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 MARC Head Start Data Team at hsdatateam@marc.org.