

1e. HEALTH PACKET [P.S. 1304.20(a)(1)(ii)]

Policy: Obtain a determination from health care professional (CHDP/Well Child Exam) as to whether a child is up-to-date on well-child care.

Procedure: Scan the “Health Packet” to health within the first 45 days of entry.. Scan each child’s packet.

1. A complete “Health Packet” consists of:
 - a. The most recent CHDP/Well Child Exam
 - b. “Authorization to Release Health Information” for the Health Care Provider/Doctor who completed the exam.
 - c. Health, Developmental and Nutritional Assessment (HDNA) in order.
 - i. For new enrollments complete the entire three page HDNA.
 - ii. For children returning to the same program (EHS/HS) complete the “Annual HDNA for Returning Head Start/Early Head Start Children”
2. Scan any updated physicals/well baby checks to Health throughout the year.
3. Scan each child’s “Health Packet” and “updates” separately.
4. Before a CHDP/Well Child Exam is scanned into “Health” the Family Worker/Home Visitor needs to make sure that the following items are all on the CHDP/Well Child Exam:
 - a. **Date of Service** – Must be dated 1 year prior to entry date or later. Needs to be legible.
 - b. **Hemoglobin or Hematocrit** – Must be done for all children 12 months of age and older. Must be legible.
 - c. **Height** – Make sure there is a legible height.
 - d. **Weight** – Make sure there is a legible weight.
 - e. **Provider** – Make sure that the provider is listed somewhere on the CHDP/Well Child Exam form and is legible. If the signature is not legible please print who the provider is at the bottom of the form.
 - f. **CHDP** – Do Not send a HDNA into the office without the most recent CHDP.
 - g. **CHDP is not readable** – Make sure that all the components are readable.
 - h. **HDNA** – Do Not send a HDNA into the office without the most recent CHDP.
 - i. **TB Risk Assessment Documentation** – Make sure that this is noted on the CHDP/Well Child Exam form.
 - j. **Blood Lead Test** – It is required for providers to test for lead at 12 and 24 months of age, regardless of risk criteria. If a blood lead test was not done at 24 months of age, it must be completed between 24 and 72 months of age.

If any of the above is missing, the Health Clerk will send you an email informing you of what is missing with the subject line “Missing Requirements”.

Remember, you must have a separate “Authorization to Release Health Information” for each provider you are requesting records from. For example, if you are requesting information from a health care provider, a dentist, and a school district, you would have three separate parent-signed authorizations.