

Health and Nutrition – To-Do Lists (Deliverables)

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

June 2018				
	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	THIS MONTH Review all enrollments within the last 90 days (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>ECEAP:</p> <ul style="list-style-type: none"> • Document date of exam and any necessary follow-up in ELMS. • Have Nurse Consultant review. <p>HS/EHS: Upload into ChildPlus and Add Health Event (with Date/Status):</p> <ul style="list-style-type: none"> • To Upload: Refer to All Staff Hub – ChildPlus for screen shot of directions. • To Add Health Event: Refer to All Staff Hub – ChildPlus for step-by-step instructions. • Status=Pass or Fail; please follow above instructions. 	Health Enrollment Well Child section of ELPM
<input type="checkbox"/>	THIS MONTH Review all enrollments within the last 90 days	Dental Exam Report	<p>ECEAP: document dates of exams/results in ELMS.</p> <p>HS/EHS: Upload into ChildPlus any exams not completed by SeaMar or Community Health Care.</p> <ul style="list-style-type: none"> • To Upload: Refer to All Staff Hub – ChildPlus for screen shot of directions. • Do not code or enter any information. 	

*Health Information Line: Fax – 888-979-5897, scan/email – health@psed.org (send documents as necessary) **PLEASE NOTE: NEW EMAIL ADDRESS**

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At Enrollment (2018-2019) and Ongoing

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	Due Date	What	Tips	Documents and Links
<input type="checkbox"/>	During the enrollment process	Determine health enrollment steps	<p>Follow the guidance on the flowchart to determine next steps for completion of the Health Enrollment process and documentation.</p> <p>Refer to the Dietary Accommodation Flowchart for more specific details.</p>	<p>Health Enrollment Flowchart</p> <p>Dietary Accommodations and Food Preferences Flowchart</p>
<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>	<p>Health Enrollment section of ELPM</p>

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At Enrollment and Ongoing

	Due Date	What	Tips	Documents and Links
<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> <p>ECEAP: Document immunization status in ELMS</p> <p>Head Start: Upload to ChildPlus</p> <ul style="list-style-type: none"> To Upload: Refer to All Staff Hub – ChildPlus for screen shot of directions. Do not code or enter any other information. 	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:</p> <p>ECEAP: Place in Child’s File</p> <p>HS/EHS: Upload to ChildPlus:</p> <ul style="list-style-type: none"> Refer to All Staff Hub – ChildPlus 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
<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)	<p>ECEAP: Have Nurse Consultant review</p> <p>HS/EHS: Upload into ChildPlus and Add Health Event (with Date/Status):</p> <ul style="list-style-type: none"> To Upload: Refer to All Staff Hub – ChildPlus for screen shot of directions. To Add Health Event: Refer to All Staff Hub – ChildPlus for step-by-step instructions. Status=Completed 	Health History Tool (0-12 months) Health History (0-12 months) Health History Tool (1-5 years) Health History (1-5 years)

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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 (after July 1st) 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>ALL PROGRAMS: Email: usdaef@psed.org FAX: 855-236-2902</p> <p style="background-color: yellow;">Subject Line for email--Please include: Center/Site/Class ID/Teacher Name</p>	USDA 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; 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 CHP into ChildPlus; Refer to All Staff Hub – ChildPlus for screen shot of directions. • Add “Health Event” in ChildPlus; Refer to All Staff Hub – ChildPlus for step-by-step instructions. • Status=In Process or Completed • Result=child’s health condition 	

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	Due Date	What	Tips	Documents and Links
☐	Prior to 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. • Send CHP to child’s medical provider for completion/signature. • Follow-up with parent/guardian. • Consult with your Health/Nutrition/Safety Coach or Consultant if you have questions • Upload CHP into ChildPlus and add health event for each CHP <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 (and medication label if applicable) into ChildPlus and add health event for each CHP <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>	<p>Child Health Plan section of ELPM</p> <p>ChildPlus Instructions</p>

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☐	Due Date	What	Tips	Documents and Links
☐	Due at Enrollment Upload within 5 days of Enrollment	Pregnancy Health History	Upload into ChildPlus: <ul style="list-style-type: none"> Refer to All Staff Hub – ChildPlus for screen shot of directions. Add “Health Event” in ChildPlus Status=Completed 	Postpartum and Pregnancy section of ELPM
☐	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"> Upload CHP into ChildPlus Add “Health Event” in ChildPlus 	Child Health Plan section of ELPM ChildPlus Instructions
☐	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 Practices section of ELPM
☐	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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	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 PSED 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 or fax to: Pierce County: 253-778-7766, King County: 425-917-7766 <p style="background-color: yellow;">Subject Line for email—Please include: Center/Site/Class ID/Teacher Name</p>	USDA section of ELPM
<input type="checkbox"/>	As new children are enrolled and Ongoing	Special Diet List	<ul style="list-style-type: none"> Complete the Special Diet List to include info about all children with special dietary needs, including any changes that have occurred. 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

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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"> • 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. • Fax documents to 888-311-1842. • Email documents to menus@psed.org (NEW email) 	Menu Submission Procedure
<input type="checkbox"/>	Within 45 days of the child’s first day of class	Sensory Screening	<p>ECEAP: Enter results in ELMS</p> <p>HS: Use customized Vision/Hearing Worksheet (obtained from PSESD) to record results for each child*</p>	Nutrition and Growth section of ELPM Vision and Hearing Screening section of ELPM
<input type="checkbox"/>	Within 45 days of entry	Vision and Hearing Screening (EHS only)	<ul style="list-style-type: none"> • Complete the 3-prong approach for vision and hearing; complete OAE screening for hearing • Upload 3-prong approach if applicable • Document vision/hearing results on Data Worksheet and submit to the Health Line 	Vision and Hearing section of ELPM

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	Due Date	What	Tips	Documents and Links
<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), 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);</p> <p>EHS: Height, weight & 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>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>
<input type="checkbox"/>	Within 2 weeks of delivery	Postpartum Visit (EHS only)	Notify PSESD Nurse	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

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