

Toddler Physical Assessment

Policy

In collaboration with the parent/guardians and as quickly as possible, but no later than 30 calendar days from the child's entry into the program, Neighborhood House Association (NHA) Early Head Start (EHS) requires that each child enrolled in the program obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care.

Returning children are required to submit an updated physical within 45 days of the expiration date of the physical exam.

Reference and Regulation:

Head Start Performance Standards 1302.42 (a-d), 1302.46 (a-b)
Child Health and Disability Prevention Program (CHDP)
CA Department of Health Services, Primary Care and Family Health
Division, Children's Medical Services Branch
CCL Title 22 Regulations 101220

Toddler Physical Assessment (Early Head Start)

Procedure

Issuance Date: August 2009

Revision Date: May 2016

Children in NHA EHS are required to have a physical assessment every year. All newly enrolled children are required to have a physical exam within 30 calendar days of attendance. However, returning children are required to submit an updated physical within 45 days from the expiration date of the previous physical assessment on file.

In accordance with the Child Health and Disability Prevention (CHDP) periodicity schedule, components of the health exam agreement include:

- Health and developmental assessment
- Oral health assessment
- Nutrition assessment
- Immunizations as appropriate for age
- Vision screening
- Hearing screening
- Screening tests/Risk Assessment for anemia, TB Risk Factors Assessment, and other health concerns (children 12 months+)
- Blood Lead Level testing at 24 months of age

2:4B Toddler Physical 18, 24 and 30 months form is given to the parent for completion by the child's health care provider. Children who qualify for Head Start also qualify for a CHDP physical examination. To ensure that families have access to a health care provider, staff maintains a list of CHDP providers for parent/guardians to choose from. Other physical forms signed by the physician are acceptable. Based on the EPSDT schedule, toddlers are required to have health exams at 18, 24, and 30 months of age. The form can be used for a child as young as 17 months.

NHA Head Start Standard Operating Policies and Procedures

- Hearing and Vision Screenings: For children under 3, only a clinical observation by a physician is required. If the physician checks off “appears to hear” and “appears to see,” then hearing and vision screening results are considered ‘normal’ or ‘pass’ unless otherwise noted in the Comments/Concerns section.
- Immunizations received during the visit should be updated on the child’s Blue Card.
- The TB Risk Assessment is to be completed by a physician. An annual TB skin test is no longer required by Head Start (See HEA-Tuberculosis (TB) Screening Standard Operating Policy and Procedure (SOP)).
- EHS staff must follow-up on any missing exams, abnormal findings, or recommendations noted by the physician. Verify that a current Authorization to Release Information is in the Child File before communicating with the physician’s office.
- Developmental milestones and anticipatory guidance are listed for the physician to discuss with the parent/guardian.
- Any medical assessments or re-screenings done later by staff or another agency should be documented on the Supplemental Health Data form and entered in PROMIS.
- The signature of the medical provider and date of the actual visit is required. Stamped signatures and electronic copies are also acceptable.
- The forms are filed in Section 2: Health of the Child File and documented in PROMIS.

For children that turn 3 years old while still enrolled in EHS, based on the EPSDT guidelines, the next required physical exam is due at 3 years of age. EHS staff should provide the parent/guardian with Physical Examination form (3-5 years old). The physical captures all the EPSDT requirements for a child that is 3 years old (Refer to SOP HEA-Physical Examination).

Documentation:

Toddler Physical Assessment Form

Supplemental Health Data Form

PROMIS

Progress Notes

Neighborhood House Association

AA/LJ

6/19

EHS HEA-03