

	DHS Head Start Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
PAGE: 1 of 3			

Policy:

Education Service Providers will develop and implement procedures to ensure high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child’s growth and school readiness.

Procedures must include a system to meet the following:

30-Day Requirement

- Within 30 calendar days after the child first attends the program of each school year, the Head Start Program must consult with parents to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45-Day Hearing & Vision Screening Requirement:

- All children must receive a hearing and vision screening each school year they are enrolled in the Head Start Program. Within 45 calendar days after the child first attends the program the Education Service Providers must conduct an evidence- based vision and hearing screening or obtain a current record of an evidence- based vision and hearing screening The screenings should be in the child’s home language as appropriate.
- Education Service Providers have 45 days to complete a hearing and vision screening for any child that was previously enrolled or transferred from a different City of San Antonio Head Start site and did not receive the required screenings.

90 Day Requirement:

- Within 90 calendar days after the child first attends the program of each school year, documentation of a well child exam/physical/ and an oral health determination must be obtained.

EPSDT

By the end of the program year, all children are up to date on a schedule of age-appropriate preventative and primary health care, including mental health, and oral health care that meets the State of Texas Early and Periodic, Screening, Diagnosis, and Treatment (EPSDT) requirements schedule as indicated through the receipt of an up to date well child exam.

Child Health Information

- Prior to the beginning of the school year, collect and document the TB Questionnaire, Child Health History, and Nutrition Assessment.
- By the end of the program year, provide or obtain and document Growth Assessment results for all children enrolled in the program.
- Follow up for any concerns related to the TB Questionnaire, Child Health History, Nutrition Assessment, and Growth Assessment.

Follow-up, Tracking, and Data Documentation

- Follow-up must occur once a month for medical, dental, and nutrition related concerns identified by the Head Start Program as indicated on screenings, health assessments, physical/well child exams, and other health related concerns, including health insurance coverage and any missing events.
- Follow-up must occur for developmental and mental health concerns.
- Health and mental health related contact and follow-up must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*.

Parent/Guardian Collaboration and Communication

Develop a system to inform the parents/guardians about their children's health and mental health needs in a timely manner.

- Provide health and mental health information and community resources to families.
- Provide resources to families in need of assistance with prescribed medications, aides, or equipment for medical, dental, or mental health conditions.
- Provide results of abnormal medical and/or dental exam/screenings administered through the program and discuss results.
- Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.
- Obtain advanced authorization to provide mental health services.

Head Start funds may be used for children’s professional medical, mental health, and/or dental services when other sources of funding are not available; documentation of efforts to access other available sources of funding must be documented.

Performance Standard(s):

1302.41; 1302.42

Reference:

[THSteps Medical Checkup Periodicity Schedule](#)