

Common elements to care plans

(social work assessment, IFSP, 504, Medical Home, Families First, Wraparound)

Information	Purpose	Included in section
Demographic Information	Record demographic, contact and insurance information	Child's living arrangements Family members/friends Ethnicity Primary language spoken in the home Emergency and family contacts
About our family	Information voluntarily shared by family that will be useful in planning the evaluation and developing the service plan	Strengths Interests Activities Concerns Things child does well People, places things, child enjoys Family time together
Services and supports	Identify informal and formal systems the family is involved with	Professionals/programs – health, early intervention, mental health, behavioral health, prevention Informal resources – groups, clubs, associations, faith communities, recreation programs Contact information and aspect of care responsible for/involved in
Health information	Health information about the child that will be useful in developing the service plan	Child's medical home/primary care Specialists Diagnosis (ses) Immunizations Current medication(s) Allergies Hearing – (provider and most recent visit) Vision – (provider and most recent visit) Dental – (provider and most recent visit) Eating and nutrition – concerns, special needs, diet Sleep - daytime and nighttime sleeping and napping

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Present Levels of Development aka present levels of functioning – (motor, communication, cognitive, social/emotional, and adaptive)	Information related to child’s development, focusing on child’s participation in the child’s and family’s everyday routines and activities. Include those things which are difficult and those which are going well – service plan should be strengths based	Communication development Motor development Playing, thinking, exploring Relating to others Hygiene and self-care (eating, dressing, toileting, etc.) Adaptive equipment
Education	Information related to child’s educational functioning and needs	Educational placement Supports needed Educational setting contacts and contact information IFSP or 504
Insurance	To gather insurance billing information	Insurance, carrier, provider, holder, contract/plan information, contacts for pre-approval, etc.
Plan of action	Develop functional, measurable outcomes and identify strategies to address the outcomes	Parent/child’s concerns and priorities What we see now that reflects the child’s developmental skills/health status as related to the outcome Outcome statement – what we would like to see happen for our child/family <ul style="list-style-type: none"> • The behavior desired • Details that define what the behavior should look like (how long, how often, how accurate, level of independence, etc.) • The routine or activity in which the desired behavior will occur • Conditions associated with the behavior/activity (such as what is available to the child (materials, toys equipment); adaptations and enhancements (environment, equipment, activity); the role of others (guidance/assistance from adults) Strategies for addressing this outcome Responsible provider (what professional is involved with

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		helping the family achieve this goal?) Supports to meet outcomes <ul style="list-style-type: none"> • Formal or informal • Type or method of service delivery • Describe activity and location – how will service be integrated or provided to the family? • Frequency and intensity • Start date/end date • Funding source • Steps taken (by who) to secure services
Periodic review	Review progress and update information and services, make modifications as indicated	Describe outcome Describe progress toward outcome Modify outcome as needed Modify strategies as needed