

# Health and Nutrition – To-Do Lists (Deliverables)

*Please note: Many documents have been revised – please use the most current form, linked here*

April 2018				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	DUE NOW	Complete Spring Growth Screenings	<p><b>ECEAP:</b> Enter height and weight data into ELMS, enter growth data into EPI-Info (Instructions), or use the BMI charts generated at the KidsHealth website. Print growth charts for all children to share with each family.</p> <p><b>HS:</b> Use customized Growth Assessment Data Worksheets for each child (Height &amp; Weight Screening - Preschool). Scan and send completed worksheets to the Health Information Line at <a href="mailto:health@pugetsoundhs.org">health@pugetsoundhs.org</a>. Contact Ann Scott with questions at <a href="mailto:AScott@psed.org">AScott@psed.org</a></p> <p><b>EHS:</b> Use Well Child Exam form from Health Care Provider to obtain information (Height/ Weight/ Head Circumference Screening - 0-3)</p>	<p><a href="#">Nutrition &amp; Growth section of ELPM</a></p> <p><a href="#">KidsHealth BMI Calculator</a></p> <p>Health Information Line: <a href="mailto:health@psed.org">health@psed.org</a></p>
<input type="checkbox"/>	DUE NOW: Within 90 days of child's first day of class (Ongoing per EPSDT Schedule for EHS)	Well Child Exam	<p>Review Well Child Exam/EPSDT Schedule to ensure every child is up-to-date.</p> <p><b>ECEAP:</b></p> <ul style="list-style-type: none"> <li>• Document date of exam and any necessary follow-up in ELMS.</li> <li>• Have Nurse Consultant review.</li> </ul> <p><b>HS/EHS:</b> Upload into ChildPlus and Add Health Event (with Date/Status):</p> <ul style="list-style-type: none"> <li>• To Upload: Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> <li>• To Add Health Event: Refer to All Staff Hub – ChildPlus for step-by-step <a href="#">instructions</a>.</li> <li>• Status=Pass or Fail; please follow above instructions.</li> </ul>	<p><a href="#">Health Enrollment Well Child section of ELPM</a></p>

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<input type="checkbox"/>	DUE NOW Within 90 days of child's first day of class	Dental Exam Report	<p><b>ECEAP:</b> document dates of exams/results in ELMS.</p> <p><b>HS/EHS:</b> Upload into ChildPlus any exams <b>not</b> completed by SeaMar or Community Health Care.</p> <ul style="list-style-type: none"> <li>To Upload: Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> <li>Do not code or enter any information.</li> </ul>	<a href="#">Health Enrollment section of ELPM</a>
<input type="checkbox"/>	DUE NOW	Complete Sea Mar Dental Screening Consent Forms	<p>Use the most current Dental Screening Consent Forms on the ELPM.</p> <ul style="list-style-type: none"> <li>Make sure consent forms are completed by all parents even if a child will not be screened.</li> <li>Keep a copy in the child's file and have a copy ready for the Sea Mar staff.</li> <li>Look for an email in late March from PSESD outlining the screening schedule and screening procedure.</li> <li>For questions or for more information contact Leticia Salcido: <a href="mailto:LSalcido@psed.org">LSalcido@psed.org</a></li> </ul>	

## At Enrollment and Ongoing

	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Upon <b>Application</b> to the Program	Medical/Dental home and coverage on Application	<p><b>ECEAP:</b> Document medical/dental home and medical/dental coverage as part of application process in ELMS.</p> <p><b>Head Start/EHS:</b> Ensure documentation of medical/dental home and medical/dental coverage on Emergency Consent Form.</p>	<a href="#">Health Enrollment section of ELPM</a>

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Upon <b>Application</b> to the Program	Immunizations	<p>Obtain and review each child’s Certificate of Immunization Status (CIS) Form. Each form must be completed and signed by parent/guardian to be valid.</p> <p><b>ECEAP:</b> Document immunization status in ELMS</p> <p><b>Head Start:</b> Upload to ChildPlus</p> <ul style="list-style-type: none"> <li>To Upload: Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> <li>Do not code or enter any other information.</li> </ul>	<a href="#">Immunization documents in the Health Enrollment section of ELPM</a>
<input type="checkbox"/>	Due at Enrollment Upload within 5 days of child’s first day of class (HS/EHS)	Emergency Treatment and Parent/Guardian Consent Form	<p>Review for completion:</p> <p><b>ECEAP:</b> Place in Child’s File</p> <p><b>HS/EHS:</b> Upload to ChildPlus:</p> <ul style="list-style-type: none"> <li>Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> </ul> <p>Place a copy of consents in emergency/first aid backpack and update as needed.</p>	<a href="#">Emergency Treatment and Parent/Guardian Consent Form</a>
<input type="checkbox"/>	Due at Enrollment Upload within 5 days of child’s first day of class (HS/EHS)	<p>Complete the Health and Developmental History Form (0 - 12 months)</p> <p style="text-align: center;"><b>OR</b></p> <p>Health and Nutrition History Form (1 - 5 years)</p>	<p><b>ECEAP:</b> Have Nurse Consultant review</p> <p><b>HS/EHS:</b> Upload into ChildPlus and Add Health Event (with Date/Status):</p> <ul style="list-style-type: none"> <li>To Upload: Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> <li>To Add Health Event: Refer to All Staff Hub – ChildPlus for step-by-step <a href="#">instructions</a>.</li> <li>Status=Completed</li> </ul>	<p><a href="#">Health and Nutrition History Procedure (1-5 years)</a></p> <p><a href="#">Health and Developmental History Procedure (0-12 months)</a></p> <p><a href="#">Health and Nutrition History Form (1-5 years)</a></p> <p><a href="#">Health and Developmental History Form (0 -12 months)</a></p>

