

ENVIRONMENTAL HEALTH OFFICER'S GUIDE



This Guide provides information to assist local Indian Health Service (IHS) and Tribal Environmental Health Officers (EHOs) in supporting Sleep Safe Program Coordinators to meet the goals and objectives of the program. A brief explanation of the Environmental Health Officer's roles and responsibilities is provided, as well as suggestions for monitoring and supporting Sleep Safe Program activities.

Environmental Health Officer Roles and Responsibilities.

The four main responsibilities of the IHS/Tribal Environmental Health Officer are to:

1. Provide on-going assistance to Sleep Safe Coordinators for the installation of Sleep Safe Program smoke alarms.
2. Provide on-going assistance, as requested, to Sleep Safe Coordinators for the implementation of Sleep Safe Program activities. This includes providing assistance in training of staff.
3. Monitor and assist in reporting program progress to the National Sleep Safe Program Coordinator, Harold Cully.

1. Installation of Sleep Safe Program Smoke Alarms.

Environmental Health Officers are responsible for helping to ensure that the smoke alarms provided by the Sleep Safe Program are installed into the homes of Head Start Center families. Please refer to the separate *Smoke Alarm Distribution Guide* for information to guide the assistance you can provide Sleep Safe Coordinators to install smoke alarms.

2. Implementation of Sleep Safe Program Activities.

Environmental Health Officers are also responsible for providing assistance, as requested, to Sleep Safe Coordinators for the implementation of activities outlined in the Sleep Safe Training Module.

Providing Assistance with Staff Training. EHOs can assist Sleep Safe Program Coordinators in providing training to Head Start Teachers, Staff, and others who will be involved in providing educational materials and/or smoke alarm installation. It is important that EHOs assist by providing assistance to their Sleep Safe Coordinator in planning and delivering activities included in the *Staff & Childcare Provider's Training Guide*, including Activities #1-3: Just the Facts; Smoke Alarms; and Home Fire Escape Plans.

Providing Assistance with Quality Assurance (QA) Visits. EHOs can assist Sleep Safe Coordinators in conducting random QA follow-up visits at homes to determine whether installers are properly locating smoke alarms

and providing training to families. If problems are observed during QA visits, EHOs can then assist Coordinators in resolving them.

EHOs can also provide assistance with activities included in the *Tribal Partnership's Guide*, including: Developing and maintaining a community fire safety coalition; writing tribal fire safety resolutions; and writing press releases/marketing materials.

3. Monitor and Assist with Reporting.

EHOs should also conduct three specific monitoring activities to assess the progress of each site and to provide valuable technical assistance to Sleep Safe Program Coordinators. These include: conducting conference calls; conducting site visits; and ensuring the completion and submission of quarterly progress reports.

Conference calls. EHOs should conduct at least one conference call in the Fall and Spring with Sleep Safe Program Coordinators. During these calls, EHOs should document the progress of each program and respond to technical assistance needs.

Site Visits. EHOs should conduct at least one site visit (if not more) to the Sleep Safe Program sites. These visits are another way to assess program progress, address program challenges, and identify ways of meeting Sleep Safe Program technical assistance needs.

Progress Reporting. EHOs are also responsible for ensuring that Sleep Safe Coordinators enter home visit data and progress (details in how to do this are described in the Forms/Data Guide). Sleep Safe Coordinators have been instructed to complete two progress reports (report templates are included in the *Forms/Data Guide*) during the school year: December 31, 2008 and June 30, 2009. EHOs should provide encouragement (e.g., reminders) to Sleep Safe Coordinators to complete and enter this information --this may include providing Coordinators with assistance in summarizing data needed for progress reports. EHOs should also review progress reports to assess technical assistance needs and/or ways of handling problems identified by Coordinators.

Note: Please don't wait until the due date to contact the Sleep Safe Coordinator—be in contact all year. This will help ensure that your Sleep Safe site maintains good progress and success through the year.