

Subject: Nationwide Children's Hospital Mobile Unit Process

CFR: 1304.20

Objective: To ensure appropriate screenings and services are available to maintain the infant/toddler's health.

Policy Council Approval Date: Pending

Operation/Procedure:

1. The Family Advocate will have the Parent/Guardian sign the *Mobile Unit Consent Form* (form #) upon enrolling in The Early Head Start program. This consent will be valid for one year. The Family Advocate will also have the Parent/Guardian complete the Nationwide Children's Hospital *Patient Information Form* at this time.
2. Nationwide Children's Hospital will contact the OSU-EHS Service Integration Coordinator with the dates/times the mobile unit is available for the Child Care Centers.
3. The OSU-EHS Service Integration Coordinator will schedule the Centers and inform Nationwide Children's Hospital mobile unit staff of the Centers scheduled.
4. Children enrolled in the Early Head Start program will receive priority in scheduling. If there are available slots after the EHS children are scheduled, other children enrolled in the Center/Family Child Care home can be seen. The Center Directors/Family Child Care providers will give a list of children not enrolled in Early Head Start, their date of birth, and well child check/immunization needed who are patients of Nationwide Children's Hospital to the Family Advocate at least two weeks prior to the mobile visit.
5. At least **two weeks prior** to the day the mobile unit is scheduled to visit the center, the Family Advocates will send the list described in #4 as well as a list of children enrolled in Early Head Start in the designated Center and local Family Child Care homes **who are patients of Nationwide Children's Hospital** to the Service Integration Coordinator. The list will include the child's name, D.O.B. and Healthcheck/immunizations needed.
 - If the child is not a patient of Nationwide Children's Hospital and needs to be seen on the mobile unit, the Family Advocates must have the most up to date shot record from the child's Pediatrician in order for that child to be seen. If the child is not enrolled in Early Head Start, the Center Director is responsible for gathering this information.
6. The Service Integration Coordinator will forward the lists to Nationwide Children's Hospital staff for review.
7. Nationwide Children's Hospital will contact the Service Integration Coordinator to inform her of which children are eligible to be seen.
8. The Service Integration Coordinator will send this information to the Family Advocate and Center Director. The Center Director will then schedule the children on Nationwide's *Mobile Registration Sheet* with the Early Head Start children being scheduled first.
 - The scheduled time is typically one child every 25 minutes for a maximum of 5-

6 children.

9. OSU-EHS staff will make arrangements to be at the Child Care Centers on the day the mobile unit is scheduled to assist as needed.
10. On the day the mobile unit will visit, the Family Advocates and/or Child Care Center Staff will have families complete Nationwide's age related **Mobile Unit Medical History Form (all children) and ASQ (for 9, 12, 18, 24 month well child visits)*. The Family Advocate will have the completed consent form, Patient Information Form and the required EPDST form ready to be completed at the visit. The Center Director/Family Child Care provider is responsible for having the Mobile Unit Consent Form and Patient Information Form completed by the parent/guardian for children not enrolled in Early Head Start.
11. After the child is seen, the EPDST form will be scanned into ChildPlus by the Family Advocate and a copy given to the family. The Family Advocate will enter the health information into ChildPlus.
12. Nationwide Children's Hospital will provide documentation of the visit to give to the child's parent/guardian and Family Advocate/Center.
13. Parent/guardian of children enrolled in the Family Child Care homes will need to provide transportation to the Center. The Ohio State University Partnership Program does not provide transportation.