

Health and Nutrition Services Monitoring Plan

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Audit and track timely completion of 45 and 90- day health requirements. *Don't forget Health Status Determination	Determined by Tier 3 Direct Service Provider <i>See note below for list of ChildPlus Reports</i>	Within the first 45 and 90 days of the program year and ongoing throughout the program year as new children enroll into the program.	Tier 3 Direct Service Provider Staff
	MARC HS Health & Nutrition Monitoring Module & ChildPlus Health Reports <i>See note below for list of ChildPlus Reports</i>		MARC HS Health Coordinators and Health Manager for Tier 1 & Tier 2 Direct Service Providers
Monitor documentation for children with an ICP due to a chronic health conditions and/or food allergy to ensure medical and/or interventions are in place.	Determined by Tier 3 Direct Service Provider <i>See note below for list of ChildPlus Reports</i>	Prior to the beginning of the program year, within 10 days when a program learns of a chronic health condition and ongoing throughout the program year.	Tier 3 Direct Service Provider Staff
	MARC HS Health & Nutrition Monitoring Module & ChildPlus Health Reports <i>See note below for list of ChildPlus Reports</i>		MARC HS Health Coordinators and Health Manager for Tier 1 & Tier 2 Direct Service Providers
Monitor children's files and health data uploaded and/or entered into modules to ensure completion of Portrait of a Healthy Child (PoHC), Health History & Nutrition Assessment, Health Information Exchange Consent (HIE) and parental consent for on-site screenings.	Determined by Tier 3 Direct Service Provider <i>See note below for list of ChildPlus Reports</i>	Within the first 45 and 90 days of the program year and ongoing throughout the program year as new children enroll into the program.	Tier 3 Direct Service Provider Staff
	MARC HS Health & Nutrition Monitoring Module & ChildPlus Health Reports <i>See note below for list of ChildPlus Reports</i>		MARC HS Health Coordinators and Health Manager for Tier 1 & Tier 2 Direct Service Providers
Review and analyze the entry of health data into ChildPlus for	Determined by Tier 3 Direct Service Provider	Ongoing throughout the program year.	Tier 3 Direct Service Provider Staff

Key: Blue – Tier 3 Direct Service Providers / Gray – Tier 1 & 2 Direct Service Providers

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accuracy & integrity of the data that has been entered. This will include data uploaded to SharePoint and from Faxes.			
	Review data within ChildPlus system and compare it to documents in files and/or uploaded into ChildPlus		MARC HS Health Coordinators, Data Team, Health Manager and Organizational Development Manager for Tier 1 & Tier 2 Direct Service Providers
All MARC HS Direct Service Providers will submit copies of their menus to MARC HS Health Manager to ensure all CACFP/USDA guidelines are met. The Nutrition Consultant will review and provide feedback.	Menus	The first week in the months of August, November, and February	Tier 3 Direct Service Provider Staff, MARC HS Health Manager & MARC HS Nutrition Consultant
	Menus		Tier 1 & Tier 2 Direct Service Providers Food Service Management, MARC HS Health Manager & MARC HS Nutrition Consultant
All MARC HS Direct Service Providers will submit to MARC HS Health Manger a copy of their CACFP/USDA monitoring reports conducted by Missouri Department of Health & Human Services, CACFP Sponsoring Agencies and National School Lunch program along with any plans for necessary corrections.	CACFP/USDA Reports	Within one week of receipt of USDA/CACFP audit report and correction plans	Tier 3 Direct Service Provider Staff, MARC HS Health Manager, and MARC HS Nutrition Consultant
	CACFP/USDA Reports		Tier 1 & Tier 2 Direct Service Providers Food Service Management, MARC HS Health Manager & MARC HS Nutrition Consultant
Review Emergency Preparedness Plans to ensure emergency plans are in place.	Emergency Preparedness Pan	Annually	Tier 3 Direct Service Provider Staff, MAHS Health Manager and Organizational Development Manager

Key: Blue – Tier 3 Direct Service Providers / Gray – Tier 1 & 2 Direct Service Providers

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ChildPlus Reports

- **Immunizations:** ChildPlus report 3320
 - **45 and 90-day health requirements:** ChildPlus reports 3015, 3035, 3016
 - **Chronic Health Conditions:** ChildPlus reports 3065 and 4015 for Flag review
 - **Portrait of a Healthy Child:**
 - **If entered in the Portrait of a Healthy Child module**
 - ✓ ChildPlus Family Services report F3077 for Head Start and Early Head Start
 - If not entered in the Portrait of a Healthy Child module
 - ✓ ChildPlus Health report H370 for Head Start and Early Head Start
 - **Health History & Nutrition Assessment:**
 - If entered in the Health History & Nutrition module
 - ✓ Head Start-HS-HN
 - ✓ Early Head Start-EHS-HN
 - If not entered in the Health History & Nutrition module
 - ✓ ChildPlus report 3015
 - **Health Information Exchange (HIE):**
 - If entered in the Health History & Nutrition Assessment module
 - ✓ Head Start-HS-HN
 - ✓ Early Head Start-EHS-HN
 - If not entered in the Health History & Nutrition Assessment module
 - ✓ ChildPlus Enrollment report 2195 for Head Start and Early Head Start
- ❖ See ChildPlus Procedures Manual for Health Services for directions on how to run each report and for a list of additional ChildPlus reports to monitor the status of health events.
- ❖ ChildPlus Health and Nutrition Monitoring Module
 - Creation: February 2022 Health Manager and Organizational Development Manager