

Dear Provider:

The purpose of this letter is to notify you about Staying Healthy Assessment (SHA). The SHA is the Individual Health Education Behavioral Assessment (IHEBA) form and process required as a component of the Initial Health Assessment (IHA).

**The goals of SHA form are to assist providers with:**

- Identifying and tracking high-risk behaviors of a patient
- Prioritizing each patient's need for health education related to lifestyle, behavior, environment and cultural and linguistic needs.
- Providing health education counseling, intervention, referral and follow up.

Primary Care Providers (PCP) are responsible to review the SHA in addition to review of; medical history, conditions, problems, testing results, member concerns, social history and factors that influence risk status.

PCPs must ensure that each member completes a SHA in accordance with the following timeframes:

- **All Members:** Members age 18 months and older within 120 days of the effective date of enrollment and members under 18 months within 60 calendar days of enrollment.
- **Current Members:** Current members who have not completed an updated SHA must complete during the next preventive care office visit (e.g. well-baby, well-child, well-woman exam).
- **Pediatric members:** Members 0-17 years of age must complete the SHA during the first scheduled preventive care visit. The PCP must review with the patient (parent/guardian or adolescent) in the intervening years before the patient reaches the next age group.

The completed SHA is required to be filed in the member's medical record; each member has the right to not answer any assessment questions and to refuse, decline, or skip the entire assessment but should be encouraged to complete the SHA questionnaire. If the member refuses this must be documented in the medical record.

Vantage Medical Group will conduct an annual medical record audit. Should your office be part of this audit we will request medical records and review for the below elements related to the SHA process:

- The medical record includes the completed SHA
- If the IHA has not been completed, the medical record must reflect attempts to schedule the IHA
- If the IHA has not been completed due to missed appointments, the medical record must reflect documented missed appointments and attempts for follow-up
- When a member has not made an appointment, there must be documented reasonable (3) attempts to contact the member and schedule an appointment

SHA questionnaires and resources are available on the Department of Health Care Services (DHCS) website at: <http://www.dhcs.ca.gov/formsandpubs/forms/Pages/StayingHealthy.aspx>

Thank you,

CalCare IPA Quality Management Department