

## **Notice of Needed Information/Exclusion and Home Based Notice of Needed Information**

(Hot Sheet)

CF/H-12 & CF/H-12a - Revised 1/17  
(mandatory)

Form to be used to alert parent/guardian that a child's health record indicates need for updates on immunizations, lead levels, TB clearance, Physical, Dental Exam/Treatment needs, or other health care needs.

Designated health staff completes appropriate checkboxes to alert parent/guardian of needed information/documentation for child's health files.

State and Federal regulations require that children be up to date on their immunizations prior to enrollment. A physical exam and a valid TB test/risk assessment shall be completed within one year prior to enrollment or within 30 days of enrollment. Physicals are completed at birth, every two months from 1-6 months, every three months between 6-17 months, once between 18-23 months, and annually after the age of 2 years old.

### **Exclusions only apply:**

1. Attempts to bring parents into compliance have failed.
2. All attempts to bring the child up to date have failed and child has fallen outside of the mandated guidelines.
3. This form will clearly state a date by which all needed documentation must be provided to the facility staff or the child will be excluded from the facility.  
**\*Children enrolled in the Home Base option cannot be excluded except for group socials, based on the in-home nature of the component.**
4. Excludable items are marked by an asterisk (\*) and are in bold.

### **Distribution:**

The parent receives a white copy, educator a yellow copy, and a pink copy to the designated health staff for follow-up. The pink copy will be permanently filed in the child's health file.

After the designated health staff has received the necessary documentation, or when parents provide confirmation of upcoming appointment within the time frame(s) guidelines to meet Licensing and/or Head Start Program Performance Standards, child will be readmitted to the program if space is available. When parents/guardian does not follow through with set appointment without contacting staff of extenuating circumstances, child shall be excluded until documentation received.