

INSTRUCTIONS FOR DHS 984 MEDICAL REPORT

PURPOSE

In accordance with Hawaii Administrative Rules (HAR) §§17-891.2, 17-892.2, 17-895.1, 17-896.1, and 17-800, evidence of satisfactory physical examination and Tuberculosis (TB) clearance for all required individuals and household members in a licensed, registered, and legally exempt child care facility, such as a Group Child Care Center (GCC), Group Child Care Home (GCH), Infant and Toddler Child Care Center (IT), Before and After School Child Care Facility (BAS), Family Child Care (FCC) Home, or Legally Exempt (LE) Family Child Care Home or Center, shall be kept on file at the facility.

The DHS 984 “Medical Report” form shall be used to comply with the above requirements.

The following information and instructions are provided:

1. Individuals Required to Submit a Medical Report:

- Applicants, employees, and substitutes of a registered, licensed, or legally exempt child care facility whose duties include direct care, supervision, and guidance of children in care.
- Volunteers who serve 10 hours or more per week, or volunteers counted in the staff-child ratio.
- All adult household members of a registered Family Child Care home, licensed Group Child Care home, or legally exempt Family Child Care home even though not a caregiver in the home.

2. Completion of the Medical Report:

- Complete Part I of the Medical Report and have your health care practitioner complete and sign Part II.
- A health care practitioner is defined as physician (person licensed to practice medicine or osteopathic medicine (MD or OD), physician assistant (PA), advance practice registered nurse (APRN), or nurse practitioner (NP).
- Return the completed Medical Report to the child care facility to keep on file.

3. Validity of the Medical Report:

- The medical examination date and TB clearance date must be within one year prior to beginning child care duties, or for adult household members in a Family Child Care home, Group Child Care home, or legally exempt Family Child Care home within one (1) year prior to the person’s occupancy in the home.

- If an individual listed in #1 is no longer conducting child care or whose employment has been terminated, is no longer a household member, or leaves the state for more than six (6) months, their Medical Report forms are no longer valid when applying/reapplying to operate or working in another licensed child care facility or legally exempt child care facility.
- If an individual listed in #1 is no longer conducting child care or whose employment has been terminated, is no longer a household member, or leaves the state less than six (6) months and applies/reapplies to operate or work in another licensed child care facility or legally exempt child care facility, their Medical Report form is still valid unless the employer requires new health clearances.