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### At Enrollment and Ongoing

	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Within 5 days of the child’s first day of class	USDA Enrollment Form (EF)	<p>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.</p> <p><b>ALL PROGRAMS:</b>  <b>Email:</b> <a href="mailto:usdaef@psed.org">usdaef@psed.org</a>  <b>FAX:</b> 855-236-2902</p> <p style="background-color: yellow;"><b>Subject Line for email--Please include: Center/Site/Class ID/Teacher Name</b></p>	<a href="#">USDA section of ELPM</a>
<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><b>ECEAP:</b> Consult with nurse consultant; document chronic health condition and date of plan completion in ELMS</p> <p><b>HS:</b> Consult with your Health/Nutrition/Safety Coach or Consultant if you have questions</p> <ul style="list-style-type: none"> <li>Upload CHP into ChildPlus; Refer to <b>All Staff Hub – ChildPlus</b> for <a href="#">screen shot of directions</a>.</li> <li>Add “Health Event” in ChildPlus; Refer to <b>All Staff Hub – ChildPlus</b> for step-by-step <a href="#">instructions</a>.</li> <li>Status=In Process or Completed</li> <li>Result=child’s health condition</li> </ul>	

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## At Enrollment and Ongoing

	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Prior to child’s first day of class**	Potentially Life-Threatening Child Health Plans (CHP)	<p><b>ECEAP:</b></p> <ul style="list-style-type: none"> <li>• Begin to develop necessary CHP in consultation with parent/guardian and ECEAP Nurse Consultant.</li> <li>• Send CHP to child’s medical provider for completion/signature.</li> <li>• Follow-up with ECEAP Nurse Consultant for review/signature.</li> <li>• Document life threatening condition and date of plan completion in ELMS</li> </ul> <p><b>HS/EHS (non-School District):</b></p> <ul style="list-style-type: none"> <li>• Begin to develop necessary CHP in consultation with parent/guardian.</li> <li>• Send CHP to child’s medical provider for completion/signature.</li> <li>• Follow-up with parent/guardian.</li> <li>• Consult with your Health/Nutrition/Safety Coach or Consultant if you have questions</li> <li>• Upload CHP into ChildPlus and add health event for each CHP</li> </ul> <p><b>HS (School District):</b></p> <ul style="list-style-type: none"> <li>• Consult your School District nurse for instructions and completion of Child Health Plans/Nursing Care Plans</li> <li>• Upload CHP into ChildPlus and add health event for each CHP</li> </ul> <p>**If medication is required, ensure that medication is received, label matches medical provider orders and check expiration date. CHP’s for Potentially Life-Threatening conditions must be in place with medication (if necessary) <b>prior to the child’s attendance in the program.</b></p>	<p><a href="#">Child Health Plan section of ELPM</a></p> <p><a href="#">ChildPlus Instructions</a></p>

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### At Enrollment and Ongoing

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Due at Enrollment Upload within 5 days of Enrollment	Pregnancy Health History	Upload into ChildPlus: <ul style="list-style-type: none"> <li>Refer to All Staff Hub – ChildPlus for <a href="#">screen shot of directions</a>.</li> <li>Add “Health Event” in ChildPlus</li> <li>Status=Completed</li> </ul>	<a href="#">Postpartum and Pregnancy section of ELPM</a>
<input type="checkbox"/>	Prior to child’s first day of class	Non-Potentially Life- Threatening Child Health Plans (CHP)	Complete the necessary CHP Plan and documents and consult with the appropriate health professional.  ECEAP: Consult with nurse consultant; document chronic health condition and date of plan completion in ELMS  HS: Consult with your Health/Nutrition/Safety Coach or Consultant if you have questions <ul style="list-style-type: none"> <li>Upload CHP into ChildPlus</li> <li>Add “Health Event” in ChildPlus</li> </ul>	<a href="#">Child Health Plan section of ELPM</a>  <a href="#">ChildPlus Instructions</a>
<input type="checkbox"/>	Daily	Daily Classroom Safety Checklist	Check the environment of the classroom daily for any safety hazards. Use the checklist as a reminder and evidence of completion.	<a href="#">Classroom Safety Practices section of ELPM</a>
<input type="checkbox"/>	Monthly	Health/Nutrition/Safety Activity with Children	Must include in lesson plans monthly at a minimum. Document clearly in lesson plans.	<a href="#">TS GOLD website</a>

