
Care Plan Components List

Key to Outline:

- Section Title
 - Subsection Title
 - Form Name

- **Care Notebook Cover Page** – **A form with personal information introducing what this is in hardcopy.**
- **Emergency Information** – *includes information for emergency room visits and planning for emergencies (such as natural disasters, power outages, etc.)*
 - Information Needed by Emergency Care Providers
 - Allergy Record
 - Diagnosis List
 - Emergency Contact Information
 - Emergency Information Form - *contains a section for allergies, immunizations, and diagnoses* *Need to be able to pull these out. Need to be able to find these in other sections.*
 - *Other medications on (current meds) – med list*
 - Emergency Planning
 - Household Emergency Information
 - Emergency Preparedness for Children with Special Needs
- **Insurance Information**
 - Insurance Information
 - Health Insurance Information
 - Insurance Plan Detailed Information – *includes more information about health insurance beyond plan # such as premium amount, co-insurance amounts, what things require authorization, etc. waivers, title V prompts, TIPS – how to navigate the system. Date stamp or date completed, or date filed SS, Title V, etc - collect information on when the application has been made; include contact info for SS or prompt to be sure to enter case coordinator/social worker information in care team.*
- **Health History** – *family health history, child’s health history, etc. – this is long term comprehensive history. Health tracking is for more recent history – active issues within the past year. Need to include a prompt in health tracking to move information to health history after 1 year.*
 - Family Health History
 - Mother’s Pregnancy History
 - Family Health History
 - Information for Genetic Family Tree
 - Child’s Health History
 - Birth History
 - Child’s Illness/Infection/Injury Record/transfusion

Care Plan Components List

- Child's Medical History
- Diagnosis List
- Developmental Milestones
- Seizure Record
- Allergies
- **Care Team Contact List** – *contact information for all the doctors, specialists, therapists, etc. involved in the child's care, many of these forms could probably be combined*
 - Care Team Contact List
 - Health Care Providers List (Primary Care and Specialists)
 - Home Care Providers List
 - Home Care Information
 - Hospital Information
 - Public Health Care Providers List
 - Early Intervention Specialist List
 - Child Care Information
 - Respite Care Information
 - Pharmacy Information
 - Medical Supplier Information
 - Transportation Information
 - Community Resource Information
 - Family Support Resources Information
 - care coordinator
 - Others,
- **Health Tracking** – *appointment records, test results, hospitalizations, etc. This section includes things the doctor would be concerned with at the current chronic and/or acute care visit. It is the more recent history. Need to include prompts to help families decide at what point to move these to health history. This is active issues within the past year, health history is beyond 1 year*
 - Appointment Information
 - Appointment Log
 - Phone/Contact/Correspondence Log
 - Tips for a Good Visit
 - Medical Visit Checklist
 - Medical Encounter Form
 - Blank Calendar
 - Care Summary Information
 - Child Psychiatry Care Summary
 - Chronic Care Visit Form
 - Counselor/Therapist Care Summary
 - Dental Care Summary
 - Eye Care Summary
 - Primary Care Provider Summary

Care Plan Components List

- Specialty Care Summary
- Treatment Log
- Hospitalizations and Surgeries *include reminder/prompt here to at some point move these to health history; e.g. after 1 year if we are defining active issues as within the past year.*
 - Hospital Discharge Checklist
 - Hospital/Surgery Information
 - ER Visits
- Preventive Services
 - Infant and Toddler Preventive Services – *the preventive services forms are a checklist and record of suggested preventive health checks for various age groups (includes things like cholesterol screenings and annual physicals/well child exams). This needs to include safety issues for special needs kids, stickers for window in case of fire, etc.*
 - Child Preventive Services
 - Adolescent Preventive Services
 - Adult Preventive Services
- Growth Tracking
 - Growth Charts
 - Growth Tracking Form
 - Weight Record
- Immunizations
 - Immunization Record
- Allergies
 - Allergy Record
 - Food
 - Med
 - Environment
 - Latex Allergy Information
- Medications
 - Medication Log
 - Medication Schedule
 - Long Term Medications
 - Short Term Medications
 - Blood Glucose Record
 - Medical Supply Shopping List
- Medical Equipment and Supplies *make sure serial numbers are included on form*
 - Equipment and Supplies
 - Medical Supplies Order Form
 - Special Equipment Information
 - Lab Work, Tests, and Procedures *TIPS section - when does the lab history become irrelevant, i.e., really old labs.*

Care Plan Components List

- Laboratory Flow Sheet
- Lab Work/Test Results
- Sickle Cell Pain Relief Record **Good to have place to record transfusion info (when they are due, how many have you received, have you had chelation therapy?) Put transfusion behind injury? And subgroups for more detailed information; under sickle cell health management**
- > pain
- > transfusion
- Other condition specific forms
- Diet Tracking **Include sick day diet plan (day 1, day 2, etc.) TIP put in plastic sleeve and make it portable**
 - Feeding History
 - Nutrition Summary
- Health Care Planning
 - Health Related Goals – *action plan*
 - Care Plan – *very similar to the medical care plan drafted by the workgroup*
 - Therapy Plan
 - Home Care Plan
- **Daily Routine/Care Needs of My Child – forms for getting to know the child's needs (nutrition, respiration, medication, etc.)**
 - Getting to Know My Child and My Family
 - Family and Child Contact Information
 - Family Profile
 - Hopes and Dreams
 - Sibling Relations
 - Important People in My Child's Life **grandparents, friends, caregivers, etc.**
 - All About Me
 - Getting to Know My Child
 - Activities of Daily Living
 - Activities of Daily Living
 - Daily Activity Log
 - Care Schedule
 - Care Schedule
 - Catheter Schedule
 - Child's Typical Day
 - Daily Treatments
 - Event Diary
 - Home Care Schedule
 - Personal Care
 - Treatment Summary
 - Weekly Home Schedule

