



High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 386
VERSION: 2

SUBJECT: STAYING HEALTHY ASSESSMENT PROCESS

PURPOSE: To comply with California State Department of Health Services requirements that Medi-Cal Managed Care providers conduct an age-specific Staying Healthy Assessment (SHA) (also known as Individual Health Education Behavioral Assessment or IHEBA) on all Medi-Cal managed care members.

The “Staying Healthy” Assessment tools are available in seven age-appropriate tools to assist providers to:

- Identifying and tracking high-risk behaviors of members.
- Prioritizing each member’s need for health education related to lifestyle, behavior, environment, and cultural and linguistic needs.
- Initiating discussion and counseling regarding high-risk behaviors.
- Providing tailored health education counseling, interventions, referral, and follow-up.

POLICY: “Staying Healthy” Assessment tools will be completed within 60 days of enrollment for children under 18 months, and within 120 days for adults and children over 18 months. These assessment tools will be utilized, as appropriate, for all Medi-Cal managed care members patients assigned to all High Desert Health System’s clinics.

For all new Medi-Cal managed care members who present for their initial comprehensive physical examination (physical exam), the age-appropriate “Staying Healthy” Assessment forms will be completed.

For all new Medi-Cal managed care members who present for episodic health care, a physical exam will be scheduled. The age-appropriate “Staying Healthy” Assessment tool will be completed during the subsequent physical exam visit.

For established Medi-Cal managed care members, nursing staff is responsible for the intake and work-up process will determine if the Staying Healthy Assessment tool has been provided to the patient to complete prior to the examination.

If the patient is scheduled for a physical exam and the relevant “Staying Healthy” Assessment tool has not been completed, it will be completed during that visit.

The patient will be scheduled for a physical exam and the “Staying Healthy” Assessment tool will be completed as part of the visit.

To keep information current, the “Staying Healthy” Assessment process will be reviewed annually and re-administered at intervals appropriate for different age categories.

PROCEDURE:

1. Nursing staff responsible for the intake and work-up process will provide the age and language appropriate “Staying Healthy” Assessment tool to the parent or patient, explain its purpose, and ask the parent or patient to fill it out while waiting to see the provider.
2. Due to the sensitive nature of some questions, patients may decline to answer any question, by checking “skip” or leaving the question blank. Staff should not press patients to answer questions which they decline. When providing the patient with the tool, staff will advise the patient and/or parent that completion of the tool or any specific section is optional and that refusal to complete the tool will not have any negative consequence. Staff will also advise the patient and/or parent that they may elect to discuss certain questions directly with the provider.
3. Staff should exercise particular sensitivity to the second page of the adolescent “Staying Healthy” tool, which includes questions regarding alcohol and drug use, sexual activity, family planning and violence.
4. When necessary, nursing staff will assist patients with reading or comprehension difficulties.
5. “Staying Healthy” Assessment tools are available for the age groups listed below.
 - 0 – 6 months (to be completed by parents)
 - 7-12 months (to be completed by parents)
 - 1-2 years (to be completed by parents)
 - 3-4 years (to be completed by parents)
 - 5-8 years (to be completed by parents)
 - 9-11 years (to be completed by parents)
 - 12-17 years (to be completed by patient)
 - 18+ (to be completed by patient)
 - Senior (to be completed by patient)
6. If a patient and/or parent decline to fill out the “Staying Healthy” Assessment tool, nursing staff will note this on the tool and give the tool to the provider during the visit. The provider will document that the patient has declined to complete the

tool by writing a note to that effect on the tool, with the provider's signature and date.

Nursing staff will place the completed "Staying Healthy" Assessment tool in the History and Physical section of the patient's medical record and flag the tool.

7. Prior to performing the physical exam, the provider will review the completed "Staying Healthy" Assessment tool. Responses in the left column are considered low risk and do not need further action. Responses in the middle column should be considered high risk and in need of further assessment and possibly counseling. Responses in the right column may warrant further attention since patients may wish to talk to the provider in person about the issue.
8. Providers will provide appropriate counseling or referral, as indicated by the patient's answers on the "Staying Healthy" Assessment tool. This may include:
 - Use of the attached talking points for each age group (Staying Healthy Tips or the Anticipatory Guidance Forms)
 - Referral to a dietitian for nutritional counseling
 - Referral to a community resource for issues such as smoking cessation
 - Nursing will provide appropriate educational handouts as part of the disposition process.

When it is not possible to talk to patients about all identified risk factors, providers will address issues of the highest priority and schedule future visits to address the remaining issues. The providers will document the remaining issues to be discussed at future visits.

9. SHA documentation by PCP
 - a. The PCP must sign, print his/her name, and date the "Clinic Use Only" section of a newly administered SHA to verify that it was reviewed and discussed with the patient.
 - b. The PCP must document specific behavioral – risk topics and patient counseling, referral, anticipatory guidance, and follow-up provided, by checking the appropriate boxes in the "Clinic Use Only" section.
 - c. The PCP must sign, print his/her name, and date the "SHA Annual Review" section as appropriate.
10. Annual Review of the Assessment:

PCP will review the SHA tool with the member between the years of the re-administration of a new SHA. The adult and senior SHA is required to be reviewed every 3-5 years.
11. Re-Administering of "Staying Health" Assessment. The "Staying Healthy" Assessment will be re-administered and a new tool completed at the following age appropriate intervals:

- a. CHILDREN (age less than 12 years): Re-administer when the patient passes into the next age group (0-6 months, 7-12 months, 1-2 years, 3-4 years, 5-8 years, 9-11 years).
 - b. ADOLESCENTS (age 12 - 17 years): Re-administer yearly.
 - c. ADULTS (age 18 and above): Re-administer every 3 to 5 years.
12. To protect patient confidentiality, the second page of the adolescent (12-17 years), adult (18 years +) and senior “Staying Healthy” Assessment forms should not be photocopied or released without specific written consent from patients for release of sexual activity and family planning related information, (in the case of adolescents) and drug and alcohol related information (in the case of adults).
13. “Staying Healthy” Assessment Forms and Tools are each age group: The most current “Staying Healthy Assessment” Tools and Forms available online through LA Care - <http://www.lacare.org/staying-healthy-forms>

REFERENCES:

Title 22, California Code of Regulations, Section 53851 and Section 53910.5.
 MMCD Policy Letter 13-001 is available at:
<http://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/PL2013/PL13-001.pdf>

ATTACHMENTS:

Staying Healthy Assessment Forms

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