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 emailed to the MARC Data Team at hsdatateam@marc.org
      i. In the subject line enter the name of your program and health document
         1. Example: ABC Center-health document
   c. Within 1 week of receiving data, the MARC Data Team will upload documents and enter all data into ChildPlus.