



early steps

record keeping toolkit

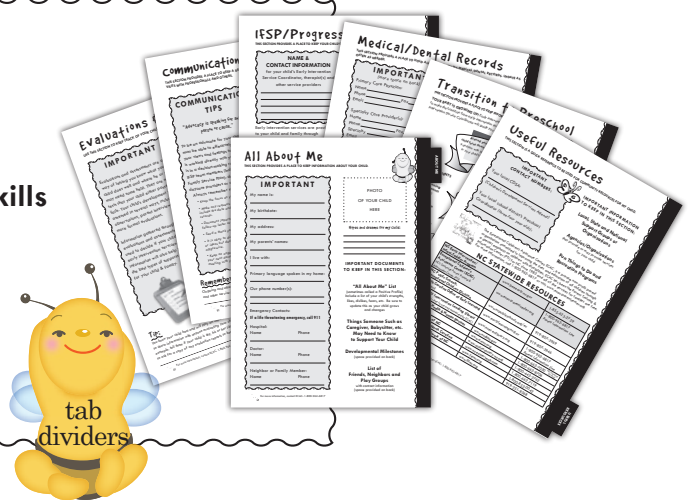


The first three years of your infant or toddler's life is a very exciting time for you and your family. Each day will bring new opportunities for your child to grow, learn and gain new skills. Since remembering everything is just not possible, you will need a good system to help you organize and keep all the information about your child's life and development in one place.

The NC Infant-Toddler Program and ECAC, the Exceptional Children's Assistance Center, are pleased to provide you with this Record Keeping Toolkit. The toolkit is a set of seven tabbed dividers that have been designed by parents with you in mind! The set can be used in a three-ring notebook, file folders, expanding file folder, or simply in a box.

Divider titles:

1. All About Me
2. Evaluations and Assessments
3. Communication and Advocacy Skills
4. IFSP and Progress
5. Medical and Dental Records
6. Transition to Preschool
7. Useful Resources



Each divider includes suggestions for the type of information to keep and tips to help you support your child's development and learning. Space is provided for you to record people and places, telephone numbers, email addresses and more. The last divider provides you with a variety of useful resources to use now and extra space to add more resources as your child grows.

Keeping track of all of your child's information in an organized way is very important and we hope this toolkit will be useful to you. Please contact us if you have any questions or need help in any way.

ECAC - Exceptional Children's Assistance Center
1-800-962-6817
www.ecac-parentcenter.org

The NC Infant-Toddler Program
1-855-623-2759
www.beeearly.nc.gov

*ECAC is NC's Parent Training and Information Center (PTI)
and all services are provided at no cost.*

All About Me

THIS SECTION PROVIDES A PLACE TO KEEP INFORMATION ABOUT YOUR CHILD.



IMPORTANT

My name is:

My birthdate:

My address:

My parents' names:

I live with:

Primary language spoken in my home:

Our phone number(s):

Emergency Contacts:

If a life threatening emergency, call 911

Hospital:

Name

Phone

Doctor:

Name

Phone

Neighbor or Family Member:

Name

Phone

PHOTO
OF YOUR CHILD
HERE

Hopes and dreams for my child:

IMPORTANT DOCUMENTS TO KEEP IN THIS SECTION:

"All About Me" List

(sometimes called a Positive Profile)
Include a list of your child's strengths,
likes, dislikes, fears, etc. Be sure to
update this as your child grows
and changes

Things Someone Such as Caregiver, Babysitter, etc. May Need to Know to Support Your Child

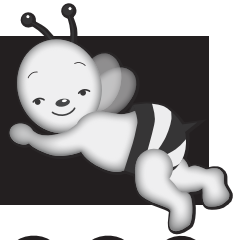
Developmental Milestones (space provided on back)

List of Friends, Neighbors and Play Groups

with contact information
(space provided on back)



