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.
   - 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 email physicals, dentals, and screenings received on-site to the MAHS Head Start Data Team at hsdatateam@marc.org.