

Health and Nutrition – To-Do Lists (Deliverables)

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

October 2018

October 2018				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Due NOW if not completed	<p>Site Readiness and Safety Checklist- Center Director</p> <p>Site Readiness and Safety Checklist- Classroom</p> <p>Site Readiness and Safety Checklist- Center Director Follow-Up Form</p> <p>Site Readiness and Safety Checklist- Classroom Follow-Up Form</p>	<ul style="list-style-type: none"> See Procedure for step-by-step instructions Center Director completes and uploads <i>Center Director and Classroom Checklists</i> Classroom staff completes the <i>Classroom Checklist</i> and forwards to Center Director for review and signature <p>For any “Not Yet” items as listed on your Site Readiness and Safety Checklists</p> <ul style="list-style-type: none"> Center Director completes the corresponding Follow-Up Form and uploads all forms to Litmos (same location as Site Readiness Checklists) 	<p>Site Readiness and Safety Checklist Procedure</p> <p>Site Readiness and Safety Checklist- Center Director SUBMIT FOR EACH SITE</p> <p>Site Readiness and Safety Checklist- Classroom SUBMIT FOR EACH PHYSICAL CLASSROOM</p> <p>Site Readiness and Safety Checklist- Center Director Follow-Up Form</p> <p>Site Readiness and Safety Checklist- Classroom Follow-Up Form</p>
<input type="checkbox"/>	Due NOW if not completed	Class Profile	<ul style="list-style-type: none"> One person from each class completes and provides: contact info, staff, class times, and meal times. Please complete the online CLASS PROFILE for each class in a classroom. Follow these directions to submit: <ul style="list-style-type: none"> After you log into classes.earlylearningwa.org go to the “NAVIGATION” menu on the right-hand side of the page and click the “Courses” drop-down list Click on the “Data Collection” course Select “Early Learning Data Collection” Click the “Enroll Me” if needed and you will be taken to the “Early Learning Data Collection” webpage where you can select the Class Profile 2018-2019 database. Follow the instructions posted there. Please update your information anytime changes occur during the year. 	<p>Classes.earlylearningwa.org</p>

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<input type="checkbox"/>	Upon Application to the Program	Health Enrollment	<ul style="list-style-type: none"> Ensure the health/nutrition related questions on the Application Forms are complete. Use the Health/Nutrition Enrollment Flow Chart and Dietary Accommodations and Food Preferences Flow Chart to determine next steps. 	ERSEA – Applications section of the ELPM Health Enrollment – General section of the ELPM
<input type="checkbox"/>	Upon Application to the Program	Medical/Dental home and coverage on Application	<p>ECEAP: Document medical/dental home and medical/dental coverage as part of application process in ELMS.</p> <p>Head Start/EHS: Ensure documentation of medical/dental home and medical/dental coverage on Emergency Consent Form.</p>	Health Enrollment section of ELPM
<input type="checkbox"/>	Upon Application 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> <ul style="list-style-type: none"> ECEAP: Document immunization status in ELMS HS: Upload to Child Plus 	Immunization documents in the Health Enrollment section of ELPM
<input type="checkbox"/>	Due at Enrollment Upload within 5 days of child’s first day of class (HS/EHS)	Emergency Treatment and Consent Form	<p>Review for completion: ECEAP --Place in Child’s File HS/EHS – Upload into Child Plus:</p> <ul style="list-style-type: none"> Refer to All Staff Hub – Child Plus for screen shot of directions. <p>Place a copy of consents in emergency/first aid backpack and update as needed.</p>	Emergency Treatment and Consent Form

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<input type="checkbox"/> Due at Enrollment Upload within 5 days of child’s first day of class (HS/EHS)	Complete the Health History Form (0 - 12 months) Or Health History Form (1 - 5 years)	ECEAP – Have Nurse Consultant review HS/EHS – Upload into Child Plus and Add Health Event: <ul style="list-style-type: none"> Refer to All Staff Hub – Child Plus for screen shot of directions. 	Health History Tool (0-12 months) Health History (0-12 months) Health History Tool (1-5 years) Health History (1-5 years)	
<input type="checkbox"/> Within 5 days of the child’s first day of class and no later than October 31, 2018 for currently enrolled children	USDA Enrollment Form (EF)	For PSESD USDA Sites: complete EF, using the customized template. Include child’s full name, date of birth, hours the child is in class, meals served, parent/guardian signature, date signed. File the EF in the Family File. ALL PROGRAMS: Do not submit your EF forms to the PSESD until a random sample is requested (following your individual site’s Meal Monitoring (Fall, Winter, Spring).	USDA section of ELPM	
<input type="checkbox"/> Within 45 days of the child’s first day of class	Sensory Screening	ECEAP: Enter results in ELMS HS: Use customized Vision/Hearing Worksheet (obtained from PSESD) to record results for each child*	Nutrition and Growth section of ELPM Vision and Hearing Screening section of ELPM	