All About Me



DEVELOPMENTAL MILESTONES

Skills such as smiling for the first time, waving “bye bye”, sitting up or taking a first step, are called developmental milestones. Children reach milestones in how they play, learn, speak, behave and move. Your child’s pediatrician will use milestones to help check how he or she is developing and learning. Use this chart to record your little one’s developmental milestones. Remember that All children develop skills at different rates and every child is unique! *(Add more pages for developmental milestones as you need.)*

Date	Milestone	Notes



FRIENDS, NEIGHBORS AND PLAY GROUPS

Name	Phone/Email	Relationship
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Evaluations & Assessments

USE THIS SECTION TO KEEP TRACK OF YOUR CHILD'S EVALUATIONS & ASSESSMENTS.

IMPORTANT

Evaluations and assessments are a way of letting you know what your child does well and where he or she may need some help. They are not tests that your child either passes or fails. Your child's development will be assessed in several ways, including observations, parent interviews and more formal evaluations.

Information gathered through evaluations and assessments will be used to decide if your child needs early intervention services. This information will also help you choose the best types of supports and services for your child & family.



Tip:

You know your child best and will play an important role in the evaluation process. Be prepared to share information with anyone evaluating your child including any concerns you may have. For example, tell them if your child is shy, his or her likes and dislikes, favorite activities, etc. Remember to ask for a copy of any evaluation reports to keep for your records!



IMPORTANT DOCUMENTS TO KEEP IN THIS SECTION:

Statement of Your Child's Condition or Diagnosis

from NICU (hospital), doctor,
therapist or other professional
working with your child

Evaluations or Assessments About Your Child's Development

including social-emotional,
adaptive communication, physical
and cognitive development
(thinking & learning skills)

Information Gathered Through Observation

including information gathered
by parents (you) and care providers



Evaluations & Assessments

INFANT-TODDLER PROGRAM EVALUATIONS & ASSESSMENTS

will consider:

- Your family's** concerns, resources, priorities & daily routines.
- Your family's** perceptions of your child's abilities & needs related to participation in everyday routines & activities.
- Your child's** medical history & current health status.
- Your child's** cognitive development (*thinking & learning skills*).
- Your child's** physical development (*moving, seeing & hearing abilities*).
- Your child's** communication development (*understanding & using sounds, gestures & words*).
- Your child's** social-emotional development (*responding to & developing relationships with others*).
- Your child's** adaptive development (*daily living skills, learning to take care of one's self, like feeding & dressing*).



EVALUATIONS / ASSESSMENTS LOG

Date	Type of Evaluation/Assessment	Evaluator's Name/Contact Info

Communication • Advocacy Skills

THIS SECTION PROVIDES A PLACE TO KEEP A RECORD OF LETTERS, NOTES, PHONE CALLS AND VISITS WITH PROFESSIONALS AND OTHERS.

COMMUNICATION TIPS

“Advocacy is speaking for another person or cause.”

To be an advocate for your child, you must be able to effectively communicate your views and feelings to anyone who is working directly with your child or who is in a decision-making role. This includes IFSP team members (Individualized Family Service Plan), doctors, therapists, daycare providers or others.

Always remember to:

- *Keep the focus on your child and family.*
- *Make any requests in writing. Be sure to include the date and keep a copy for your records.*
- *Document important conversations with a follow-up letter or email.*
- *Send a thank you note after a meeting.*
- *It is okay to disagree with others' opinions or ideas but don't be disagreeable or aggressive.*
- *Keep an ongoing list of your concerns for your next doctor's appointment or your next meeting with your service coordinator, etc.*

Remember:

Ongoing and effective communication between you, your Early Intervention Service Coordinator, and other service providers is important to meet the needs of your child and family.

