MAHS and all direct service providers are to follow MAHS Policy 1000 utilizing the “Portrait of a Healthy Child” (Form 1000). The form can be obtained from the MAHS Health Manager for Tier 3 direct service providers and the assigned Health Coordinator for Tier 1 & Tier 2 direct service providers by phone or email request.

**When to utilize Form 1000:**
- For new children at intake
- For returning children at review and update process

**When to review Form 1000:**
- At the time of orientation, direct service providers will review data entered in the Portrait of a Healthy Child Module to determine if any goals have been met and/or if any resources are needed. This will be documented within the associated Portrait of a Healthy Child goal(s)

**To ensure proper completion of Form 1000:**
1. Identify health needs and health goals with the parent/guardian.
2. Health needs and health goals are to be documented within the Portrait of a Healthy Child module in the Family Services section with parent/guardian and staff signature and the date goals were established.
3. Develop and enter notes using the SOAP style documentation: Subjective, Objective, Assessment and Plan and date stamp each note.
4. Make sure notes clearly reflect specific information about the goals developed to meet the health requirements and follow up contact.
5. Health needs and health goals completed in the Portrait of a Healthy Child module will be printed and attached to the Portrait of a Healthy Child pamphlet and provided to the parent/guardian. If intake team and direct service providers are unable to print a copy of the on-line Portrait of a Healthy Child, health needs and health goals will be documented on the back of the Portrait of a Healthy Child pamphlet with the parent/guardian and staff signature and date the goals were set. The Portrait of a Healthy Child will then be given to the parent/guardian.
6. The Portrait of a Healthy Child will be updated accordingly in the Family Services module.