

**COUNTY OF LOS ANGELES
CHILDREN'S MEDICAL SERVICES**

HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)

**CMS
HCPCFC**

Policy/Procedure

Subject: SITE MEDICAL AND DENTAL EXAMS COMPLIANCE REVIEW

PURPOSE

To standardize the utilization of SITE review and follow up on the compliance of annual physical and dental exam for children in foster care

SCOPE

Responsibilities of the Public Health Nurse Supervisor (PHNS) and Public Health Nurse (PHN)

POLICY

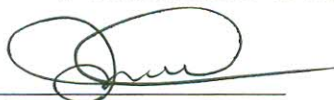
The PHN will adhere to the procedures and documentation guidelines established in this policy when utilizing the SITE to review compliance of annual physical and dental exam for the children in foster care

PROCEDURE

PHN will maintain 80% compliance with annual physical and dental exams update in CWS/CMS database for each child under individual's case load:

- a. PHN will review the statistical physical and dental exams overdue reports on the SITE for each of their assigned unit and to complete the "PHN SITE WORK SHEET" for the entire case load twice annually
- b. PHN will send out reminder notices to their respective CSW and SCSW for the delinquent or overdue report for the physical and dental exams and copy their supervisor
- c. PHN to follow up on the delinquent or overdue list for the physical and dental exam with their SCWs & SCSWs after 2 weeks of initial reminder was sent
- d. PHN to follow up on the delinquent or overdue list for the physical and dental exam with their SCWs, SCSWs, ARA & RA if no response from CSW 1 month after original remainder was sent.
- e. PHN to provide "**The Site Utilization Report**" results to their supervisor for review at the end of completion.
- f. PHNS to do QI/QA bi-annually to monitor and promote compliance among PHNs they supervise.
 1. Number of cases with **up to date annual medical and dental exams**
 2. Number of cases **OVERDUE IN PREVIOUS MONTH**
 3. Number of cases **OVERDUE IN THE UPCOMING REPORT MONTH.**
 4. Total number of cases for each of the respective CSWs

APPROVED BY: _____


Nurse Manager

EFFECTIVE DATE: 5/19/14