



aPOLICY AND PROCEDURE	
SUBJECT/TITLE:	Early Head Start Screening Outreach Policy and Procedure
APPLICABILITY:	Nursing Division
CONTACT TITLE & DIVISION:	Diane Thompson, Director of Nursing
ORIGINAL DATE ADOPTED:	8/1/2015
LATEST EFFECTIVE DATE:	12/2/2025
REVIEW FREQUENCY:	Every 5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	200-031-P

A. PURPOSE

The purpose of this document is to outline the policy and procedures for Canton City Public Health (CCPH) Public Health Nurses (PHNs) to perform health screenings for children enrolled in the Young Women’s Christian Association (YWCA) Canton Early Head Start (EHS) Program in Stark County, Ohio. This policy details how CCPH and YWCA EHS will collaborate to ensure eligible children receive screenings in compliance with EHS Performance Standards.

B. POLICY

CCPH has a partnership with the YWCA Canton to provide bi-annual age-appropriate health screenings for children of contracted EHS childcare centers in effort to assist the YWCA Canton in meeting their [Head Start Performance Standards](#). CCPH will contract annually with the YWCA Canton to be an Early Head Start Service Provider (EHSSP). As the EHSSP, CCPH will provide age-appropriate vision, hearing, height, weight, lead, and hemoglobin screenings as needed for eligible EHS enrolled children from birth to 3 years (less than 37 months) old. EHS receives funds from its regulating body, currently the U.S. Department of Health and Human Services and subcontracts with CCPH to provide this service.

CCPH PHNs will work with the YWCA Canton EHS program and will comply with the Federal Head Start rules, 45 Code of Federal Regulations (CFR) 1301, 1302, 1303, 1304, 1305, 1306, and 1308, and all other rules, regulations, guidance’s etc. provided by the YWCA; as long as they do not conflict with CCPH policies, rules, and regulations.

CCPH will contract with YWCA Canton EHS on at least an annual basis. Grant cycles are typically from September 1st to August 31st of the following year. CCPH will not provide services outside of the contract time period. Screenings cannot start in the fall until the contract has been reviewed and approved by the CCPH Board of Health (BOH). CCPH will adhere to the parameters stipulated in the signed contract.

Any equipment costs for the program may be purchased with EHS funds and will need approval from the YWCA EHS Program Administrator. All purchases will need to go through the CCPH purchase order request process.



C. BACKGROUND

The YWCA Canton EHS program receives funding from the Department of Health and Human Services to provide services for eligible children. CCPH has partnered with the YWCA Canton since 2015. This partnership will continue as long as both parties agree to continue.

D. GLOSSARY OF TERMS

EHS Nurse: Nurse who is employed by the YWCA Canton Early Head Start. Also known as the Health Service Coordinator.

Public Health Nurse (PHN): For the purposes of this policy, a PHN is defined as a RN of Canton City Public Health who provides screening services for the YWCA Canton EHS Program. Referred to as the CCPH PHN in this document.

YWCA: Young Women's Christian Association. For the purposes of this policy, it stands for the YWCA of Canton, OH, located at 231 6th St NE, Canton, OH 44702. This location is the main office for the YWCA Early Head Start Program.

Valid Consent: An original consent that is signed by the child's parent/legal guardian and has the child's accurate name and date of birth. Male or Female should also be checked. Original means it is not a photocopy, electronic copy, or any replication of the original hard copy that was signed. The person signing the consent shall be the child's legal guardian. Paperwork to show guardianship should also be provided if the person signing does not have legal custody of the child. The consent is valid for one year (12 months) from the date of signature.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

The CCPH Nursing Division operates under the direction of the Medical Director and the Director of Nursing. The Medical Director will review and sign standing orders annually to allow PHNs to perform screenings and identify what is considered abnormal and requires additional follow-up. The Medical Director will review and sign off on all health screening results. See abnormal results follow up below for more information.

