

IHEBA – “Staying Healthy” Assessment (SHA) *Checklist*

- Ask** our member to fill out the age/language specific “Staying Healthy” Assessment form at the initial health assessment (within 120 days of enrollment) or well-care visit at your office.
- Document** on the form if the member declines to fill out the “Staying Healthy” Assessment form, PCP signature and date.
- Assist** our member in filling out the form, if needed.
- Review** the completed form with the member (or parent of member) during the health visit, note interventions, if applicable. PCP dates and signs form.
- Refer** the member to Health Education for identified educational needs. The member or your office may call 510-747-4577 or fill out the *Wellness Program Request Form*.
- Give** the member a copy of the age specific *Staying Healthy California* educational handout.
- Include** the completed form as a part of the member’s medical record.

Re-administer the “Staying Healthy” Assessment form according to the following *schedule*:

- 0 – 3 years
- 4 – 8 years
- 9 – 11 years

One assessment form for each age group, completed by parent or guardian, signed and dated by PCP. Reviewed, dated and initialed by PCP annually thereafter.

- 12 – 17 years

Self-administer. Reviewed, dated and initialed by PCP annually thereafter.

- 18 years and older

Self-administered every 3 – 5 years up to age 65. After age 65, self-administer per the judgment of the provider.

NOTE: The SHA may be administered more often at the discretion of the PCP. The above are minimum requirements.