

H-4 PHYSICAL AND DENTAL EXAM POLICY

Policy: All children will be afforded the opportunity to access quality, Well Child Care.

Physical and dental exams will be accomplished within 90 days of a child's entry into the UMCHS program.

UMCHS will follow the standard of care and periodicity of care for well child physical and dental examinations as determined appropriate by EPSDT for the State of Oregon and the UMCHS Health Advisory Committee.

Procedure

1. Assessing Resources/Schedule of Services:

With assistance from providers and Health Advisory Committee, Health and Nutrition Services Director will assess resources for Well Child Care and develop standardized periodicity schedule of health and dental screenings and examinations for children served by the agency.

2. Provider Lists:

The Health Resource Manager (HRM) will confirm medical/dental providers' willingness to participate in Head Start's medical/dental services program. HRM will compile and maintain an updated list of medical/dental providers available to provide health care services to Head Start families, the types of health care coverage accepted by these health care providers, and an assessment of services provided for Well Child Care.

3. Recruitment and Enrollment

The Family Advocate (FA) will discuss the medical/dental health program provided through participation in Head Start during recruitment and enrollment. The FA will also assist the family in completing the Health History form and obtain accurate immunization information from families.

FA will confirm the families' "Medical Payer Status" and assist the family in identifying a source of payment if there is not one already established. If families are uninsured, FA's will refer the families to Health Staff for Application Assistance. FA's will also ensure the child's medical and dental providers are listed on the Release of Information (ROI) form.

The Health Appointment and Tracking Sheet is also completed at enrollment or during the First Home Visit for returning students. Within 30 days of entry into the program, the Staff must ensure to document the child's medical and dental home and health insurance status on the Health Appointment and Tracking sheet and update emergency notification form,

ROI and Face sheet accordingly. Health Appointment and Tracking Form will be submitted to assigned Health Resource Specialist/Data entry for input into child plus.

4. Determining Health Status

Within the first 30 days of services, CFA's and FA's will review the children's health records, recruitment notes, and enrollment forms to determine the "Health Status of the children and to identify which children need health insurance, medical and dental exams or follow-up treatment. Physical and dental exams are valid for 12 months from the date of the exam unless the health care provider has recommended a different schedule. For Early Head Start children, the schedule of well child care is on a more frequent basis as recommended by the child's provider. For newly enrolled children, we will accept physical and dental exams if they have been completed within the preceding 12 months prior to the child's first day of entry into the program. CFA or FA will assist the parent in having our Dental Form or Health Appraisal Form filled out by the provider or Health Resource Specialist will assist in obtaining documentation from the medical/dental provider. For children who are all up to date on age appropriate well child care, the FA or CFA will continue to work with the family to ensure the recommended schedule of well child care is followed.

5. Plan for Obtaining a Medical and Dental Home

If after reviewing Medical Payer and Health Status and the family does not have access to health care, the CFA or FA will contact the family and discuss the family's access to medical and dental providers, including the family's ability to pay for necessary well child care. CFA or FA will assist the families in obtaining these resources with the plan for achieving this goal being documented in the child's anecdotal record. CFA or FA will refer families to UMCHS Application Assistants for assistance with OHP Application.

- 6. Vouchers:** When no other source of funding is available for medical or dental services, the FA or CFA will work with the family to complete a Request for Head Start Pay Voucher. Documentation for no other source of payer must accompany the request. Separate vouchers are required for dental exams, physical exams and follow-up treatment services. Once completed, the Request for Head Start Pay Voucher form needs to be sent to the Health & Nutrition Services Director (HNSD) for approval. HNSD and Health Resource Manager will ensure all other forms of payment have been utilized prior to authorizing a voucher. The HNSD will forward copies of the approved vouchers to both the Provider and the child's center. CFA or FA will inform the families of approval or denial and encourage them to make an appointment with the provider. CFA or FA

will make a copy of the voucher for the parent to take with them to the appointment and will place a copy in the child's file.

Head Start billing for completed services will be tracked by the HNSD, coded as to the source of payment, and given to the Executive Director Or Head Start Director for authorization of actual provider payment.

Billing statements are also required for exams or follow-up appointments funded through Head Start Pay Vouchers. Providers will be informed by HNSD to send follow-up records and billing statements directly to HNSD when Head Start Pay Vouchers are utilized.

7. Scheduling and Keeping Well Child and Dental Appointments

If barriers are keeping the family from making or keeping an appointment, the CFA or FA will problem solve with the family to overcome the barriers. CFA or FA will assist family with arranging for transportation to appointments as needed. **If the CFA or FA are aware of the child's appointments date, they will contact the parent one day prior to the child's visit to the provider and remind the family of the appointment date and time.**

Once any appointment has been made, the CFA or FA will assist the parent in completing the top part of the Health Appraisal Form or Dental Exam Form and give it to the parent to take to the appointment or Health Service staff will work with providers to obtain documentation or exams.

In all cases, staff will ask parents to inform the provider that their child "is enrolled in UMCHS" when making appointments with providers

8. Tracking Exams

CFA and FA will send copies of exams to the Health Resource Manager(HRM). When the exams are directly sent to the Health Staff (HS) from the provider, the HS will coordinate data entry of health and dental information into Child Plus monitoring system and forward completed exam and treatment records to the CFA or FA. The Health Resource Manager recommendations for follow-up will be done via e-mail, phone or Child Plus Monitoring System. FA or CFA will follow-up with families within 10 days after receiving formal communication from HRM regarding any additional referrals made by the child's physician, dentist, or other Head Start provider.

Staff will ensure that a copy of the medical and dental forms are maintained in the child's file at all times. CFA or FA will record all health and dental screenings and exams received on the Health Face Sheet.

9. Follow-up

Health and Nutrition Director or Health Resource Manager will review all formal follow-up records obtained from medical and dental providers, document "Follow-up Status" in Child Plus monitoring system, and inform CFA and FA of "Follow-up Status" via e-mail and Child Plus monitoring system.

CFA or FA will document in progress notes any identified follow-up from HRM and discuss the child's current "health status" with the parent. CFA or FA will document in progress notes health discussions regarding follow-up plans for screening or treatment completion. CFA or FA will inform HRM of progress on health plans via e-mail.

NOTE: For medical and dental follow-up appointments where the child must go to a provider who is different than his/her primary care provider; Health Resource Specialists, FA or CFA will send a copy of the agency's health appraisal or dental exam record along with a current Head Start Release of Information form to the new provider prior to the follow-up appointment. Health Resource Specialist. will instruct provider to send follow-up records to HSD.

MEDICAL & DENTAL FOLLOW-UP SERVICES

Policy:

In all cases UMCHS staff will attempt to assist parents coordinate follow-up care for children with diagnosed medical need within 45 days of diagnosis.

Procedures:

(See procedures for physical and dental exam communication and coordination.)