The Director of Nursing (or designee) is responsible for overseeing and managing the administrative processes for the program including but not limited to: updating and maintaining standing orders, updating and reviewing screening related paperwork, staff scheduling, scheduling of screenings, and communicating with the EHS program directors related issues and concerns.

The CCPH PHN's role includes but is not limited to the following: Coordinating with the EHS Nurse to obtain screening related paperwork, reviewing paperwork for accuracy and seeking corrections as needed; reviewing all submitted paperwork completed by the parent to identify abnormalities in the child's development; performing the screenings per the standing orders; identifying abnormal results and following the reporting process below; documenting and maintaining records; and, managing all EHS equipment and supplies by keeping an inventory and identifying supply and equipment needs. Batteries should be changed according to manufacturer recommendations. Calibration on equipment should be completed per CCPH policy. All questions and concerns about the program should be directed to the Director of Nursing (or designee).



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CCPH Lab staff are responsible for maintaining the lead kits utilized for EHS screenings. Lab staff will perform QI on the test kits and maintain their integrity. They will notify CCPH PHN when the test kits will expire or if there are any concerns. CCPH Lab staff will process blood lead lab specimens and report the results in writing to the CCPH PHN. CCPH Lab staff will enter patient demographics and results into the LeadCare Reporting Software and submit reports to ODH through FileZilla.

CCPH Clinical Receptionist/Office Assistant (CR/OA) role includes but is not limited to the following. Will create new or update existing EHS patient charts using the provided EHS Screening lists and demographic paperwork. The CR/OA will retrieve (pull) existing charts from designated file cabinets. The CR/OA will create (add patient details and print) the following patient record documents using the provided demographic information and screening list from EHS staff: Heath Screening Form and Screening Results Form.

All medical records that are submitted to CCPH by the EHS Program or are created by CCPH, will remain the property of CCPH. These completed documents include but are not limited to: Signed Consents; Hearing Assessment for Infants and Toddlers; Vision Assessment for Infants and Toddlers; Health Screening Forms; Lead Clinic Requisition and Reporting Form; Nurses Notes; and submitted copies of guardianship paperwork. A Screening Results Form, reporting the results of the screening, will be completed by the CCPH PHN, and will be submitted to the EHS Program after the patient's record is reviewed and approved/signed off by the Medical Director.

Equipment and supplies designated for the EHS program including scales, measuring devices, lead test kits, and hemoglobin machines will be purchased by CCPH and maintained by the CCPH PHN. Funding for these devices may be obtained through the EHS Program and request for purchase of special equipment may need approval by the EHS Program Director prior to purchase. This equipment will remain the property of CCPH. Any purchases made of equipment or supplies will need to go through the CCPH [Purchase Order Request Process](#).

CCPH will provide screenings at contracted EHS locations in Stark County. The list of sites will be identified by the EHS Nurse, and screening dates will be pre-arranged by the EHS Nurse and the CCPH PHNs, Nursing Supervisor, and/or Director of Nursing. The EHS Nurse will communicate with each site and EHS personnel to coordinate obtaining paperwork and scheduling EHS screening dates. CCPH PHNs will determine a due date for EHS Nurse to submit required paperwork. If additional funding is needed to cover program costs beyond the allotted contract amount, the Director of Nursing (or designee) shall reach out to the EHS Program Director to request additional funds and/or obtain approval for overage amounts.

PROGRAM PAPERWORK

The CCPH Director of Nursing (or designee) will update and provide the following forms (or their equivalent) to the EHS Program. These forms will be reviewed at least annually for required updates.

1. YWCA Early Head Start Health Screening Referral Consent
2. Early Head Start Collaborative Hearing Assessment for Infants and Toddlers
3. Early Head Start Collaborative Vision Assessment for Infants and Toddlers
4. Early Head Start Screening List

The EHS Program Staff will provide the above listed forms to the parents/legal guardians to children who enroll in the program. The EHS staff is responsible for ensuring that the paperwork is filled out accurately and



completely. These forms, once completed and reviewed by EHS Program staff will be submitted to CCPH PHN's for review, and subsequent screening. Forms submitted to CCPH should be the original paperwork with the original signature of the parent/legal guardian. Any correction that needs made to these documents will be done by the EHS Program staff and or the parent/legal guardian. CCPH will review the paperwork and if inaccuracies are noted, the paperwork will be returned to the EHS staff for correction. If corrections can not be made before the designated due date, the child will not be able to be screened at that time. These inaccuracies in paperwork will be communicated with the EHS Nurse so that corrections can be made in time for the child to be screened at the next screening.

