# Your Family Care Organizer

Do you have too many appointments and details to juggle? Are you lost under a mountain of paperwork? A Family Care Organizer will make it easier to organize paperwork, keep track of changes, and share information with mental health professionals, doctors, school staff, childcare, and extended family members etc.

- Track daily care, notes and meetings
- List important contact names and numbers
- Keep important documents like: health records, crisis plans or IEPs

## How to use with a Care Team

YOU are in control! You decide who is part of your "Care Team" and you control what to share and who to share it with (providers, family members, or anyone else.)

**Remember to safeguard your private information**
This new online format makes it very easy to update and share information so please remember to be careful with your private data. When possible, make your online folders "private" and only give access to people you trust.

**Keep and share documents**
There are lots of options out there! Many people use Gmail and Google Drive because it is free and easy to share your documents with other people.
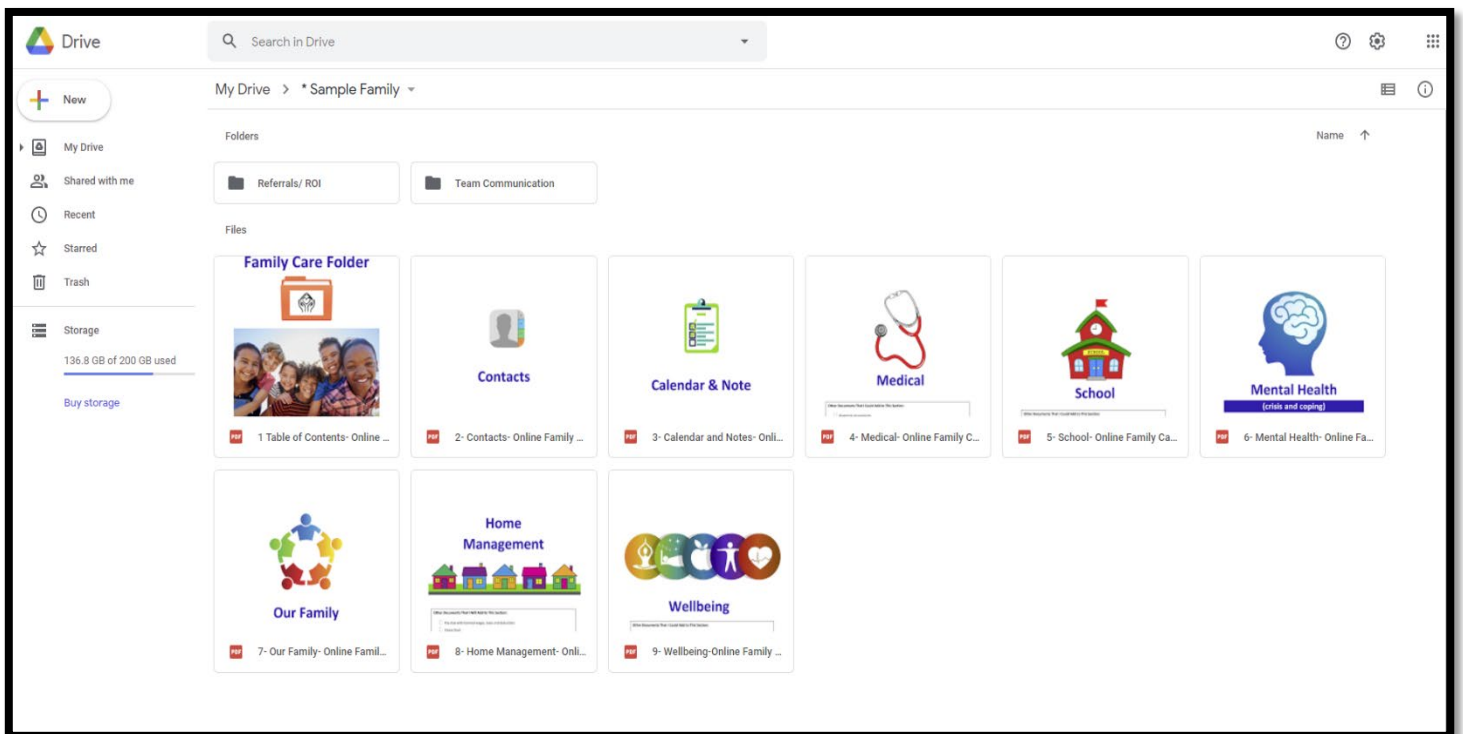
## Get Started!

Download each section from our website and save to your personal computer or an online document storage site such as Google Drive.

1. Contacts
2. Calendar & Notes
3. Medical
4. School
5. Mental Health
6. Our Family
7. Home Management
8. Wellbeing

**ONLINE EXAMPLE: Set up a Family Folder in your Google Drive**

1. If you don't already have one-- get a free Gmail account.
2. Go to your Google Drive and create a folder with your family name ("The Jones Family")
3. Inside the folder, you can upload each of the 8 sections.
4. Add more files to store things like Referral/ Release of Information Forms or Team Communication.
5. Share your folder with your Care Team. Give your permission to view only or organize/add/edit.





# Personalize It!

### Get Some Help

The best way to fill out long boring forms is with a "buddy." Work with your child's doctor, nurse, social worker, case manager, or teacher. Ask a faith leader or friend to help. Or get together with other parents who have Care Binders and work on your forms as a group activity. Plan to fill out a few forms at a time and don't forget to take breaks!

**Fill out forms**

- If you save your forms to your personal computer, you will be able to fill them out with a free PDF viewer like Adobe. Remember to hit "save."
- Unfortunately, Google Drive doesn't let you sign or type onto fillable pdf forms. But there are some free apps that you can connect to your Google Drive that will help you do this! One free app is called [Doc Hub]. Doc Hub will help you sign documents, fill in forms and share them with other people. You can choose to keep your edited forms in Doc Hub or connect them to your Google Drive.
- Keep the forms you want and delete the ones you don't need.

**Gather your paperwork and add more documents**

After you get comfortable using these forms, you may want to create a folder for each section so you can add more documents. You can take a photo of your paperwork or scan it and then upload to your folder. Or, you can ask your providers to email you the documents so that you can save them electronically.

- Each section has a suggested list of "other documents" that you might want to add (diagnostic assessments, school handbook, or emergency room visit summary…)

  → **What is MOST important?**
  You don't need to add everything! Instead, ask yourself: What items would make my life easier? What paperwork do I search for the most? What information is needed by my child's service providers or my child's other caregivers? Keep all of your other paperwork in a file drawer or box where you can find it if needed.

## Use It!

- Keep your Care Organizer in a place that you can find it easily. You can sign into your Google Drive on any phone, tablet, or computer. If you have your folders on your personal computer, you may need to save files onto a flash drive.
- Remember to let other caregivers know where they can find the information.
- You might want to create a separate folder that is just for babysitters or other caregivers who need limited information.
- Update your Family Care Organizer often.

**Brag about your Family Care Organizer** 😊 **Encourage your child's providers to add to it!**