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<input type="checkbox"/>	Before child’s first day of class**	Potentially Life Threatening Child Health Plans (CHP)	<p>ECEAP:</p> <ul style="list-style-type: none"> Begin to develop necessary CHP in consultation with parent/guardian and ECEAP Nurse Consultant. Send CHP to child’s medical provider for completion/signature. Follow-up with ECEAP Nurse Consultant for review/signature. Document life threatening condition and date of plan completion in ELMS <p>HS/EHS (non-School District):</p> <ul style="list-style-type: none"> Begin to develop necessary CHP in consultation with parent/guardian and Nurse Consultant (if applicable) Send CHP to child’s medical provider for completion/signature. Follow-up with parent/guardian. Consult with your Health/Nutrition/Safety Coach or Consultant (especially if you currently do not have a nurse consultant) Upload CHP into Child Plus and add health event for each CHP Upload medication label (when applicable) <p>HS (School District):</p> <ul style="list-style-type: none"> Consult your School District nurse for instructions and completion of Child Health Plans/Nursing Care Plans Upload CHP into Child Plus and add health event for each CHP Upload medication label (when applicable) 	<p>Child Health Plan section of ELPM</p> <p>ChildPlus Instructions</p>

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			<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) prior to the child’s attendance in the program.</p>	
☐	Prior to child’s first day of class	Non-Potentially Life Threatening Child Health Plans (CHP)	<p>Complete the necessary CHP and consult with the appropriate health professional.</p> <p>ECEAP: consult with nurse consultant; document chronic health condition and date of plan completion in ELMS</p> <p>HS: consult with your Health/Nutrition/Safety Coach or Consultant if you have questions</p> <ul style="list-style-type: none"> • Upload into ChildPlus • Add “health event” in ChildPlus 	<p>Child Health Plan section of ELPM</p> <p>ChildPlus Instructions</p>
☐	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), OR enter data and generate growth charts using KidsHealth website.</p> <p>HS: Use customized Growth Assessment Worksheets for each child (Height & Weight Screening – Preschool; Height/Weight/Head Circumference Screening – 0-3)*</p> <p>Growth charts will be sent by PSESD Data Technician</p> <p>ALL: Share and explain the growth chart with families. Make referrals to a child’s Health Care Provider as indicated.</p>	<p>Nutrition and Growth section of ELPM</p> <p>KidsHealth BMI Calculator</p>

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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 Child Plus: <ul style="list-style-type: none"> • Refer to All Staff Hub – ChildPlus for screen shot of directions. • Add “health event” in ChildPlus 	Postpartum and Pregnancy section of ELPM
<input type="checkbox"/>	Within 2 weeks of delivery	Postpartum Visit (EHS only)	Home Visitors conduct postpartum visit and consult with PSESD Nurse per procedure.	Postpartum and Pregnancy section of ELPM
<input type="checkbox"/>	Within third trimester and within 6 weeks postpartum	Maternal Depression Screening (EHS only)	Conduct screening	Postpartum and Pregnancy section of ELPM
<input type="checkbox"/>	Within 45 days of entry	Vision and Hearing Screening (EHS only)	<ul style="list-style-type: none"> • Complete vision screening using SPOT Screener and/or 3-prong approach and OAE screening—following current procedures based on age. • Enter results from vision SPOT screener and OAE on Vision (SPOT) and Hearing (OAE) Results Form (give copy to parents) • Record results on data worksheet as instructed in procedure. • If completing 3-prong approach, upload into Child Plus 	Vision and Hearing section of ELPM

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	Now and as new children are enrolled	Special Diet List	<ul style="list-style-type: none"> • Complete the Special Diet List to include info about all children with special dietary needs. • Update as needed. • Post in classroom. • Share with food service manager and staff to ensure communication about special dietary needs. • Submit monthly with menus 	Menus/Recordkeeping section of ELPM Special Diet List
<input type="checkbox"/>	By the 5th of each month	Monthly menus and Special Diet Lists	<ul style="list-style-type: none"> • Record menu modifications directly on the Breakfast, Lunch, and Snack menus. • Follow these directions to submit documents: <ul style="list-style-type: none"> ○ After you log into classes.earlylearningwa.org go to the “NAVIGATION” menu on the right-hand side of the page and click the “Courses” drop-down list ○ Click on the “Data Collection” course ○ Select “Early Learning Data Collection” ○ 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. • If unable to upload, submit documents to 888-311-1842 or menus@psesd.org 	Menu Submission Procedure

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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"> ECEAP: Send directly to the attendance email address (attendance@psed.org), or FAX to the attendance line: 855-218-2221. HS: Send to Tiffany Lyons (TLyons@psed.org) or fax to: Pierce County: 253-778-7766, King County: 425-917-7766 Subject Line for email—Please include: Center/Site/Class ID/Teacher Name 	Menus/Recordkeeping Section of ELPM
<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.	Classroom Safety Routines section of ELPM
<input type="checkbox"/>	Monthly	Health/Nutrition/Safety Activity with Children	Must include in lesson plans monthly at a minimum. Document clearly in lesson plans.	TS GOLD website

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