



June 10, 2011

Dear Early Childhood Provider:

We are pleased to share with you the newly released *New Hampshire Early Childhood Health Assessment Record*. This Record, which is to be used with children from birth through grade 3, was developed and endorsed by the New Hampshire Department of Health and Human Services (DHHS), the New Hampshire Department of Education, Head Start and the New Hampshire Pediatric Society. It replaces the Child Health Form that was last updated in 2008.

The *New Hampshire Early Childhood Health Assessment Record* was designed to (1) promote collaboration among the programs involved in the care of New Hampshire's young children, (2) ensure children's optimal safety and well-being, and (3) encourage parents/caregivers to discuss their questions and concerns with their health care providers. Although the Record is recommended and not required, we hope that you will find it to be a valuable, functional and user-friendly tool and choose to use it.

Attached is a list of questions and answers about the *New Hampshire Early Childhood Health Assessment Record*. If you have a question that is not addressed here or would like to offer suggestions for improvement, please let us know! We will consider your suggestions during the next revision of the Record.

Thank you for the work you do on behalf of New Hampshire's young children and families.

Best regards,

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## ***New Hampshire Early Childhood Health Assessment Record: Questions, Answers and Resources***

### ***1. Why is a new form needed?***

Until this time, various agencies, organizations and programs serving young children and families used different child health forms. This included children's health care providers, WIC, Head Start, child care, preschool, Child and Adult Care Food Program and others. Among the collaborating entities for the *New Hampshire Early Childhood Health Assessment Record* there was agreement that a universal form shared by all would improve the coordination of children's care, while being much simpler for families and providers.

### ***2. Who should use the New Hampshire Early Childhood Health Assessment Record?***

Early care and education (through grade 3) providers, including child care, health, schools, WIC, Head Start/Early Head Start and others, may now use this one form to facilitate interagency communication and make it easier for parents to keep track of paperwork. As before, parents will need to sign necessary consents if they would like the information to be shared.

### ***3. How is the form used?***

The parent/caregiver and health care provider complete the form (please see questions 4 and 5). With appropriately documented consent, the single form can be shared among agencies. The new form encourages more specific information to be communicated by the health care provider to the other participants in the child's care. This information includes concerns, any needed follow-up and special physical or behavioral health requirements.

### ***4. Who completes Page 1?***

Parents are requested to fill out Page 1 *prior to* submitting the form to health care providers for completion. This is so that parents may bring to the attention of health care providers any concerns that may have arisen between the child's last well visit and the time the health care providers are asked to complete the form.

### ***5. Who completes Page 2?***

The child's health care provider completes Page 2.

### ***6. Why does it appear that more information is being requested?***

The information requested on Page 2 conforms to the American Academy of Pediatrics' *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*, 3<sup>rd</sup> edition, standards for periodic screening and preventive care. While the level of detail required may appear cumbersome, please be aware that there are federal and/or state requirements for WIC, Head Start, and child care that mandate that this information be kept on file by each of these agencies for the optimal care of each child. If an audit of one of these entities were to reveal that this information

had not been obtained and properly documented, the agency might suffer significant financial or other penalty. The new Record omits sections in the old form that were typically not being completed.

7. *Why is there no area for the child's immunization record?*

Please note that the child's health care provider is requested to attach a printout of the immunization record (see upper right-hand corner of Page 2).

8. *Can this form be adapted for an electronic health record?*

Absolutely! Health care providers may adapt the Record as long as all of the information is included. Therefore, you may see it in various formats.

9. *Where can I get copies of the Record?*

You can download copies of the Record from the following websites:

- ◆ NH DHHS Child Care Licensing: [www.dhhs.nh.gov/oos/cclu](http://www.dhhs.nh.gov/oos/cclu)
- ◆ NH DHHS Healthy Child Care New Hampshire: [www.dhhs.nh.gov/dphs/bchs/mch/healthy.htm](http://www.dhhs.nh.gov/dphs/bchs/mch/healthy.htm)
- ◆ NH DHHS WIC Program: <http://www.dhhs.nh.gov/dphs/nhp/wic/index.htm>
- ◆ NH Department of Education: [http://education.nh.gov/program/nutrition/child\\_adult.htm](http://education.nh.gov/program/nutrition/child_adult.htm)
- ◆ The New Hampshire Pediatric Society: <http://nhps.org>

10. *What other attachments besides the immunization record might be included?*

Specialized health plans for conditions such as asthma, allergies, special diet, behavior, etc. may be attached to the Record. For your information, web sites are listed below where you can find examples of special plans that health care providers may use.

*NH WIC Request for Special Formula:*

[www.dhhs.nh.gov/ombp/documents/noncontractformula.pdf](http://www.dhhs.nh.gov/ombp/documents/noncontractformula.pdf)

*NH Department of Education Special Meals Prescription Form:*

[www.education.nh.gov/program/nutrition/documents/spec\\_diet\\_needs\\_prescript.pdf](http://www.education.nh.gov/program/nutrition/documents/spec_diet_needs_prescript.pdf)

11. *Where can I find a sample care plan for my program to develop, if necessary?*

You may want to develop a more detailed version of a plan tailored specifically to your program. This plan should include information from the child's health care provider, parent(s), staff and others. A sample plan for early childhood providers may be found at:

*Sample Special Care Plan for Children Birth to Eight:*

[www.dhhs.nh.gov/oos/cclu](http://www.dhhs.nh.gov/oos/cclu)