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.