

Instructions to Caregivers
For the Health Passport of the Placement Portfolio

(Attachment A to 44-5-6.1)

- The health documents in the Health Passport are strictly CONFIDENTIAL. They may not be copied except to provide duplicates for a health care provider's records or for the Department of Children and Families' case record.
- Appropriate information in the Health Passport may be shared with the school, day care or entities with a need to know. (For example, the school may be told that a child with diabetes needs a mid-morning snack.)
- Please bring the Health Passport to every medical, dental, (and mental health) appointment for the child.
- Please note the following health appointments that are required for the child:
 - a medical or dental examination at the time of placement if the child exhibits or complains of any health concerns;
 - any follow-up examinations recommended by the health care provider;
 - a comprehensive multi-disciplinary exam within 30 days; and
 - ongoing routine well child care consistent with EPSDT and American Academy of Pediatrics (AAP) guidelines for health supervision.

- To locate health care providers for the child, please contact me.
- At each visit, ask the health care provider to complete the DCF-742, "Report of Health Care Visit," and return it to you. Place one copy in the Health Passport and send one copy to me.
- Bring the Health Passport to all Administrative Case Reviews.
- If the child leaves your care, be sure that the Health Passport accompanies the child.

If you have any questions, please call me, _____ (Social Worker)

at _____ (office number).

Thank you for your cooperation in assisting the Department to assure the best health care for our children.