



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 07-02-10
Updated

SUBJECT:
Screen Medical History Profile/Early Health History

APPROVED: 07-02-10

BY: Ron Griffin, Director

POLICY

To promote and ensure a healthy development for the infant, toddler and child. To quickly identify and address health, behavior, nutrition, developmental concerns and to determine if the families have a need for a medical and dental home.

REFERENCE

1304.20 (a)

PROCEDURE

1. Review Medical History Profile and the Physical/Early Head Start Health History
2. Ask parents if they have concerns about development, health, behavior, or nutritional needs.
3. Ask parents if the child is being seen by a doctor or therapist, and determine if the families have a source of on-going accessible care.
4. If family does not have a source of on-going accessible health or dental care, give parent resource letter to help connect to communities and follow up in 1 week.
5. Document all resources provided in COPA.
6. If parent indicated a concern generate a referral through COPA.
7. Complete the remaining referral packet to include:
 - Referral ½ sheet
 - Release of information form
 - Professional List Letter
 - Parent Interview form
 - Copies of reports, and IEP's
6. Send to Main office to disabilities clerk.