

Grant Report February 2003

Early Head Start/Head Start State/Territorial Oral Health Forums

State of Hawaii

The Head Start Collaboration Project housed in the Hawai'i Department of Human Services/ Benefit, Employment and Support Services Division; and the Head Start Association of Hawai'i in partnership with the State Department of Health, Dental Health Division and Women, Infants and Children (WIC) submit this grant report in response to the funding received from Health Resources and Services Administration (HRSA) and Maternal and Child Health Bureau (MCHB) through the Association of State and Territorial Dental Directors (ASTDD) to sponsor Hawaii's Head Start State Oral Health Forum on December 6, 2002.

BACKGROUND

As outlined in our original grant application, our task was to create an oral health Strategic plan for Head Start children and their families in the areas of increased access to direct services, prevention and education to children, parents, dental providers, pediatricians, community service agency administrators and the public. The Forum was modeled after the Regional Forum on Head Start and Oral Health conference held June 25 & 26, 2002 in Oakland, California. A day planned with brief introductions, key oral health information given to participants on both the national and local level, breakout groups with specific topics and tasks, presentations from the breakout groups to the larger group, summary and participant evaluation. Based on the feedback received after the forum, evaluations and the thoroughness of detail in the plan itself, the opportunity to articulate and synthesize Head Start barriers, resources, and strategies in one day was successful.

The second task was to submit the Head Start Strategic plan to the state oral health committee for alignment into the state Hawaiian Islands Oral Health plan. Historically Head Start perspectives have not been represented in Hawaii's state oral health conferences and consequential planning efforts. The Head Start State Oral Health plan developed through this grant opportunity is a step to fill this gap with a thoughtful and thorough Head Start representative perspective on barrier resolution and resource capacity building. The plan was submitted to the state committee on January 30, 2003 with detailed references for aiding the integration process.

The third task is to define the process for strategy implementation and continuance of the work.

PLANNING PROCESS/GROUP/TIMELINE

A letter of invitation from Head Start Association of Hawaii President, Lyn McNeff and Chief of the Department of Health Dental Health Division, Mark H. K. Greer, D.M.D., M.P.H. was sent on November 7, 2002 to possible participants from the Head Start State Collaboration Project Office. This letter included the May 2001 Head Start Bulletin, a letter from Dushanka V. Kleinman, D.D.S., M.Sc.D. RADM, US PHS, Assistant Surgeon General, agenda, and RSVP return by fax form. A letter of response to the RSVP's was mailed on November 22, 2002 which included a copy of the Region IX oral health plan. (See Attachments 1, 2 and 3 for these letters.)

The Forum was held December 6, 2002 at the Honolulu Airport Hotel. This hotel was chosen because it has a free shuttle to and from the airport which reduced the travel expense by the cost of taxis services. This is a significant amount since 50 % of the participants traveled by air from the neighbor islands of Maui, Kauai, and the Big Island of Hawaii. Since the hotel is in close proximity to the airport, the forum could start soon after the neighbor island flights arrived at 8:30 am. The wrap up was at 4:30. (See Attachment 4 for the Forum Agenda.)

Our keynote speaker was Reginald Louie, D.D.S., M.P.H. and our local perspective speaker was Mark H. K. Greer, D.M.D., M.P.H. Both presentations were well received and very informative to our participants. We moved quickly into the morning breakout session to discuss Direct Services –Urban (4 tables) and Direct Services-Rural (4 tables). In the afternoon breakout session II, the topics discussed were Prevention (4 tables) and Education (4 tables). The participants at each table listed barriers, resources, and strategies/action steps which have been compiled into the enclosed Hawaii’s Head Start State Oral Health Plan . (See Attachment 6 for the Plan.)

PROPOSED INVITEES/PARTICIPANTS

There were 48 participants, that is 8 groups of 6 people. The participants were pre-assigned to a table based on their role and area of expertise. What resulted was a good mix of parent, educator, administrator, professional service representatives, medical and dental. The discussions at each table were dynamic. Based on observation and feedback from participants, the networking benefits and shifts in perspectives experienced by the participants were significant. Consequently, connections were made to begin a foundational framework for making positive changes for Hawaii’s Head Start children and families. (See Attachment 5 for a copy of the sign in roster.)

The following attendees included 19 from neighbor islands:

- Parents 4
- Legislative Representative 1
- HS Teachers 2
- HS Health Specialists 5
- Nutritionists 2
- HS Directors 7
- Pediatric Dentists 1
- Hawaii Dental Association 1
- Dental Hygienists 2S
- Pediatric Physicians 3
- Public Health Nurses 2
- Community partners 6
- Agency Administrators 7
- HS Federal Representatives 2
- Forum Facilitation 2
- Keynote Speaker /participant 1

