

Care Plan Components List DRAFT 12- 14- 10

Below you will find an outline of the Care Plan Guide. There are ten sections to the guide. Each section covers a different aspect of care planning. We are asking for volunteers to help us draft the guide. The process of volunteering entails selecting a section that is appealing to you and volunteering to help with that section by drafting up the section by either:

- *Writing it based on the notes below*
- *Outlining it based on the notes below for us to write, or*
- *Speaking with us over the phone so we can write it up with your input*

We consider you the experts about what needs to be included, so we appreciate any help you can provide to make the guide more useful to families and providers. Along with the bullet points under each section that describe what can be included, we will be looking for tips and strategies that people have used to help streamline the process. We have already received some tips from families, but will most likely be asking for more as the guide is developed.

This is a great chance to have your input and name attached to a useful document for families that will hopefully save time and frustration when care planning.

Thank you

SECTION 1

Section Title: Care Plan Cover Page

Brief Description: A form with personal information introducing what this is in hardcopy.

Workgroup Member: David Hoffman

SECTION 2

Section Title: Emergency Information

Brief Description: This includes information for emergency room visits and planning for emergencies (such as natural disasters, power outages, etc.)

Workgroup Member:

INCLUDES:

1. 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
2. Emergency Planning
- Household Emergency Information
 - Emergency Preparedness for Children with Special Needs

Sample section:

This section outlines what is needed to plan for an emergency. Many families choose to store information on the web, on a flash drive or CD, or on their hard drive. Other families prefer to have written materials that are pen and paper based and can be pulled out of a binder or folder. Some of the types of information that families have found useful to keep a record of include:

LIST ALL ABOVE

Then list tips??

SECTION 3

Section Title: Insurance Information

Brief Description: This details insurance information and tips about navigating insurance systems.

Workgroup Member:

INCLUDES:

1. 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.

SECTION 4

Section Title: Health History

Brief Description: This details *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.

Workgroup Member:

INCLUDES:

1. Family Health History
 - Mother’s Pregnancy History
 - Family Health History
 - Information for Genetic Family Tree
2. Child’s Health History
 - Birth History
 - Child’s Illness/Infection/Injury Record/transfusion
 - Child’s Medical History
 - Diagnosis List
 - Developmental Milestones
 - Seizure Record
 - Allergies

SECTION 5

Section Title: Care Team Contact List

Brief Description: This details contact information for all the doctors, specialists, therapists, etc. involved in the child’s care, many of these forms could probably be combined.

Workgroup Member:

INCLUDES:

1. 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

SECTION 6

Section Title: Health Tracking

Brief Description: This details 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. These are active issues within the past year, health history is beyond 1 year.

Workgroup Member:

INCLUDES:

1. Appointment Information
 - Appointment Log
 - Phone/Contact/Correspondence Log
 - Tips for a Good Visit
 - Medical Visit Checklist
 - Medical Encounter Form
 - Blank Calendar
2. 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
 - Specialty Care Summary
 - Treatment Log
3. 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
4. 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

Care Plan Components List DRAFT 12- 14- 10

- 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
5. Growth Tracking
 - Growth Charts
 - Growth Tracking Form
 - Weight Record
 6. Immunizations
 - Immunization Record
 7. Allergies
 - Allergy Record
 - Food
 - Med
 - Environment
 - Latex Allergy Information
 8. Medications
 - Medication Log
 - Medication Schedule
 - Long Term Medications
 - Short Term Medications
 - Blood Glucose Record
 - Medical Supply Shopping List
 9. 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.)
 - Laboratory Flow Sheet
 - Lab Work/Test Results
 10. 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
 11. Other condition specific forms
 12. 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
 13. 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

SECTION 7

Section Title: Daily Routine/Care Needs of My Child

Brief Description: This details forms for getting to know the child's needs (nutrition, respiration, medication, etc.)

Workgroup Member:

INCLUDES:

1. 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
2. Activities of Daily Living
 - Activities of Daily Living
 - Daily Activity Log
3. Care Schedule
 - Care Schedule
 - Catheter Schedule
 - Child's Typical Day
 - Daily Treatments
 - Event Diary
 - Home Care Schedule
 - Personal Care
 - Treatment Summary
 - Weekly Home Schedule
4. Communication
 - Care Summary – Communication
 - Communication Information
 - How the child communicates
 - Communication plans
5. Coping and Stress Tolerance

Care Plan Components List DRAFT 12- 14- 10

- Coping and Stress Tolerance Information
- Things that make a visit/encounter go better
- 6. Mobility
 - Care Summary – Mobility
 - Mobility needs to improve outcomes, e.g. in the educational setting
- 7. Nutrition
 - Care Summary – Nutrition
 - Diet Tracking Form
 - Sick diet plan
 - Food Intake Diary
 - G- tube Flow Sheet
 - Mealtime/Nutrition Information
- 8. Respiratory
 - Care Summary – Respiratory
 - Nebulizer Treatment Flow Sheet
 - Other, ventilators, C- PAP,
 - Oxygen any other oxygen treatments
- 9. Rest and Sleep
 - Bedtime Routine
 - Bed and Nap Time
 - Rest and Sleep
 - Night drip feedings
- 10. 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.
- 11. Information for Caregivers and Babysitters
 - Child Care
 - Phone Numbers List
 - WHERE YOU ARE
 - WHAT SHOULD THEY DO IF THEY CAN'T REACH YOU
 - CALL 911
 - CALL SOMEONE ELSE
 - Sitters Information
 - Behavior Management
 - Caregiver Task Sheet
 - My Child's Normal Status
 - My Child's Normal Behavior

- Sensory and Ability Information
- Other

SECTION 8

Section Title: Education Information

Brief Description: This details all information related to the child's education.

Workgroup Member:

INCLUDES:

1. Education Information
 - Birth to Three Program Information
 - Preschool Program Information
 - School Program Information
 - Education Record
 - School Schedule
2. Health Information for School TIPS – school may have their own “required forms”. Completing this form 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
3. 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

SECTION 9

Section Title: Transitions

Brief Description: This details a broad section for transitions to include things like school, work, medical, social, etc. types of transitions

Workgroup Member:

INCLUDES:

1. Transitions

- Adolescent Autonomy Checklist
- Keeping Track of My Own Healthcare
- Transitions Notes
- 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

SECTION 10

Section Title: Expense Tracking

Brief Description: This details how expenses are tracked and the forms most often used.

Workgroup Member:

INCLUDES:

1. 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/*

SECTIONS THAT CAN BE INTEGRATED INTO THE WHOLE NOTEBOOK

Title: Personal Notes

Brief Description: 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)

INCLUDES:

1. Parent and Child Questions for Appointments
 - Notes
 - Questions/Concerns
2. Planning
 - What's the Plan?
 - To Do Form
 - Child's Goals

Title: Legal Documents

Brief Description: This section could also be integrated into the rest of the notebook in appropriate sections

INCLUDES:

1. Legal Documents
 - Consent to Care
 - Consent to Pick Up children
 - Permission to Treat
 - Release of Information
 - Life Planning Checklist (for parents)
 - 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

1. Identify and list tips throughout
2. 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.
3. Health history and health tracking – will need to adjust. TIP – suggest care plan maintenance every six months, move from Hx to tracking.
4. Maintenance tips – other
5. Tips to continue this when transition into an adult.
6. What components do you need to take into adulthood? What components should be added when the patient is an adult??