IMPORTANT DOCUMENTS TO KEEP IN THIS SECTION:

Contact Log

(space on back)

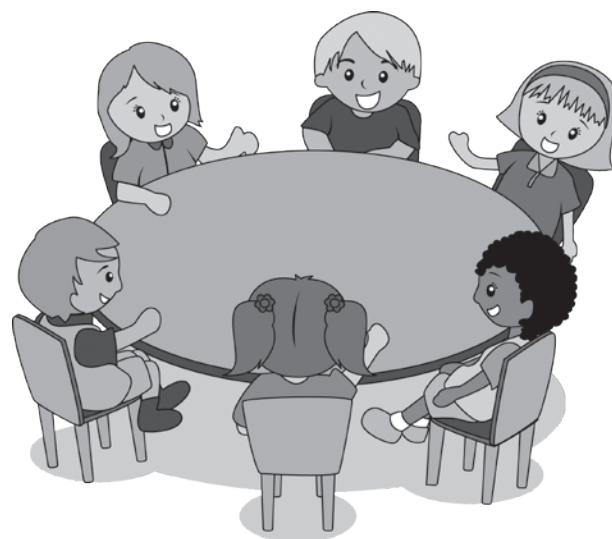
Make notes immediately following each visit, meeting, telephone call, email, etc.

Written Correspondence

Keep any letters or notes between you and your Early Intervention Service Coordinator or other professional. Don't forget EMAILS. Print out and include them in this folder.

Meeting Notes

Remember to take notes at a meeting or ask someone to take them for you. This will be helpful when you are trying to remember exactly what people said, what next steps to take or what agreements were reached.



IFSP/Progress Data

THIS SECTION PROVIDES A PLACE TO KEEP YOUR CHILD'S IFSP AND RECORDS OF PROGRESS.

**NAME &
CONTACT INFORMATION**

for your child's Early Intervention
Service Coordinator, therapist(s) and
other service providers

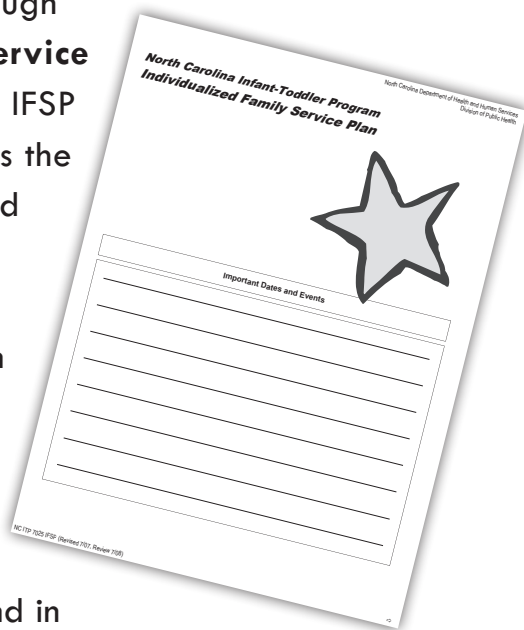
IMPORTANT DOCUMENTS TO KEEP IN THIS SECTION:

IFSP Documents

**Lists of Other Services
Your Child Receives**
(if any)

**Copies of All
Progress Reports**
Therapist(s), Teachers, etc.
(if any)

Early intervention services are provided to your child and family through an **Individualized Family Service Plan**, also called an IFSP. An IFSP is a written plan that includes the supports and services needed to help your child grow and develop. It also includes services your family needs in order to help your child. You are a critical member of the Team that writes the IFSP!



More information can be found in your Parent Handbook. If you need another copy, ask your Early Intervention Service Coordinator. You can also request a free information packet on Early Intervention from ECAC at: 1-800-962-6817.

Tip:

The IFSP can be reviewed and revised as the needs of your child or family change. Be sure to keep a copy of any changes.



For more information, contact ECAC: 1-800-962-6817

Medical/Dental Records

THIS SECTION PROVIDES A PLACE TO HOLD ALL OF YOUR CHILD'S MEDICAL/DENTAL RECORDS. UPDATE AS OFTEN AS NEEDED.

