Department: Health	Approval Date: 5/27/2014	Procedure Number: 1070
Regulation Number: 1302.42; 1302.44 MAHS Policy 1070	Regulation Title: Universal Forms Recordkeeping	Procedure Title: Universal Forms for Health and Nutrition

Procedures:

The Intake team and all MARC direct service providers will follow these guidelines in the completion of Health Forms and the Health History and Nutrition Assessment module.

1. **Physical Exam Forms**
   - Direct service providers will use and/or accept one of the following physical exam forms:
     - MARC Child Health Record for physical examinations (age specific) Form 1090
     - Electronic Medical and/or Electronic Health Record physical forms; electronically signed by the provider
     - Missouri EPSDT/HCY age specific health record
2. **Dental Exam Forms:**
   - Direct service providers will use and/or accept one of the following dental exam forms:
     - MARC Dental Exam Form 1085
     - Electronic Medical and/or Electronic Dental Record exam form electronically signed by the provider
3. **Health History and Nutrition Assessment Module**
   - The Intake team will complete the Health History and Nutrition Assessment module within Health Services for new children based on age **(Birth to 2 years) and/or (2 to 5 years)** with date and signature of the parent/guardian and staff.
   - The Intake team will complete the Prenatal Health History and Nutrition Assessment module within Health Services for the pregnant mom with date and signature of pregnant mom and staff.
   - Direct service providers serving pregnant women will complete with parent/guardian the (**Birth to 2 years**) Health History and Nutrition Assessment module after the two-week postpartum visit with date and signature of the parent/guardian and staff.
   - All direct service providers will review the completed Health History and Nutrition Assessment with parent/guardian at time of orientation and document updates within the module.
   - All direct service providers during the review process for returning students will review the Health History and Nutrition Assessment module with parent/guardian and document updates in the **Year 2 update box** with date and signature of the parent/guardian and staff.

Note: All Tier 1 and Tier 2 direct service providers will upload physicals, dentals, and screenings received on-site to the Head Start Data Team SharePoint Folder.

Effective Date: 7/1/2014
Revised Date: 7/1/2021