



Department:	Health	Effective Date: 7/1/2014	Procedure Number: 1000
Regulation Number: 1302.41(a)&(b); 1302.42 (b-d) MAHS Policy 1000	Regulation Topic: Collaboration and Communication with Parents	Procedure Title: Determining Health Needs of New and Returning Children	
Version:	1:2014	Version Date: 05/16/2014; 05/06/2019	

Procedure:

MARC and all direct service providers are to follow MARC Policy 1000 utilizing the “Portrait of a Healthy Child” (**POHC**) (Form 1000) and ChildPlus POHC Module. Tier 3 direct service providers can obtain Form 1000 from the MARC Health Manager. Tier 1 and Tier 2 direct service providers can obtain Form 1000 by phone or email request to their assigned Health Coordinator for.

When to utilize POHC 1000 and POHC Module:

- For new infants and children at intake (newborns after the two week postpartum visit)
- For returning children during re-enrollment

When to review the POHC Module:

- At the time of orientation, direct service providers will review data entered in the POHC Module to determine if goals have been met and/or if resources are needed. New and / or modified goals and resources will be documented in the associated POHC Module goal(s).

To ensure proper completion of POHC Form 1000 and POHC Module:

1. Health goals must relate to federal Head Start Health Requirements. Identified goals will be documented in the ChildPlus Family Services Module under the POHC tab and signed and dated by the parent / guardian and staff.
2. Health goals completed in the POHC module will be printed and attached to the POHC Form and provided to the parent/guardian. If the staff is unable to print the on-line POHC goals, the goals will be hand printed on the back of the POHC 1000 form and then provided to the parent / guardian
3. All direct service providers will document and date stamp POHC notes using SOAP style documentation: Subjective, Objective, Assessment and Plan. Notes must clearly reflect information about the specific health requirement goals developed.
4. All direct service providers will make updates to the POHC goals until the goal is met; at which time the goal should be dated and closed within the POHC module.