Procedures:

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

1. **Physical Exam Forms**
   - Direct service providers will use and/or accept one of the following physical exam forms:
     - Mid-America Head Start 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
     - Enter into ChildPlus per manual guidelines

2. **Dental Exam Forms**:
   - Direct service providers will use and/or accept one of the following dental exam forms:
     - Mid-America Head Start Dental Exam **Form 1085**
     - Electronic Medical and/or Electronic Dental Record exam form electronically signed by the provider
     - Enter into ChildPlus per manual guidelines

3. **Health History Form 1075 and Nutrition Assessment Form 1080**
   - The Intake team and direct service providers will complete the Health History and Nutrition Assessment for new children in the Health History and Nutrition Assessment module within Health Services.
   - Tier 1 & Tier 2 direct service providers will review Health History and Nutrition Assessment with parent/guardian at time of orientation and document updates within the Health History and Nutrition Assessment module
   - All direct service providers will review and update the Health History and Nutrition Assessment module during the review process for returning students
   - Enter into ChildPlus per manual guidelines

**Note:** All Tier 1 and Tier 2 direct service providers will email physicals and dentals received on-site to the MAHS Head Start Data Team at hsdatateam@marc.org.

Effective Date: 7/1/2014