

## REMINDER: THSteps PROCEDURES AND DOCUMENTATION

HHSC wants to remind all THSteps providers of the importance of documenting the complete THSteps checkup and that each of the six checkup components and their individual elements must be completed at the time of the checkup and documented in the medical record. HHSC is asking all MCOs to send this reminder to THSteps providers.

Two critical checkup components to be emphasized are the requirement to provide vaccines and complete laboratory screening according to the periodicity schedule and laboratory submission requirements, both at the time of the checkup.

Any component or element not completed must be noted in the medical record, along with the reason it was not completed and the plan to complete the component or element. The medical record must contain documentation of any screening tools used during the THSteps check. THSteps checkups are subject to retrospective review and recoupment if the medical record does not include all required documentation.

The components are outlined in the THSteps component in the Periodicity Schedule and details on each are listed in the Children's Services Handbook of the Texas Medicaid Provider Procedures Manual. THSteps checkup components include:

1. Comprehensive health and developmental history, which includes nutrition screening, developmental and mental health screening and TB screening.
2. Comprehensive unclothed physical examination, which includes measurements; height or length, weight, fronto-occipital circumference, BMI, blood pressure, and vision and hearing screening.
3. Immunizations, as established by the Advisory Committee on Immunization Practices, according to age and health history, including influenza, pneumococcal, and HPV.
4. Laboratory tests, as appropriate, which include newborn screening, blood lead level assessment appropriate for age and risk factors, and anemia.
5. Health education, (including anticipatory guidance).
6. Dental referral, starting at 6 months of age and at every checkup thereafter until the parent or caregiver reports a dental home is established.