METHODS TO DEVELOP AN ACTION PLAN

The next step to the Forum work was to form a committee to consolidate each groups documented work from the meeting process. The volunteer committee membership included Jennifer Ernst, Dental Hygienist, Head Start Health Specialist with Hawaii Community Action Programs; Susan Tengan R.D.H., BA, Chief, Dental Hygiene Branch, Department of Health; and Jacqueline Rose, Head Start State Collaboration Project Director, Department of Human Services/ Benefit, Employment and Support Services Division. All documentation was compiled into an unduplicated list of identified barriers, available resources, and prioritized strategies with action steps. Due to the time constraints of a one-day forum, different groups produced varying quantities of action steps. However, the strategies are strong and each group did prioritize their strategies. The enclosed strategic plan consists of strategies in the areas of Direct Services, Education and Prevention. Since there was a lot of overlap in the strategies of the Urban and Rural Direct Services groups, our plan has combined the strategies into one chapter of the plan. To keep the integrity of differences between urban and rural needs two things were done. First, in the combined strategies for Direct Services, an asterisk identifies each strategy that was only on the rural plan. Secondly, both individual plans for Direct Services Urban and Direct Services Rural are attached as addendums to the document. The committee was careful not to tamper with the wording of strategies to change their intent. This was particularly important for the rural work as our neighbor islands often feel that their needs are overlooked. Rural areas in our state consist of rural Oahu, the island of Hawai'i, Maui, Molokai, Lanai, and Kauai.

FOLLOW-UP TO FORUM

Follow up to the Forum will be comprised of the following steps:

1. Each agency will identify an oral health team of two or three people consisting of the Health Specialist on staff, a teacher or parent, and a community liaison person.
2. These teams will meet in Honolulu with the Head Start State Collaboration Director who will give an overview of the Head Start State Oral Health plan. Each team will develop action steps for one to three strategies in each of the objective areas of Direct Services, Education and Prevention. An introduction to the Hawaiian Islands Oral Health plan will also be presented so that each team can discuss working for their Head Start programs in collaboration with their community Hawaiian Island task force committees.
3. The Teams will return to their agencies to present their draft plan to the staff and parents for review and consequential adjustments and additions to their plan.
4. Each Team's new plan will be submitted to the Head Start State Collaboration Office to be compiled into a current Head Start State plan.
5. Since our plan is a living, ever changing document, a continuance of each agency's work will be reviewed and supported through a Team meeting on a regular/as needed basis. This meeting will be coordinated through the Head Start State Collaboration Project Office.

6. The coordination and facilitation of the Head Start State Oral Health plan will be focused in a committee of the Head Start Association of Hawai'i with the continuance of support from the Head Start State Collaboration Project and the Department of Health.

BUDGET/IN-KIND

The total dollars expended from the \$5,000 grant were \$3,079.40. The total in-kind contributions are \$1,595.41, for a total conference cost of \$4,674.81. There is a remaining balance of grant dollars totaling \$1,920.60. ASTDD approved the remaining funds to be used for the travel expenses involved in bringing the agency teams together from each island and/or pay for an Oral Health public awareness promo.

BUDGET

DESCRIPTION	GRANT BUDGET	ACTUAL	BALANCE
Printing/Paper	\$ 25.00	\$ 22.07	\$+ 2.93
Oral Health Booklets	100.00 }	6 Flipcharts Rental	+ 43.75
Postage	100.00 }	@ 156.25	
Conference Room Rental	480.00	480.00	-0-
Travel	3,025.00	2,162.00	+863.00
Parking	220.00	-0-	+220.00
Greeting Leis	215.00	216.00	- 1.00
Misc. Supplies	35.00	9.31 }	- 8.08
Name Tags		17.12 } 43.08	
		16.65 }	
Child Care	800.00	-0-	+800.00
TOTAL EXPENDED	\$5,000.00	\$3,079.40	\$+1,920.60**
In-kind Contribution		1,595.41	
TOTAL COST		\$4,674.81	

**Note: The balance will be used for follow-up activities.

IN-KIND LIST

DHS/HEAD START COLLABORATION

Postage:	1 st Mail	60 @ \$1.06	=	\$ 63.60
	2 nd Mail	38 @ \$1.06	=	40.28
Envelopes	9 x 12	98 @ .10	=	9.80
Index Cards, 3 x 5	100/pak	4 @ .33	=	1.32
Colored Dots		1 @ 7.37	=	7.37
Printing		1,550 @ .05	=	77.50
Paper		3 @ 4.56	=	13.68
Lap Top		1 @100.00	=	200.00

DEPARTMENT OF HEALTH:

2 each Flip Charts w/stand	2 @ 26.05	=	52.10
Lap Top & Projector			500.00
Printing - Keynote Handout			20.00

HAWAII DENTAL EDUCATION CENTER:

Breakfast – Continental			189.76
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HEAD START ASSOCIATION OF HAWAII:

Breakfast – Continental			200.00
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J. ROSE

Lap Top			200.00
Snacks			<u>20.00</u>

TOTAL			\$1,595.41
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Hawaii Head Start Oral Health Forum
Friday, December 6, 2002

Agenda

8:30-9:00	Arrival and registration
9:00-9:15	Opening Lyn McNeff, President Head Start Association of Hawaii
	Welcome Dr. Mark Greer, D.D.S, M.P.H.
9:15-9:45	Keynote presentation Reginald Louie, D.D.S., M.P.H.
9:45-10:15	Conference Goals and Process
10:15-10:30	Break
10:30-1200	Breakout Session I - Direct Clinical Services Urban Direct Clinical Services Rural
12:00-1:00	Lunch
1:00-1:50	Key Points Report Out for Session I
1:50-2:00	Introduction to Breakout Session II
2:00-3:30	Breakout Session II -Prevention Education
3:30-4:15	Key Points Report Out for Breakout Session II
3:45-4:00	Wrap-up and adjourn