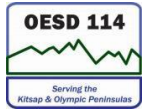




# Wellness Assessment Procedure



## Performance Standards

EHS/HS: 1302.41

ECEAP: FEP-6, FEP-7, FEP-8, PAO-10

### Purpose

The purpose of the Wellness Assessment is to collaborate with parent/guardians to determine whether each child has an ongoing source of accessible health care, health insurance coverage, determine individual and family health and safety needs, development needs and support families and classrooms/centers with follow-up in a timely manner.

### Guidance

- Center health staff complete the Wellness Assessment prior to the child starting class.
- Home Visitors complete the Wellness Assessment within the first 30 days of the child's first date of service.
- Each program will complete a new Wellness Assessment annually.

### Procedure

If child does not have health insurance (medical/dental), a primary care provider/dental provider, missing well child/dental exam, not up to date on immunizations work with the family to identify possible barriers and provide resources to connect the family with needed resources. Document the discussion, the plan and follow-up in ChildPlus under the Wellness Assessment Event Tab-Add Action and enter into ELMS as required.

### Children with life threatening health conditions or special health care concerns (center based only):

When children with life threatening health conditions or special health care concerns are enrolled in a classroom/center, a *Classroom Accommodation Plan* is completed by the child's primary health care provider.

Examples of Life-Threatening Conditions:

- Severe bee sting or food allergies
- Severe asthma, seizures, or heart problems
- Diabetes

Once a completed *Classroom Accommodation Plan* and necessary medication and/or equipment are obtained, an individual plan will be developed in collaboration with the parent/guardian, and classroom staff, prior to the child starting in the classroom/center. Classroom/center health staff provide classroom teachers with all health information pertinent to the child's safe and healthy participation in the classroom including:

- Known medical and oral health concerns
- Medications taken regularly & possible side effects
- Allergies including symptoms to watch for
- Food allergies, restrictions, special dietary requirements, and preferences
- Plans to address each of the above

Required documentation and individual classroom plans will be in place prior to the child starting classroom/center. Plans to be followed in the classroom and/or play and learn group are added to the Health Alert, kept up to date by health staff, and entered into ChildPlus and ELMS as required.

### If parent/guardian identifies concerns on Wellness Assessment:

- Encourage the parent/guardian to notify their health care provider.
- Are their services in place? Does the child need accommodations in the classroom (ex. vision, hearing, etc.)?
- Work with the family to identify possible barriers and provide resources.
- Discuss parent/guardian concerns with classroom teaching staff.
- Document the discussion, the plan and follow-up in ChildPlus under the Wellness Assessment Event Tab-Add Action and enter into ELMS as required.

### If parent/guardian identifies information needed urgently:

Provide the parent/guardian with the information requested. Document the discussion, the plan and follow-up in ChildPlus under the Wellness Assessment Event Tab-Add Action and enter into ELMS as required. Include in PIR if necessary.

**Verbal reminders or notes sent home do not meet the requirement of assisting families in getting their child on a schedule of well child and dental care as described in Performance Standards.**

Wellness Assessment Review	Assessment Review	ECEAP	EHS/HS/ECEAP
Wellness Assessment Completed			Upload the Wellness Assessment into ChildPlus. Event Type Wellness Assessment, Event date, completed. Add Action for follow-up documentation, PIR Treatment identified.
Medical/Dental Insurance  Medical/Dental Provider	Does child have medical/dental insurance, medical/dental provider?	Enter into ELMS as required	Enter information in Health Tab under Health Information. If parent's/guardians do not have insurance or medical/dental home, Add Action under the Wellness Assessment Event Tab for follow-up documentation.
Date of last Well Child Exam  Date of last Dental Exam	Next step: Obtain well-child and dental exam.	Enter into ELMS as required	Under Wellness Assessment Event Type: Add Action for follow-up and documentation.
Up to Date on Immunizations	Next step: Obtain Certificate of Immunization Status	Select appropriate status in ELMS reflecting of CIS	Upload a new CIS whenever the child receives new immunizations.
Planning Questions	If Life threatening Condition/Special Health Care Concerns noted obtain documentation, begin Classroom Accommodation Plan.	Chronic Health Condition entered ELMS as required.	Under Wellness Assessment Event Type: Add Action for follow-up documentation, PIR treatment identified.
Medications	If there is a current medication, is a <i>Classroom Accommodation Plan</i> needed? Obtained needed documentation from health care provider. Health Alert Created.	Chronic Health Condition entered ELMS as required.	Under Wellness Assessment Event Type: Add Action for follow-up documentation. PIR Treatment identified. Health Alert created as indicated.
Allergies	Does the child have any food, environmental, or medicine allergies? Is a <i>Classroom Accommodation Plan</i> needed? Obtain needed documentation from health care provider. Health Alert Created	Chronic Health Condition entered ELMS as required.	Under Wellness Assessment Event Type: Add Action for follow-up documentation. PIR Treatment identified. Health Alert created as indicated
Parent/Guardian Concerns/ Information Requested	Follow-up with parent concerns. Provide information as requested. Share information with teachers.	Enter any into ELMS Family Tab.	Under Wellness Assessment Event Type: Add Action for parent concerns follow-up documentation. Add to Health Notes to share with Classroom Teachers as indicated.