

Department:	Health	Effective Date:	7/1/2014	Procedure Number:	1010
Regulation Number:	1302.42(c) MAHS Policy 1010	Regulation Topic:	Collaboration and Communication with Parents	Procedure Title:	Communication of Identified Future Health Needs
Version:	1:2014			Version Date:	05/16/2014 ; 05/08/19

Procedure:

All direct service providers’ Family Support staff are to follow MARC Policy 1010 utilizing the “Portrait of a Healthy Child Postcard” (Form 1010). Tier 3 direct service providers can obtain the POHC postcard from the MARC Health Manager. Tier 1 and Tier 2 direct service providers can obtain the POHC postcard from their assigned Health Coordinator via phone or email request.

Family Support staff are to use the POHC postcard throughout the program year to:

- Maintain communications with the child’s family to:
 - Remind parents of earlier health goals
 - Set future health goals
 - Notify parents of required physicals, dentals, screenings, or follow-up care
 - Alert families when health goals are within 30-60 days of being due

Prior to mailing the postcard, direct service providers will:

- Document and date within the associated Portrait of a Healthy Child goal that a Portrait of a Healthy Child postcard is being mailed to parent/guardian.
- Photocopy and upload the postcard into ChildPlus and place in the child’s file

Note: Tier 1 & Tier 2 direct service providers will upload a copy of the postcard to the Head Start Data Team [SharePoint](#) Folder to be uploaded into ChildPlus.