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SECTION: Office Management	
POLICY AND PROCEDURE: Individual Health Education Behavioral Assessment (Staying Healthy Assessment Tool)	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

The “Staying Healthy Assessment” tool will be completed for all Medi-Cal managed care patients according to the DHS requirements. The assessment will provide dialogue between the provider and patient, identify health education needs, and document effective and appropriate interventions, referrals and follow up.

PROCEDURE:

- A. Staff will ensure that the “Staying Healthy Assessment” is completed for all new patients at the time of the Initial Health Assessment and for all existing patients at the time of the next non-acute care visit.
- B. The staff will determine the age appropriate tool to be completed and may assist the patient if needed. The five age appropriate tools are as follows:
 - 1. 0-3 years
 - 2. 4-8 years
 - 3. 9-11 years
 - 4. 12-17 years
 - 5. 18 & older
- C. Staff will ensure that the assessment is re-administered according to the following schedule:
 - 1. 0-3 years, 4-8 years and 9-11 years---- when the child enters the next age category
 - 2. 12-17 years--- recommended once a year
 - 3. 18 years and older---- recommended every 3-5 years

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- D. The provider will review the completed assessment with the patient during the visit and provide/document the appropriate counseling/intervention.
- E. The provider will review the assessment at least annually to determine the need for additional counseling and follow up.
- F. If the patient completes the assessment in a language other than English, the staff will include an English language copy of the assessment as a permanent part of the patient's medical record.