IMPORTANT

(more space on back)

Primary Care Physician:

Name _____

Phone _____ Fax _____

Email _____

Specialty Care Provider(s):

Name _____

Phone _____ Fax _____

Specialty _____

Email _____

Dentist:

Name _____

Phone _____ Fax _____

Pharmacy:

Name _____

Phone _____ Fax _____

Insurance:

Name _____

Phone _____ Fax _____

Policy # _____

Medicaid:

Name _____

Phone _____ Fax _____

IMPORTANT DOCUMENTS
TO KEEP IN THIS SECTION:

Medical/Dental History

List of Medications

List of Allergies/
Foods to Be Avoided

List of Surgical
Procedures/Information

List of
Emergency Room
Visits

Hospital Discharge
Summary

Immunization Records

Information on Any
Assistive Technology
Equipment

(including hearing aids, walkers,
communication devices, etc.)



Tips:

- You may also wish to create a portable medical record summary to take to any doctors' appointments or to your child's meeting at the Child Development Service Agency (CDSA). For help creating your summary, go to www.medicalhomeinfo.org/CareNoteBook or call ECAC 1-800-962-6817.
- Ask for business cards from your doctor(s) and service providers. Keep them in this section.



For more information, contact ECAC: 1-800-962-6817

Medical/Dental Records



MEDICAL VISITS LOG

Doctor, Hospital, Dental, etc. (Add more pages as you need.)

Date	Doctor/Specialist & Reason for Visit	Results



OTHER IMPORTANT CONTACT INFO

MEDICAL/DENTAL RECORDS

Transition to Preschool

THIS SECTION PROVIDES A PLACE TO KEEP INFORMATION ABOUT GETTING READY FOR PRESCHOOL.

YOUR BABY IS GROWING UP! Early intervention services end at age three and proper planning now will help to make the transition from early intervention services to preschool programs/services a smooth one. Your Early Intervention Service Coordinator will guide you through the process.

Around your child's second birthday or at least six months before your child turns three, your Early Intervention Service Coordinator will discuss your child's transition with you and begin working on a transition plan. The plan will be included in your child's IFSP and will identify important steps to take and a timeframe for completing the steps.

IMPORTANT DOCUMENTS IN THIS SECTION:

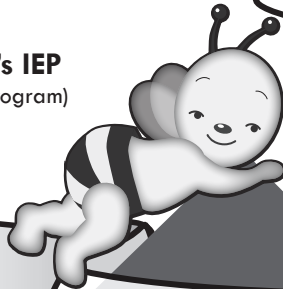
**Transition Planning
Notes & Documents**
(provided to you)

**Copy of
the Transition Plan
in Your Child's
IFSP**

Copy of Your Child's IEP
(Individualized Education Program)
if eligible

**When your child is between the
ages of two years, three months and two years, nine months,** your Early Intervention Service Coordinator will schedule a transition planning meeting. This will be a team meeting to:

Review your child's progress and outcomes on the IFSP;
Share information about your family's concerns and priorities;
Talk about services for your child after they turn three; and
Discuss the need for any additional information or evaluations.



At least one month before your child's third birthday, you will have a preschool team meeting. During this meeting you will discuss your child's eligibility for preschool services. If your child is eligible for preschool services, an IEP (Individualized Education Program) will be developed. Like an IFSP, the IEP will define the programs, supports and services your child will receive.

Tips:

Be in the know & be prepared:

The programs and services included in your IFSP are focused on the needs of your child **and** your family. Your child's IEP (Individualized Education Program) will focus on the needs of your child, but may include parent education to help you work with your child.

More information can be found in your Parent Handbook and by calling ECAC at 1-800-962-6817.



