plans and procedures
- Annual review of education programs
- Availability by telecommunication for advice regarding problems
- Availability, in person, of the consultant to the program;
- Consulting with administration and staff about specific problems
- Acting as a resource person to staff and the parents; and
- Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years.

Furthermore, the Health Consultant will be responsible for the following listed below:

- Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older; or for group day care homes, facilities that operate no more than three hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- Reviewing health and immunization records of children and staff;
- Reviewing the contents, storage and plan for maintenance of first aid kits;
- Observing the indoor and outdoor environments for health and safety;
- Observing children's general health and development;
- Observing diaper changing and toileting areas and diaper changing, toileting and handwashing procedures;
- Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication; and
- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed.

The selection of our program's consultants is thoughtful and deliberate, and includes the careful examination of each one's qualifications and experience. A written agreement specifying each consultant's services to the program is on file and updated annually.