

| Child Health and Developmental Services: | | |
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| TASK: Completing the Individualized Health Action Plan | | |
| Task | Person Responsible | Date to be completed |
| 1. Complete the top portion of the <i>Individualized Health Action Plan</i> Date of Action was created, Child's Name and DOB, Parent/Guardian and Phone # and the Medical Provider and phone #. | Family Advocate | As needed |
| 2. Prepare a fax cover sheet to include the doctor's information and exactly what needs to be completed on the <i>Individualized Health Action Plan</i> , including instructions to fax back after completed. | Family Advocate | After completing top portion of the Form |
| 3. Attach the child's <i>Permission to Release</i> form, which was signed by the parent/guardian at enrollment, with the <i>Individualized Health Action Plan</i> and the <i>Fax Cover Sheet</i> and fax to the doctor/provider as appropriate. | Family Advocate | After gathering all |
| 4. Review the <i>Individualized Health Action</i> ensuring all appropriate information is clearly indicated on the form. If everything is noted as appropriate go on to step 5, if not contact the doctor/provider and let them know exactly what is missing and what is needed. | Family Advocate | Once rec'd back from doctor/provider |
| 5. Have the Parent/Guardian sign off after reviewing the <i>Individualized Health Action Plan</i> . | Family Advocate | After review of information |
| 6. Review the <i>Individualized Health Action Plan</i> with the teacher, have the teacher sign the form. | Family Advocate | after review by parent/guardian |
| 7. Forward the <i>Individualized Health Action Plan</i> to the Health Services Manager. | Family Advocate | after parent/guardian and teachers sign off |
| 8. Review the <i>Individualized Health Action Plan</i> sign and return to Family Advocate | HSM | after review |
| 9. Scan the <i>Individualized Health Action Plan</i> and add as an attachment in ChildPlus under the child's Health Tab under Health Information. | Family Advocate | after ensuring form is completed |
| 10. Select the <i>Clock in Health Notes</i> and type: See attachment of Individualized Health Action Plan | Family Advocate | after adding attachment |
| 11. In <i>Critical Health Notes</i> type: See attached <i>Individualized Health Action Plan</i> | Family Advocate | after entering in Health Notes |
| 12. File the original <i>Individualized Health Action Plan</i> in the child's folder. | Family Advocate | after entering in ChildPlus |

Child Health and Developmental Services:

TASK: Completing the Individualized Health Action Plan

| Task | Person Responsible | Date to be completed |
|---|------------------------|------------------------------------|
| <p>12. Place a copy of the <i>Individualized Health Action Plan</i> s stapled together with a <i>Medication Administration Sheet</i> in a RED folder labeled <i>Medication Information</i> in front of the file cabinet where all children's files are kept. ***see the SOP on <i>Medication Administration Form</i> for further infomration</p> | <p>Family Advocate</p> | <p>upon completion of the form</p> |