

Health-Nutrition — To-Do Lists (Deliverables)

SEPTEMBER 2014				
Due Date	What	Tips	Documents	
<input type="checkbox"/> Within 90 days of child's first day of class	Well Child and Dental Exam Report	Review Well Child Exam/EPSDT Schedule to ensure every child is up-to-date ECEAP: document dates of exams/results in ELMS. HS: *	Health Enrollment section of ELPM	
<input type="checkbox"/> Within 30 days of enrollment	Pregnancy Health History	Complete at enrollment EHS: *	Postpartum and Pregnancy Section of ELPM	
<input type="checkbox"/> Within 30 days of enrollment	Health & Developmental History (0-12 months) Health & Developmental History (1-5)	Complete at enrollment ECEAP: Have Nurse Consultant review HS: *	Health Enrollment – Well Child section of ELPM	
<input type="checkbox"/> Within 5 days of the child's first day of class	USDA Enrollment Form (EF)	For PSESD USDA Sites: complete EF and submit a copy to PSESD. Include child's full name, date of birth, hours the child is in class, meals served, parent/guardian signature, date signed.*	USDA section of ELPM	
<input type="checkbox"/> Before child's first day of class	Immunizations	Obtain and review each child's Certificate of Immunization Status Form. Each form must be completed and signed by parent/guardian to be valid. ECEAP: Document immunization status in ELMS HS: *	Immunization section of ELPM	
<input type="checkbox"/> Within 45 days of the child's first day of class**	Sensory Screening	ECEAP: Enter hearing and vision data in ELMS HS: Hearing and Vision Data worksheets (Hearing and Vision Screening – Preschool) can be obtained from PSESD EHS: Complete the Vision and Hearing Screening Summary (0-3)-Part 3 of 3*	Vision and Hearing Screening section of ELPM	

*Health Information Line: Fax - 888-979-5897, scan/email ELHealth@pugetsoundhs.org

**ECEAP: Please work toward the goal of completing screenings in 45 days. 90 days is the requirement.

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SEPTEMBER 2014 – Continued

Due Date	What	Tips	Documents
<input type="checkbox"/> Within 45 days of the child's first day of class**	Height & Weight Screening, Growth Assessment (0-3)	<p>ECEAP: Enter height and weight data into ELMS, enter growth data into EPI-Info (Instructions), print growth charts for all children to share with each family</p> <p>HS: Use customized Growth Assessment Data Worksheets for each child (Height & Weight Screening – Preschool)</p> <p>EHS: Use Well Child Exam form from Health Care Provider to obtain information; Height/Weight/Head Circumference Screening – 0-3)*</p>	Nutrition and Growth section of ELPM
<input type="checkbox"/> Prior to child's first day of class	Non-Potentially Life Threatening Child Health Plans (CHP)	<p>Complete the necessary CHP Plan and documents and consult with the appropriate health professional.</p> <p>ECEAP: consult with nurse consultant</p> <p>HS: consult with ELHealth@psed.org</p>	Child Health Plan section of ELPM
<input type="checkbox"/> Before child's first day of class	Potentially Life Threatening Child Health Plans (CHP)	<p>ECEAP: Begin to develop necessary CHP in consultation with parent/guardian and ECEAP Nurse Consultant. Send CHP to child's medical provider for completion/sign. Follow-up with ECEAP Nurse Consultant for review/sign.</p> <p>HS/EHS: Inform parent/guardian that the PSESD nurse will contact them to complete the CHP.</p>	Child Health Plan section of ELPM
<input type="checkbox"/> Within 2 weeks of delivery	Postpartum Visit (EHS only)	Notify PSESD Nurse	Postpartum and Pregnancy section of ELPM

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SEPTEMBER 2014 – Continued

Due Date	What	Tips	Documents
<input type="checkbox"/> Within third trimester and within 6 weeks postpartum	Maternal Depression Screening (EHS only)	Conduct screening	Postpartum and Pregnancy section of ELPM

ONGOING

Due Date	What	Tips	Documents
<input type="checkbox"/> By the 5th of each month	Monthly Menus, Special Diets List/Menu Cover Sheet	Complete the Special Diets List/Menu Cover Sheet to include info about all children with special dietary needs. Update as needed. Note: Food Alert has been replaced by Special Diets List/Menu Cover Sheet. Share with food service manager and staff to ensure communication about special dietary needs.**	Menus/Recordkeeping section of ELPM
<input type="checkbox"/> By Monday for records from previous week	Attendance and Meal Count	<p>ECEAP: Send directly to Sue or Colette, or FAX to: Pierce County (253) 778-7898 King County (425) 917-7898</p> <p>HS: Send to Tiffany Matthews, or FAX to: Pierce County (253) 778-7766 King County (425) 917-7766</p>	Menu/Recordkeeping section of ELPM
<input type="checkbox"/> Before the first day of class or as soon as possible	Site Readiness and Safety Checklist	Complete the paper version of the Site Readiness and Safety Checklist before completing online.	Complete the online survey at www.classes.EarlyLearningWA.org (available by 9/8)
<input type="checkbox"/> The first week of class or by 9/15	Class Profile Survey	One person from each classroom completes and provides: contact info, staff list, and class times	Class Profile found at classes.EarlyLearningWA.org (available on 9/8)

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ONGOING – Continued

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<input type="checkbox"/> Daily	Daily Safety Checklist	Check the environment of the classroom daily for any safety hazards. Use the checklist as a reminder and evidence of completion.	Classroom Safety Routines section of ELPM
<input type="checkbox"/> Through the month of October	Immunization Reporting	Complete the Washington State Department of Health’s Preschool and Child Care Center Immunization Status Report Form. Enter your site’s collective data in the Washington State Department of Health’s Online Reporting Survey. Send related questions to oi cpschools@doh.wa.gov	Washington State Department of Health’s Preschool and Child Care Center Immunization Status Report Form
<input type="checkbox"/> Upon application to program	Medical/dental home and coverage	ECEAP: Document medical/dental home and medical/dental coverage as part of application process in ELMS	ELMS Website

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