



## **Health Data Recordkeeping and Tracking Procedure**

### **GENERAL PLAN/APPROACH:**

To ensure medical and dental data is recorded and reported in a manner to provide usable reports for staff to effectively work with families in accessing health services; and provide accurate statistical data to show the provision of health services for enrolled children and prenatal women.

#### **HEAD START PERFORMANCE STANDARDS:**

1302.42- Health Program Services- Child Health Status and Care

### **PROCEDURE:**

1. The database will be used to record, store, and track all health data for enrolled children and prenatal women.
2. Health Services will monitor reports to determine the current health status of each child. Family Advocates, Home Based Home Visitors or EHS Specialists will monitor the health status of children and/or prenatal women on their caseload.
3. Staff will utilize the database to prioritize and facilitate missing preventative health services and needed follow-up for children on their caseload.
4. Staff will communicate with Health Services in obtaining and providing pertinent initial and follow-up appointment dates and status. Head Start staff will contact the IS/ERSEA Manager for any clarification of information reflected in the database.
5. A weekly report of health statistics will be sent to the Directors and Management Team for monitoring and tracking purposes.
6. Health Coordinators will follow up with staff to review health statistics and problem-solve each individual staff member's caseload to ensure they are effectively addressing any health needs and meeting the Performance Standards.