



2.6 Nutrition Health Questionnaires Instruction Sheet



PURPOSE STATEMENT:

This form is used to document information on the child's nutritional status. The INHQ is used for children 0-12 months, and the TNHQ is used for children ages 13-36 months. The questionnaire provides caregivers with information regarding the child's current diet, feeding schedules, introduction of new foods, toileting plans, and special needs plans.

TIMELINE:

Per Community Care Licensing requirements, the information should be discussed with the parent/guardian four times a year. In order to meet the timeline, EHS center-based staff will complete the first INHQ/TNHQ prior to the child's first day of attendance, and update/review the form three months after. The second INHQ/TNHQ form is completed with the second heights and weights, and updated/reviewed three months after.

For Home-Based children, only complete the INHQ/TNHQ when the child does not have a current well-baby/physical exam on file. Review/updates not required in this case.

STAFF RESPONSIBLE:

EHS Teacher, EHS Home Visitor

INSTRUCTIONS:

- The staff interviews the parent/guardian and documents the answers on the form.
- **DIETARY HABITS** - Answer all questions in section. If parent/guardian states that the child has a food allergy or intolerance, submit a completed 2.8 A Request for Special Meals and/or Accommodations Medical Authority form to the Central Kitchen.
- **INDIVIDUAL DIAPERING PLAN/TOILETING PLAN** - Answer all questions and provide the parent/guardian with resources if possible.
- **SLEEPING PATTERNS (infants only)** - Document parent/guardian's response and remind them of healthy sleeping positions and agency policies.
- **SPECIAL NEEDS PLAN** - Answer all questions in section. If the child is presently under the care of a physician, then an Individualized Health Plan (IHP) and/or special diet may be required. If the child has a diagnosed disability, verify that a complete and current IFSP is in the Child File.



2.6 Nutrition Health Questionnaires **Instruction Sheet**



- List any items requiring follow-up and/or any additional comments stated by the parent/guardian.
- The parent/guardian and staff print and sign their names and date.
- File the completed form in the Child File under Section 2: Health & Nutrition, and enter all INHQ/TNHQ interview dates in the PROMIS Child Nutrition section.
- During the first Parent-Teacher Conference and Second Home Visit, staff will review the most current INHQ/TNHQ and update the form if necessary. The parent/guardian and staff print and sign their names and date. When the INHQ/TNHQ is updated/reviewed, document the date of the update/review, and note any changes to the INHQ/TNHQ in the comments section. If there are no changes to the form, mark the box 'no changes' located beside the parent's signature.
 - Note: If significant changes are noted by the parent/guardian, staff may use a new form to document the changes at the review meeting. In this case, staff document the use of a new form used for the purpose of the review meeting in Section 2 Progress Notes of the Child File.