Every child will need a valid consent before CCPH PHN can perform the screening. Consents are valid for one year from date of signature. If the child has a legal guardian that is not their biological parent (i.e. foster parent, kinship care, etc.) or the parent does not have custody of the child, the EHS must provide documentation that clearly states that the person signing the consent has the authority to make medical decisions for the child. Failure to do so will result in the child not being able to be screened.

PAPERWORK PROCEDURES PRIOR TO SCREENING

1. The above listed forms from the EHS Nurse will be given to the CCPH CR/OA who will create the Health Screening Form and Screening Results Form using the information provided by the EHS Program Staff. The CR/OA will put the created documents and the provided documents in the patient's chart. If a chart does not already exist, the CR/OA will create one. Charts will then be provided to the CCPH PHN. Deadlines for this process to be completed will be communicated to the CR/OA ahead of time. If the CR/OA are not able to meet this deadline or otherwise have questions about the paperwork, they are to ask the CCPH PHN.
2. The CCPH PHN's will review all of the paperwork for completeness and accuracy: checking for correct spelling of names, correct date of birth, authorized signatures, etc. Forms from EHS with incorrect information (i.e. wrong DOB, misspelled name listed, etc.) will be sent back to EHS to be corrected. Forms created by CCPH CR/OA that have not been otherwise documented on by the CCPH PHN will be reported and submitted to the CR/OA's direct supervisor (CCPH Office Manager) and those incorrect forms will be returned to the CR/OA in order for a corrected form can be created and returned to the CCPH PHN.
3. All corrections made directly on chart documents should be made in blue ink. Errors should be struck out with a single straight line, marked as error, dated, and initialed by the person making the correction. Errors should not be obliterated.
4. CCPH PHN will create a Lead Clinic Requisition and Reporting Form for children indicated to need lead testing. PHN may delegate this task to the CR/OA. This form may also be started by the EHS Nurse.
5. Hearing and Vision Assessment Forms will be reviewed by the CCPH PHN prior to the screening dates. If abnormalities are noted, the PHN will call the parent/legal guardian to inquire further of the nature of the abnormality and provide education and resources as needed to the parent/legal guardian. Results and recommendations will be documented on the bottom of the screening form. This detail will also be documented on the Health Screening Form and the Screening Results Form. If additional documentation space is needed, a Nurse's Note should be used.



- Only forms submitted to CCPH will be reviewed. The EHS Nurse may choose to evaluate these forms and not forward them to the CCPH PHN. If the EHS Nurse evaluates the forms, it becomes his/her responsibility to follow up with the parent/legal guardian related to any noted abnormalities and recommendations for the child.

