
	<b>DHS Early Head Start Program Policy</b>		
<b>HEALTH 3</b>			
<b>SUBJECT</b>	Preventative Health Visit Requirements and Documentation		
<b>REFERENCE</b>	Comprehensive Health Services		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

Early Head Start Program staff will ensure that high-quality health, oral health, mental health and nutrition services are developmentally, culturally, and linguistically appropriate and 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 or, for the home – based program option, receives a home visit, staff must consult with parent/guardian to determine whether the child has ongoing sources of continuous, accessible health care and health insurance coverage.

**45-Day Requirement:**

Within 45 calendar days after the child first attends the program or, for the home – based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings. The screenings should be in the child's home language as appropriate.

**90-Day Requirement:**

Within 90 calendar days after the child first attends the program or, for the home – based program option, receives a home visit, documentation of a current well child exam and 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.
- Follow up for any concerns related to the TB Questionnaire, Child Health History, Nutrition Assessment, and Growth Assessment.

### **Follow up, Tracking and Data Documentation**

- Staff will follow procedures for follow-up on medical, dental, and nutrition related concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including health insurance coverage, medical/ dental home.
- All health and mental health related contacts and follow-ups will be documented in ChildPlus according to EHS procedures and the Health Services Handbook. When applicable, staff will also utilize the *City of San Antonio Benchmark Due Date Guide*, *Early Head Start Program ChildPlus Scan Order and Process Guide* and the applicable *ChildPlus Data Entry Guide* for additional guidance.

### **Parent/Guardian Collaboration and Communication**

- Develop a system to inform parents/guardians about their child'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, aids, or equipment for medical, dental, or mental health conditions.
- Provide results of medical and/or dental exam/screening administered through the program and discuss the results.
- Obtain advance authorization from the parent/guardian to perform intrusive medical or dental services f, 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. In such cases, documentation of efforts to access other available sources of funding must be documented in Child Plus.

### **Performance Standard(s):**

1302.41; 1302.42;

### **Reference:**

[THSteps Medical Checkup Periodicity Schedule](#),  
Caring for Our Children