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	By Monday for records from previous week	Attendance and Meal Count	<p>Teachers must take attendance at the table during each meal and snack. Teachers complete the form weekly (provided by PSESD for ECEAP, from ChildPlus for EHS/HS), and keep the original on file for their records.</p> <ul style="list-style-type: none"> <li><b>ECEAP:</b> Send directly to the attendance email address (<a href="mailto:attendance@psesd.org">attendance@psesd.org</a>), or FAX to the attendance line: 855-218-2221.</li> <li><b>HS:</b> Send to <a href="#">Tiffany Lyons</a> or fax to: Pierce County: 253-778-7766, King County: 425-917-7766</li> </ul> <p style="background-color: yellow;"><b>Subject Line for email—Please include: Center/Site/Class ID/Teacher Name</b></p>	<a href="#">USDA section of ELPM</a>
<input type="checkbox"/>	As new children are enrolled and Ongoing	Special Diet List	<ul style="list-style-type: none"> <li>Complete the Special Diet List to include info about all children with special dietary needs, including any changes that have occurred.</li> <li>Update as needed.</li> <li>Post in classroom.</li> <li>Share with food service manager and staff to ensure communication about special dietary needs.</li> <li>Submit monthly with menus</li> </ul>	<a href="#">Menus/Recordkeeping section of ELPM</a>  <a href="#">Special Diet List</a>

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	By the 5th of each month	Monthly menus and Special Diet Lists	<ul style="list-style-type: none"> <li>• Record menu modifications directly on the Breakfast, Lunch, and Snack menus.</li> <li>• Follow these directions to submit documents:                             <ul style="list-style-type: none"> <li>○ After you log into <a href="http://classes.earlylearningwa.org">classes.earlylearningwa.org</a> go to the “NAVIGATION” menu on the right-hand side of the page and click the “Courses” drop-down list</li> <li>○ Click on the “Data Collection” course</li> <li>○ Select “Early Learning Data Collection”</li> <li>○ Click the “Enroll Me” and you will be taken to the “Early Learning Data Collection” webpage where you can select the appropriate database under the given month to upload menus.</li> </ul> </li> <li>• Fax documents to 888-311-1842.</li> <li>• Email documents to <a href="mailto:menus@psed.org">menus@psed.org</a> (NEW email)</li> <li>•</li> </ul>	<a href="#">Menu Submission Procedure</a>
<input type="checkbox"/>	Within 45 days of the child’s first day of class	Sensory Screening	<p><b>ECEAP:</b> Enter results in ELMS</p> <p><b>HS:</b> Use customized Vision/Hearing Worksheet (obtained from PSESD) to record results for each child*</p>	<a href="#">Nutrition and Growth section of ELPM</a>  <a href="#">Vision and Hearing Screening section of ELPM</a>
<input type="checkbox"/>	Within 45 days of entry	Vision and Hearing Screening (EHS only)	<ul style="list-style-type: none"> <li>• Complete the 3-prong approach for vision and hearing; complete OAE screening for hearing</li> <li>• Upload 3-prong approach if applicable</li> <li>• Document vision/hearing results on Data Worksheet and submit to the Health Line</li> </ul>	<a href="#">Vision and Hearing section of ELPM</a>

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<input type="checkbox"/>	Within 45 days of the child's first day of class	Height & Weight Screening, Growth Assessment (0-3)	<p><b>ECEAP:</b> Enter height and weight data into ELMS. Enter growth data into EPI-Info (<a href="#">Instructions</a>), OR enter data and generate growth charts using KidsHealth website.</p> <p><b>HS:</b> Use customized Growth Assessment Worksheets for each child (Height &amp; Weight Screening – Preschool);</p> <p><b>EHS:</b> Height, weight &amp; Head Circumference will be obtained from Well Baby Exam forms and entered into ChildPlus by Data Technician this year.</p> <p>Growth charts will be sent by PSESD Data Technician</p> <p><b>ALL:</b> Share and explain the growth chart with families. Make referrals to a child's Health Care Provider as indicated.</p>	<p><a href="#">Nutrition and Growth section of ELPM</a></p> <p><a href="#">KidsHealth BMI Calculator</a></p>
<input type="checkbox"/>	Within 2 weeks of delivery	Postpartum Visit (EHS only)	Notify PSESD Nurse	<a href="#">Postpartum and Pregnancy section of ELPM</a>
<input type="checkbox"/>	Within third trimester and within 6 weeks postpartum	Maternal Depression Screening (EHS only)	Conduct screening	<a href="#">Postpartum and Pregnancy section of ELPM</a>

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