



PROMIS – Individual Child Health Summary Instruction Sheet



PURPOSE STATEMENT:

To capture a record of the child's health screenings and assessments and share the results with the parents to ensure that parents have a full understanding of their child's health status.

TIMELINE:

1. It is best practice to share the information with parents as soon as screening/assessment results are received.
2. Any identified abnormal findings will be addressed immediately with the parent/guardian.
3. PROMIS data entry is done as each assessment or screening result is received or performed by Head Start staff.
4. PROMIS data is printed as described below:

1st Year Enrollee:

All required screenings must be received within 90 days, therefore, the PROMIS – Child Health Summary (Individual) Report should be printed and reviewed with parents within the 90-day timeline.

2nd Year Enrollee:

The rescreening timeline for 2nd year enrollees are based on the child's screening and assessment's expiration date. PROMIS – Individual Child Health Summary Report is printed and reviewed with parents once the up-dated screenings and assessments are received. This should not exceed the 45-day timeline described in the HEA - Physical Assessment Standard Operating Policy and Procedure.

STAFF RESPONSIBLE:

- Home Visitor
- Family Service Advocate
- EHS Teacher
- Site Supervisor/Assistant Site Supervisor
- Or designee



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INSTRUCTIONS:

1. Staff enters all health screening/assessment results in PROMIS as soon as possible
2. Staff may print out the PROMIS – Individual Child Health Summary Report as soon as all screening/assessment results have been entered into PROMIS. However, all PROMIS - ICHS report must be printed no later than the timeline described for a 1st year and 2nd year enrollee
3. In the “Submitted To” section, staff will check off the recipient of the copy. Under “Other”, staff must indicate on the space provided the relationship of the recipient to the child, i.e. Foster parent, Uncle, Auntie, Grandma, etc. Both staff and parent/guardian will sign after data has been reviewed and concerns identified are discussed. The date of the review will be written next to the signature.
4. Any additional screening or assessment conducted after the Health Summary form has been printed will be documented on the blank space located at the bottom of the form.
5. The original form is kept in the Child File and a copy is given to the parent/guardian.