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.

• 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.
• Staff will use their work email addresses to email health documents to the MARC Data Team.
• 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.

All documents must be submitted to the MARC Data Team in pdf format.