Care Plan Components List

- Communication
 - Care Summary – Communication
 - Communication Information
 - How the child communicates
 - Communication plans
- Coping and Stress Tolerance
 - Coping and Stress Tolerance Information
 - Things that make a visit/encounter go better
- Mobility
 - Care Summary – Mobility
 - Mobility needs to improve outcomes, e.g. in the educational setting
- Nutrition
 - Care Summary – Nutrition
 - Diet Tracking Form
 - Sick diet plan
 - Food Intake Diary
 - G- tube Flow Sheet
 - Mealtime/Nutrition Information
- Respiratory
 - Care Summary – Respiratory
 - Nebulizer Treatment Flow Sheet
 - Other, ventilators, C- PAP,
 - Oxygen any other oxygen treatments
- Rest and Sleep
 - Bedtime Routine
 - Bed and Nap Time
 - Rest and Sleep
 - Night drip feedings
- Social and Play
 - Social and Play
 - Community Involvement
 - Peer Interactions
 - Recreation
 - Social Experiences
 - Likes/dislikes; interests – also add to developmental section
 - TIPS Proactive – steer toward activities where can be more successful, can contribute to positive outcomes, e.g. when needs to be more physically active, things to avoid.
- Information for Caregivers and Babysitters
 - Child Care
 - Phone Numbers List
 - Sitters Information
 - Behavior Management
 - Caregiver Task Sheet

Care Plan Components List

- My Child's Normal Status
- My Child's Normal Behavior
- Sensory and Ability Information
- Other
- **Education Information**
 - Education Information
 - Birth to Three Program Information
 - Preschool Program Information
 - School Program Information
 - Education Record
 - School Schedule
 - Health Information for School TIPS – school may have their own “required forms”. Completing this forms can help ensure all the necessary information is at your fingertips for transferring to the school required forms.
 - Health Information for Educational Settings
 - Individualized Healthcare Plan for School
 - School Medical Emergency Plan
 - Return to School Checklist
 - Additional Information for School Staff
 - Health Related School Log
 - Permission to Release Information:
 - Between health care providers
 - Physician to School
 - School to Physician
 - Physician's Orders
 - Request for Assisted Self- Administration of Medications
 - Information to allow self- administration of medications
 - *Special diets/Diet letters – substitute juice for milk, etc.*
 - Adaptive PE Recommendation
 - Other
 - Individual Education Plan or 504 Plan Information
 - IEP Notes/Plan
 - IFSP, IEP, IPP Notes
 - Reviewing and Correcting My Child's Student Records
 - Due Process Hearing Request Form
 - Special Education Administrative Complaint
 - Special Education Mediation Request
- **Transitions** –*a broad section for transitions to include things like school, work, medical, social, etc. types of transitions*
 - Transitions
 - Adolescent Autonomy Checklist
 - Keeping Track of My Own Healthcare
 - Transitions Notes

Care Plan Components List

- Transitions Developmental Checklist
- Life Planning Checklist
- Living Arrangements
- Moving Checklist
- Child's Page – Now and Later
- Transition from home to school
- Other types of transition experienced throughout the lifespan
 - How to handle refusing foods offered that are not on diet
 - Learning to make choices
 - Learning to do own blood testing, etc.
 - List types of transitions
- **Expense Tracking**
 - Expense Tracking Forms
 - Medical Travel Expense Record
 - Medical Bill Tracking Form
 - Medical Bill Communication Log
 - Private Insurance Worksheet
 - Public Insurance Worksheet
 - Income Tax Expense Record
 - Out of Pocket Expenses
 - Worksheet for Costing Out Expenses
 - Other expenses –
 - Flex plans/HDHP HSA
 - Child care costs/
- **Personal Notes** – *this section could be integrated into the rest of the notebook (for example include forms to take notes at appointments in the health tracking section rather than having an individual notes section)*
 - Parent and Child Questions for Appointments
 - Notes
 - Questions/Concerns
 - Planning
 - What's the Plan?
 - To Do Form
 - Child's Goals
- **Legal Documents** – *this section could also be integrated into the rest of the notebook in appropriate sections*
 - Legal Documents
 - Consent to Care
 - Consent to Pick Up children
 - Permission to Treat
 - Release of Information
 - Life Planning Checklist (for parents)

Care Plan Components List

- Estate and Future Planning
- Medical Power of Attorney
- Sample Letters (written to EMT, utilities companies, etc.)
- Due Process Hearing Request Form
- Custody
- adoption

General Feedback

- Identify and list TIPS Throughout
- Each form needs an explanation – where should it go – on the form? In the menu? Both?? Probably determined by length of explanation necessary to get the information across.
- Health history and health tracking – will need to adjust. TIP – suggest care plan maintenance every six months, move from Hx to tracking.
- Maintenance tips – other
- TIPS to continue this when transition into an adult.
- What components do you need to take into adulthood? What components should be added when the patient is an adult??