

## **Your Care Notebook: A Quick Guide**

Your **Care Notebook** is an organizing tool to help you keep track of important information about your child's health, developmental, and educational care. It allows you to keep all this information in one central place, making it easier for you to find important information.

### **You can use your Care Notebook to:**

- Keep track of changes in your child's medicines or treatments
- List telephone and other contact information for health care providers and others providing services to your child
- Prepare for appointments
- File paperwork from CCS, RCEB, school district, physicians
- Share new information with those working with your child
- Keep an up-to-date medical history about your child

### **To set up your Care Notebook, you can take the following steps:**

- Gather information you have about your child (CCS authorizations, doctor's reports, copies of evaluations and tests, IFSPs, IEPs, IPPs, etc.)
- Sort through the information and organize it according to the sections in the **Care Notebook**
- Put each section of paperwork in chronological order, with most recent on top
- Use a 3-hole punch and file the appropriate information in each section
- Create new sections, if necessary, labeling the dividers
- Store business cards and immunization records, etc. in clear plastic sheet protectors
- Use the "Encounters" sheets to take notes at home rather than jotting notes on scraps of paper.

### **Once your Care Notebook is put together, be sure to:**

- Keep the **Notebook** where it is easy to find
- Add new information to your **Notebook** the same day you receive it
- Take the **Care Notebook** with you to medical appointments and to other meetings
- Take the plastic envelope with you to appointments if your **Notebook** is too unwieldy. Remove the sections from the **Notebook** that you will need and carry these in the envelope.
- Keep blank forms such as "Notes from the Exam" in the plastic envelope along with a copy of the "Smart Card" and "Medical History", a pen or pencil and blank paper