All direct service providers Family Support staff are to follow MAHS Policy 1010 utilizing the “Portrait of a Healthy Child Postcard” (Form 1010). The postcard is to be used by Family Support staff and can be obtained from the MAHS Health Manager for Tier 3 direct service providers and assigned Health Coordinator for Tier 1 & Tier 2 direct service providers by phone or email request. Family Support staff can use the postcard at the time of orientation, during the review and update process for returning children and throughout the program year to communicate with families.

The postcard then is used to:
- Maintain communications with the child’s family to set future health goals
- Remind parents of earlier 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 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 email a copy of the postcard to the MAHS Data team to be uploaded into ChildPlus.