

HEALTH CHECK/EPSTD PROGRAM POLICIES AND PROCEDURES

The goal of the Health Check/EPSTD Program (*referred to as Health Check*) is to ensure children have uninterrupted access to a medical home and to ensure children fully utilize their medical home for preventive and sick care services. Components of the Program were developed to help ensure the availability and accessibility of comprehensive and continuous preventive health services throughout childhood. Refer to *Appendix 1* for an overview of North Carolina's Health Check Program.

A. HISTORY AND ORGANIZATION

The Division of Medical Assistance (DMA), Division of Public Health, Women's and Children's Section (DPH), Office of Rural Health and Community Care (ORHCC), and the Division of Mental Health (DMH) initially developed the Health Check Program as a cooperative venture in 1993. *Appendix 2* provides contact information for Health Check affiliated positions. Health Check Program State staff work in close collaboration with Smart Start and other child advocacy organizations. In addition, professional medical societies play an important and active role in the ongoing development of Health Check.

Collaborative State Agencies

1. DMA is the lead administrative agency for the Health Check Program and is responsible for overall planning and management. DMA works collaboratively with DPH, ORHCC, and the North Carolina Partnership for Children. Other collaborative associations and societies include the N.C. Pediatric Society, the Society of Internal Medicine, and the Family Practice Society, the State Coalition to Promote Children's Health Insurance, The Lead Adhoc Advisory Committee, and the Coordinating Council Committee.

HP Enterprise Services (HP), the MMIS fiscal agent, provides technical assistance and consultation on Health Check provider billing and Automated Information and Notification System (AINS) related issues.

2. DPH provides oversight and program management for public health department services related to Health Check administrative, operational and fiscal issues. DPH is the lead administrative agency for Health Check Coordination services utilizing Child Health funds.

Health Check Consultants and Managed Care Consultants

1. Health Check Consultants are the primary contacts for Health Check Coordination. Each consultant serves a specific region within the state, (*Appendix 3*).

2. Consultants provide technical assistance and consultation on Health Check Coordination activities, administrative issues, fiscal policies, the AINS, and develop liaisons with other community programs and providers.

The Consultants will provide ongoing technical support by:

- a. Addressing concerns or issues raised by Health Check Coordination staff.
- b. Assuring Health Check Coordinators (HCCs) are receiving and using the monthly AINS data from HP.
- c. Following-up on missing or incorrectly completed reports or other required coordination documentation.
- d. Assuring HCCs from each CCNC Network are receiving the appropriate and required training and supervision.
- e. Assisting with Site Visits, Technical Visits, and Annual Plans.
- f. Reviewing and providing consultation regarding Health Check Participation Data.
- g. Assuring coordination and networking between HCCs and Community Care of North Carolina (CCNC) Regional Network Care Managers and other community program personnel.
- h. Providing CCNC Networks with Recipient Enrollment data.

Health Check Coordinators

1. HCCs are DMA funded positions that are primarily based at the CCNC Networks.
 - a. HCCs are responsible for education and outreach services related to Health Check/EPSTD.