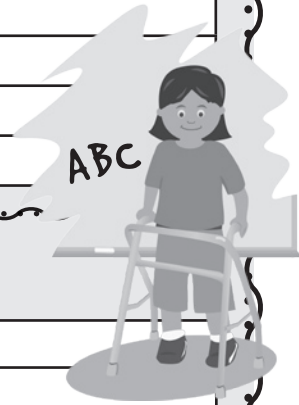
For more information, contact ECAC: 1-800-962-6817

Transition to Preschool



CONVERSATIONS ABOUT TRANSITION

Date	Notes



ABC

MEETINGS

Date	Notes

Useful Resources

THIS SECTION IS A QUICK REFERENCE TO BE USED FOR COMMUNITY RESOURCES FOR MY CHILD.

IMPORTANT CONTACT NUMBERS:

Your local CDSA:

(Children's Development Services Agency)

Your local school district's Preschool Coordinator *(three-four year olds)*:

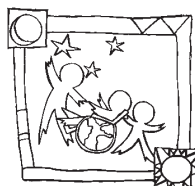


IMPORTANT INFORMATION TO KEEP IN THIS SECTION:

Local, State and National Support Groups or Organizations

Agencies/Organizations that provide or may provide services for your child

Fun Things to Do and Recreation Programs



The Exceptional Children's Assistance Center, ECAC, is a private, non-profit parent organization committed to improving the lives and education of all children through a special emphasis on children with disabilities. ECAC has been the Parent Training & Information Center (PTI) for NC since 1983 and all of the services for families are free. For more information, call 1-800-962-6817 or visit www.ecac-parentcenter.org.

NC STATEWIDE RESOURCES

NC Early Intervention/ Infant-Toddler Program	www.beearly.nc.gov	1-855-623-2759
Exceptional Children's Assistance Center (ECAC) <i>NC's Statewide Parent Training & Information Center (PTI)</i>	www.ecac-parentcenter.org	1-800-962-6817 <i>Parent Information Line</i>
NC Public Schools, Exceptional Children Division	www.ncpublicschools.org/ec	919-807-3969
North Carolina Office of Early Learning <i>(preschool)</i>	www.earlylearning.nc.gov	919-807-3946
NC Early Intervention Lending Library <i>(this library is free to use and maintained by ECAC)</i>	www.ncei-eclibrary.org	1-800-962-6817 <i>Parent Information Line</i>
NC Dept. of Health & Human Services	www.ncdhhs.gov	1-800-662-7030 <small>NC CareLine 24 Hour</small>
Arc of NC	www.arcnc.org	1-800-662-8706
Autism Society of NC	www.autismsociety-nc.org	1-800-442-2762
EasterSeals/UCP North Carolina	www.nc.easterseals.com	1-800-662-7119
Family Support Network of NC	www.fsnc.org	1-800-852-0042
First in Families	www.fifnc.org	919-251-8368



For more information, contact ECAC: 1-800-962-6817

More Useful Resources



Organization	Contact Info: Website/Phone/Email
Center for Early Literacy Learning	www.earlyliteracylearning.org
Center on Everyday Child Language Learning	www.cecll.org
Center on the Social and Emotional Foundations for Early Learning (CSEFEL)	www.vanderbilt.edu/csefel
Family Center on Technology and Disability	www.fctd.info • 202-884-8088
Frank Porter Graham Child Development Institute	www.fpg.unc.edu • 919-966-2622
IDEA: Individuals with Disabilities Education Act	http://idea.ed.gov (Note: no "www." needed)
National Center for Infants, Toddlers and Families	www.zerotothree.org • 202-638-1144
National Dissemination Center for Children with Disabilities (NICHCY)	www.nichcy.org • 1-800-695-0285
Early Childhood Technical Assistance Center (ECTA Center)	www.ectacenter.org • 919-962-2001
Partnerships for Inclusion	www.fpg.unc.edu/~pfi • 252-328-2940
Technical Assistance Center on Social Emotional Intervention for Young Children (TACSEI)	www.challengingbehavior.org • 813-974-9803
Wright's Law	www.wrightslaw.com



USEFUL RESOURCES

