

## Health Tracking Procedure

**Policy:** Head Start will have written procedures for tracking and documenting each child's health status, including medical and dental exams and follow-up treatment, and all screenings.

*Performance Standard 1304.20(a)(1)(ii);(a)(1)(ii)(B);(a)(2)(ii)(C);(a)(1)(iii)*

### Procedure:

- Staff will work with each family to assist them with community resources and to ensure a child's access to ongoing health care.
- Health Manager will use ChildPlus to assist in keeping track of each child's health screening, exam, and follow-up status.
- The results of enrolled children's: physical exam, hearing, vision, blood pressure, height, weight, BMI, Lead, Hgb, oral exam and any follow-up will be entered in ChildPlus.
- Child Immunizations will be tracked and parents informed of when their child needs another immunization to become "up to date" on the recommended immunization schedule.
- New immunization information received from parents will be entered in the child's record.
- Insurance and provider information will be tracked in ChildPlus as well.
- In the event the parent is unwilling or unable to make or keep appointments for needed exams/screenings the Health Manager and Family Advocate will work with parents to determine the barrier and to create a plan of action. Both the barriers and plan of action will be documented on the family contact file or in the Health File.
- The Health Manager will review all children's health status', health files and **Family Contact Notes** during the scheduled case management and drop-in site visits and review information with the Education Coordinator on a monthly or as needed basis.

### *Referenced Forms:*

*Family Contact Logs*