

# GUIDANCE: ChildPlus Health Event Status Codes

## Head Start

Revised: May 25, 2018

- I. **HEALTH EVENTS SET-UP:** The ChildPlus Countywide Data System for tracking health services has been set up to align with the *Bright Futures Prevention Pediatric Health Care* schedule. **HEALTH EVENTS** are set to **Program** and not **Program Term**. Yearly expiration dates are set up to provide follow-up flags for when health events are due. **Set up includes:**

- A. The following health events are required for HS children at enrollment:

Health Event	Prior Months	Days to Complete
Health Assessments (H, N, T, D)	12	30
Lead 2–5 yrs (Blood Test)	36	30
Medical Health Status Determination	12	30
Physical Exam	12	30
TB (Test or Risk Assessment)	12	30
Blood Pressure	12	45
Growth Assessment	12	45
Hearing	12	45
Vision	12	45
Dental Exam	12	90
Dental Health Status Determination	12	90
Hgb/Hct 2–5 yrs	36	90
Lead Risk Assessment	12	90

- B. Guidance for specific health events.

Health Event:	Due:	Guidance:
TB Risk Assessment*	Intake Form– Yearly	Recommended guidance that every child have a TB Risk Assessment on file.
TB Test*	Case-by-case if warranted by the medical provider/ doctor	<p>If it is found that child is “at risk” for exposure on a TB Risk Assessment, and per your program’s follow-up procedures requires further testing; record results and follow your program’s guidance.</p> <p>A child with a positive TB skin test will be required to provide documentation from a medical provider/doctor of TB clearance. This clearance will be valid for two years, and five years for a chest x-ray.</p>
Dental Exam	Yearly	Includes fluoride varnish; if done separately, can add fluoride varnish as a health event. <i>(Option available for tracking purpose only).</i>

\*In ChildPlus, notate in description line whether it was a TB Risk Assessment or TB Test.

II. **HEALTH EVENT STATUS CODES:** The following codes and guidelines have been established to ensure consistent data entry among all ChildPlus users. Additionally:

- Data should match contents of the child's file.
- HEALTH ACTION Status Codes provide follow-up information on failed health events.
- **Do not create a Health Event and leave with a blank Status Code.** The only exception is a WCC health event that is in progress to complete.

1. **C–Completed:** This status code will only be used for the following health events:

- a) Dental Health Status Determination
- b) Health Assessment (H, N, T, D)
- c) Medical Health Status Determination
- d) Physical Exam–Center based programs must complete within 30 days

2. **FA–Failed:** This status code will be used only when one of the following applies:

- a) If medical provider/doctor put “Failed” and/or cited the value.
- b) If medical provider/doctor put “Failed” without putting any values, use this code and then follow the rescreen/follow-up procedure per your program (may not be applicable for hearing and vision results in some programs).
- c) If results met the Head Start parameters or CHDP thresholds for a failed screen.
- d) For failed Lead Risk and TB Risk assessment forms; follow the rescreen/follow-up procedure per your program.

**NOTE:** Documentation should be in place (in child's file, in ChildPlus or in both places depending on program's policy and procedures).

3. **PA–Passed:** This status code will be used when the following applies, and must have supporting documentation of the performed assessment, either by the medical provider/doctor or by the assigned staff member:

- a) For Hearing, Vision, Growth Assessment, Dental Exam, Blood Pressure, Blood Lead, and Hemoglobin/Hematocrit – Pass even without cited values by the medical providers (commonly noted for the following results: “within normal limits, normal, and pass”). If program staff

completes the screening, parameters or values must be provided and must pass the program approved threshold.

- b) For Lead and Hemoglobin/Hematocrit, which includes Blood Tests and Risk Assessments performed by either the medical provider/ professional or assigned program staff.
- c) For TB Risk Assessment or TB Skin Test.

4. **U–Untest (or CNT) Nds Rescr:** This code will be used when the following applies and is only applicable under these circumstances. Comprehensive notes in the child’s contact sheet will be reviewed to determine validity of this code. Follow-up procedures and/or rescreen procedures must be followed per the agency’s policy and procedures for rescreening or follow-up. A note must indicate what actually occurred and if the attempt will be made again.

- a) When the staff member is unable to condition – comprehension level is not there and/or the child does not understand the screening concept.
- b) When the child is uncooperative – the child may be too active to sit still and/or other condition that is common for the age group being tested.
- c) Language barrier – typically when the staff member was unaware of the language need prior to the assessment and/or the staff member providing the assessment is not fluent in the language needed to test.
- d) Too young – may be substantiated by the testing ranges provided on the *Bright Futures Prevention Pediatric Health Care* schedule.

**NOTE:** This code does not count for PIR until it is decided by management staff at the end of year when PIR is completed.

5. **X–Not Required:** This code will be used when the following applies and if documentation is in place (IEP or medical note/medical exemption or other approved medical condition or diagnosis verification):

- a) For children with diagnosed condition that precludes a specific health event from being conducted.

**NOTE:** Documentation should be in place (in child’s file, in ChildPlus or in both places depending on program’s policy and procedures).

### III. HEALTH EVENT STATUS CODES AT A GLANCE:

Health Event Status Code	Status	Which health event could use this code?
C	Completed	Dental Health Status Determination Health Assessments (H, N, T, D) Medical Health Status Determination Physical Exam
FA	Failed	Hgb/Hct - 12 months Growth Assessment Hearing Lead 2-5 yrs (Blood Test) Lead Risk Assessment Dental Exam TB (Test or Risk Assessment) Vision
PA	Passed	Hgb/Hct - 12 months Growth Assessment Hearing Lead 2-5 yrs (Blood Test) Lead Risk Assessment Dental Exam TB (Test or Risk Assessment) Vision
U	U-Untest (or CNT) Nds Rescr	Hearing* Vision* Blood Pressure*
X	Not Required	Hearing Vision

**\*Can be used for these health events but does not count for PIR. Can be overwritten on a case-by-case bases approved by management staff.**

**IV. RECOMMENDED REPORTS AND FREQUENCY:** Each program may determine which ChildPlus report(s) best suits its needs. All reports in the system will assist staff with routine tracking and follow-up. Some suggested reports and frequency include:

ChildPlus Report Number	Name of ChildPlus Report	Purpose of Using Report	Minimum Recommended Use of Report
3010 3030	Health History Participant Health Summary	To place in child's file as evidence of screening results	Monthly (after the 5 <sup>th</sup> of month data entry is complete)
3015	Health Requirements	To see completed, incomplete, or past due health events	Weekly
3020	Requirements Assessment	Displays results of all children's screenings at a glance, like a tracking sheet	Weekly
3035	Latest Occurrence of Health Events	To view missing and completed health events	Monthly
3050	Health Actions	To track what needs follow-up and the status if follow-up was provided	Weekly
3060	Expired Health Events	To track what is expired/ about to expire to avoid missing deadlines	Weekly
3065	Health Event Status	To view failed health events for follow-up	Weekly
3390	California Immunization Card	Blue card to place in child's file	As Needed
3410 3411 3420	Growth Charts/GA Results	To assess for referral and place in child's file as evidence it is completed	As Needed