



Department: Health	Effective Date: 8/1/2017	Procedure Number: 3640
Regulation Number: 1302.101 (a)(4) 1302.42/43	Regulation Topic: Efficient and Effective Record-keeping	Procedure Title: Data collection and entry for health information and HS requirements

Procedures:

In support of timely and efficient recordkeeping, MARC Head Start will be responsible for data entry of all health information in the ChildPlus® Software database for all MARC Tier 1 and Tier 2 direct service providers. Partnership programs will follow these guidelines in the collection and transmission of necessary health information and data.

When receiving health information on site:

1. Within 48 hours of receiving any health related information or documentation at the Tier 1 or Tier 2 direct service provider:
 - a. Health records will be date stamped.
 - b. Information will be uploaded to Head Start Data Team SharePoint Child Health folder in the Upload folder.
 - c. All documents must be submitted to MARC in pdf format.
 - d. Within 1 week of receiving data, the MARC Data Team will upload documents and enter all data into ChildPlus.

- Staff will only use iPads, laptops, and other equipment that is owned by the direct service provider to capture health data for children. No personal equipment will be used.
- Equipment used by direct service provider staff will be password protected.
- Direct service providers will develop a system for providing initial training/communication to staff about protecting children’s personally identifiable information.