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.