

## Appendix B: Tracking Sheet and Instructions for Inserting the PHDS into the Child's Chart

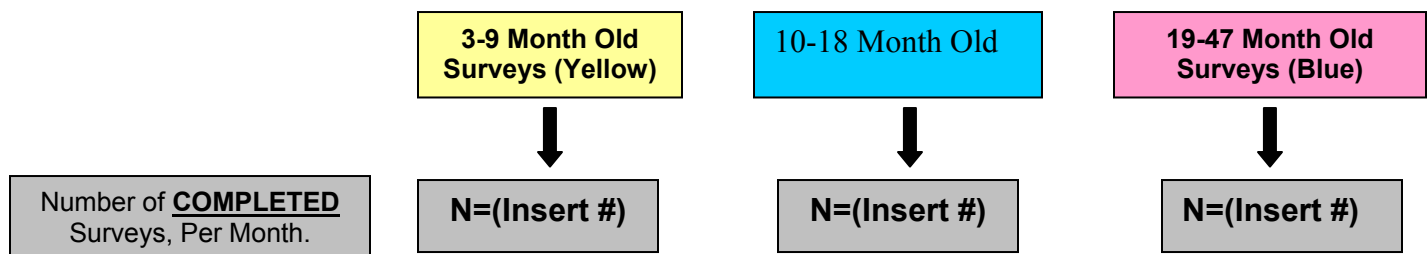
### What you should have:

- Packet with the materials of surveys for parents of 3-9.99 month olds
- Packet with materials of survey for parents of 10-18.99 month olds
- Packet with materials of survey for parents of 19-46.99 month olds

In each packet you will find: A "tracking" sheet for you to complete, Surveys that have a letter for the parents to read and an envelope for them to put completed surveys, A large envelope for you to put the completed surveys when the target number of surveys has been reached

### Instructions:

1. Starting on (INSERT DATE) you will begin identifying children eligible to receive the survey.
2. Until you reach your target number of completed surveys (INSERT NUMBER), you want to give the surveys to all children who have been in for well-child care before and are in this age range. (Target # is based on completed surveys, not surveys handed out)
3. While prepping the charts, when you see that a child is a) within the **age range** and b) is **there for a well-child** visit then you would and c) has been in for well-child care before:
  - a. Grab the age-appropriate survey (3-9 mos, 10-18 mos, 19-46.99 mos)
  - b. Write in the survey # and all related child & health care information
  - c. Attach the survey to the chart
  - d. Place a sticker on the chart so that in the next few months, if the child comes back in for well-child care, you DO NOT give them another survey.
4. When calling to remind the parent about the visit, ask them to come ten minutes early or give them the option to complete the online survey that night before they come in.
  - ❖ For the parents who do not choose to do the online survey, attach the survey to the child's chart. These surveys are specific to the age of the child.
  - ❖ For the parents who choose to do the online survey, follow the instructions on page two of this document.
5. You will need to check the "completed surveys box" that parents will be asked to drop off their completed surveys.
6. Once you have a completed survey, mark that the survey has been completed on the tracking sheet and enter in other information.



- ❖ **This exact process is repeated again, beginning (INSERT DATE OF 2<sup>nd</sup> Month) . And again in (INSERT DATE OF THE THIRD MONTH) the first Monday of the following month.**

