

STAYING HEALTHY ASSESSMENT (SHA)

Instruction Sheet for the Provider Office

Questionnaire	Administer	Administer/Re-administer		Review
		1 st Scheduled Exam (after entering new age group)	Every 3-5 Years	
Age Groups	Within 120 Days of Enrollment			Annually (Interval Years)
0-6 mo.	√			
7-12 mo.	√	√		
1-2 yrs.	√	√		√
3-4 yrs.	√	√		√
5-8 yrs.	√	√		√
9-11 yrs.	√	√		√
12-17 yrs.	√	√		√
Adult	√		√	√
Senior	√		√	√

SHA COMPLETION

- ❖ Explain the SHA's purpose and how it will be used by the PCP.
- ❖ Provide assistance and/or translation services if needed.
- ❖ Assure patient that SHA responses are confidential and will be kept in patient's medical record.
- ❖ A parent/guardian must complete the SHA for children under 12.
- ❖ Have the patient self-complete the SHA in a waiting room or exam room prior to the exam. *Patients tend to answer sensitive questions more honestly when self-completing the SHA.*
 - Optional: SHA questions may be asked verbally and patient responses recorded directly in patient's electronic medical record.

PATIENT REFUSAL TO COMPLETE THE SHA

- ❖ How to document the refusal on the SHA:
 - 1) Enter the patient's name and date "today's date" on first page
 - 2) Check the box "Patient Refused to Complete SHA" (back page)
 - 3) PCP must sign, print name and date the back page
- ❖ Patients who previously refused to complete the SHA should be encouraged to complete an age appropriate SHA every subsequent year during a scheduled exam.
- ❖ PCP must sign, print name and date an age appropriate SHA each year verifying that the patient continues to refuse to complete the SHA.

SHA Recommendations

12-17 Years Age Group

- Annual re-administration is recommended due to rapidly changing risk factors for this age group.
- Adolescents should complete the SHA on their own at the earliest age possible. PCP and Parent/guardian will determine the appropriate age based on cultural/community norms and values.

Adult and Senior Groups

- Generally, the "Adult" questionnaire should be completed by all 18-55 year old patients.
- After 55 years of age, PCP needs to select the assessment (Adult or Senior) best suited for patient based on health status, biological age, chronic conditions, mobility, etc.

PCP REVIEW

- ❖ PCP must review completed SHA with patient. Other clinic staff may assist as long as medical issues are referred to the PCP.
- ❖ If SHA responses indicate risk factors (checkboxes in the middle column), the PCP should explore patient responses to verify risk factors and determine extent to which they may be harming patient's health.
- ❖ Tailored health education counseling, referral, anticipatory guidance materials, and follow-up must be provided based on SHA responses.

REQUIRED PCP DOCUMENTATION

- ❖ PCP must sign, print name and date the newly administered SHA to verify it was reviewed with patient and assistance/follow-up was provided as needed.
- ❖ PCP must check appropriate boxes in "For Clinical Use Only" section to indicate topics and assistance provided to patient (back page).
- ❖ For subsequent annual reviews, PCP must sign, print name and date "SHA Annual Review" section (back page) to verify the annual review was conducted with the patient.
- ❖ Signed SHA must be kept in patient's medical record.

OPTIONAL DOCUMENTATION

- ❖ Shaded "Clinic Use Only" sections (front & back page) and "Comments" section (back page) may be used to take notes about patient discussion and recommendations.