SCREENINGS

1. Screenings will take place on prearranged and approved dates. The CCPH PHN will coordinate with the EHS Nurse to determine start times for each location.
2. The EHS nurse is responsible for setting up the screening area. Table surfaces should be cleared off of debris and wiped down with disinfecting wipes prior to setting up equipment. The surfaces should be allowed to dry completely before the equipment is set up.
3. CCPH PHN will set up the following equipment:
 - a. Infant scale.
 - b. Infant measuring mat.
 - c. Stand up scale (digital and/or analog)
 - d. Stand up measuring tool.
 - e. Hemocue Machine.
 - f. Lead test kit and cooler for transport.
4. CCPH PHN will:
 - a. Perform health screenings based on child's consent and screening needs indicated by the EHS Nurse. All vision, height, weight, hearing, blood lead, and hemoglobin health screenings will be conducted by a CCPH PHN.
 - b. Conduct all age-appropriate screenings per the standing orders and using standard precautions related to potential exposure to bloodborne pathogens.
 - c. Control the flow of children coming for the screenings ensuring only one child is being screened at a time.
 - d. Utilize EHS staff to confirm the identity of the child prior to performing the screening.
 - e. May choose to have one nurse perform the screening while the other nurse documents the results.
 - f. Transport lead test kits and samples with care, avoiding exposure to extreme temperatures.
 - g. During screening, identify results for height, weight, and hemoglobin that are abnormal and may need repeat testing. Hgb results less than 11g/dL will be repeated with a new drop of blood immediately after low result is indicated. PHN will address abnormalities verbally with the EHS Nurse at time of screening.
 - h. Perform visual assessments of the child's ears, eyes, and general physical appearance and document any abnormalities on the patient chart. Will address abnormalities with EHS Nurse at time of screening.
 - i. Wipe down and disinfect all EHS designated equipment using disinfecting wipes allowing equipment to dry completely before packing up.
 - j. Before leaving, return the screening space back to the way they found it when they arrived.
 - k. After the screening, provide blood lead samples to the CCPH Lab staff for processing.



- I. Mark the results of lead testing on the patients records.

REPORTING ABNORMAL RESULTS

1. Any child identified to have an abnormal test during screening will verbally notify the EHS Nurse on the day of the screening. Abnormal results identified after the screening will be called to the EHS Nurse within 7 days of identification. Written notification will be reported on the Screening Results Form within 90 days of identification. The initial attempt of notification of the parent/legal guardian of the abnormal result will be performed by the CCPH PHN by the end of the next business day after the day of identification. See Blood Lead Testing and Reporting Protocol and Standing order and Blood Hemoglobin Testing and Reporting Protocol and Standing order for more details. If there is a discrepancy in this policy and the standing order, the standing order will take precedence.
2. The EHS Nurse will perform any additional follow-up, if needed, to ensure the parent/legal guardian is notified and educated.

POST SCREENING DOCUMENTATION AND REVIEW

1. After the screening is performed, the CCPH PHN will complete all follow-up and documentation in the patient chart. The charts will be submitted to the Director of Nursing (or designee) for review.
2. The Director of Nursing (or designee) will perform quality assurance reviews on every chart and return charts to CCPH PHN if any corrections need to be made.
3. Once quality assurance review is completed, the Director of Nursing (or designee) will arrange a time for the Medical Director to review and sign the charts.
4. The Medical Director will review and sign the charts. The Director of Nursing (or designee) will review any important details with the Medical Director regarding the program. Any follow up indicated by the Medical Director will be performed or delegated by the Director of Nursing (or designee).
5. Once the Medical Director reviews and signs the charts, the charts will be returned to the CCPH PHN for final processing.

FINAL PROCESSING OF CHARTS

1. CCPH PHN will remove the Screening Results Form(s) from the chart(s) and give the written results to the EHS Nurse. The date this is completed will be marked on the Health Screening Form.
2. EHS charts will be filed in a secure location and stored per the CCPH Records Retention Policy.

F. CITATIONS & REFERENCES

Blood Hemoglobin Testing and Reporting Protocol and Standing Order.

Blood Lead Testing and Reporting Protocol and Standing Order

[Head Start Program Performance Standards](#)

[400-001-08-05-F Blood Lead Testing Requisition and Reporting Form](#)

G. CONTRIBUTORS

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H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

- 200-031-01-F EHS Health Screening Form
- 200-031-02-F EHS Screening Results Form
- 200-031-03-F YWCA Early Head Start Health Screening Referral Consent
- 200-031-04-F Early Head Start Collaborative Hearing Assessment for Infants and Toddlers
- 200-031-05-F Early Head Start Collaborative Vision Assessment for Infants and Toddlers
- 200-031-06-F Early Head Start Screening List
- 200-031-07-F CCPH Nursing Note

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGs” procedure as of the effective date listed above.