

Community Action Team, Inc.
CHILD & FAMILY DEVELOPMENT PROGRAMS
Health Status Procedure

Purpose:

To ensure all Head Start children receive health status determination (medical and dental) in collaboration with parents, within **30 and 90 days of entry**. Medical and dental exams will be completed as quickly as possible to support the child's overall health and wellness.

NOTE: Center Managers will have primary responsibility for assuring that all children receive health status determination within the required time frame.

Procedure for Medical Health Status:

1. **Medical Home Determination within 30 days of entry:**
 - a. Determine whether or not each child has an ongoing source of continuous, accessible health care (home) and assist parents who do not in accessing a source of care.
 - b. Document home determination in Child Plus in the Health Module.
 - c. If follow-up is needed to assist parent in accessing a medical home, document the plan in Child Plus in the Health Module.
2. **Medical Care Status within 90 days of entry:**
 - a. Obtain from a health care professional a determination whether or not the child is up-to-date on a schedule of age appropriate preventive and primary health care.
 - b. Complete and have parent sign the release for consent form 3-7.
 - c. Send the Health Assessment/Medical Well-Child Exam form 3-23 along with the signed copy of form 3-7 to the health care professional.
 - d. All results and follow-up plans will be documented in Child Plus in the Health Module and shared with parents. Upload attachments (3-7, 3-23) to the Health module and shred the originals.
 - e. For children not up-to-date, assist parents in making the arrangements to bring the child up-to-date. Document plan in Child Plus in the Health Module under the Medical/Well Child Exam event in "Add Actions".
 - f. For children who are up-to-date, assist parents to ensure they continue to follow the recommended schedule for well child.
 - g. Medical Care Status determination and date is entered one time and does not change.
3. **Medical Exam (as quickly as possible):**
 - a. Upon receiving medical exam information from the health care professional (form 3-23), document in Child Plus in the Health Module. Upload attachments (3-7, 3-23) to the Health module and shred the

- originals.
- b. All results and follow-up plans will be documented in Child Plus in the Health Module and shared with parents.
- c. Assist parents to ensure that they continue to follow the recommended schedule for well child.

Procedure for Dental Health Status:

1. Dental Home Determination:

- a. Determine whether or not each child has an ongoing source of continuous, accessible dental care (home) and assist parent who do not in accessing a source of care.
- b. Document determination in Child Plus in the Health Module
- c. If follow-up is needed to assist parent in accessing a dental home, document the plan in Child Plus in the Health Module.

2. Dental Care Status:

- a. Obtain from a dental care professional a determination whether or not the child is up-to-date on a schedule of age appropriate preventive and dental health care.
- b. Complete and have parent sign the release for consent form 3-7.
- c. Send the Oral Health Assessment/Dental Exam form 3-22 along with the signed copy of form 3-7 to the health care professional.
- d. Document in Child Plus in the Health Module the determination.
- e. For children not up-to-date, assist parents in making the arrangements to bring the child up-to-date. Document plan in Child Plus in the Health Module
- f. For children who are up-to-date, assist parents to ensure that they continue to follow the recommended schedule for dental care.
- g. Dental Care Status determination and date is entered one time and does not change.

3. Dental Exam:

- a. Upon receiving dental exam information from the health care professional (form 3-22), document in Child Plus in the Health Module. Upload attachments (3-7, 3-22) to the Health module and shred the originals.
- b. All results and follow-up plans will be documented in Child Plus in the Health Module and shared with parents.
- c. Assist parents to ensure that they continue to follow the recommended schedule for dental care.
- d. Fluoride Policy 3-37 and fluoride education is discussed or shared with parents three times during the school year and documented in Child Plus in the Health Module

NOTE:

1. Parent report can be used for medical and dental homes.
2. According to state guidelines, well child checkups and vision exams can be completed yearly or as determined by health care provider for children 3-5 years of age.
3. Dental exams can be completed every six months or as determined by dental care provider for children 3-5 years of age.
4. Families are encouraged to utilize and participate in community clinics for exams.
5. All other possible resources are to be used before Head Start funds will be spent on these services (Cross reference Policy 3-9).

Mental Health:

1. Mental health is included on form 3-23. When received from the doctor, document in Child Plus in the Mental Health Module any concerns and work with parents to develop a plan.
2. CFDP in partnership with parents will follow Procedure 2-36 when a child has been identified with a behavioral concern.
3. Individual mental health observations are documented in Child Plus in the Mental Health module along with plans and follow-ups.

Nutrition:

1. Nutrition is included on form 3-23. When received from the doctor, document in Child Plus in the Health Module any strengths or concerns and work with parents to develop a plan.
2. For children on WIC, support parents in keeping appointments and provide resources.
3. For children who do not have WIC and are age eligible, support parents in applying and provide resources.
4. Work with families to gain an understanding of their child's nutritional status, including the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs. Document in Child Plus in the Health Module.