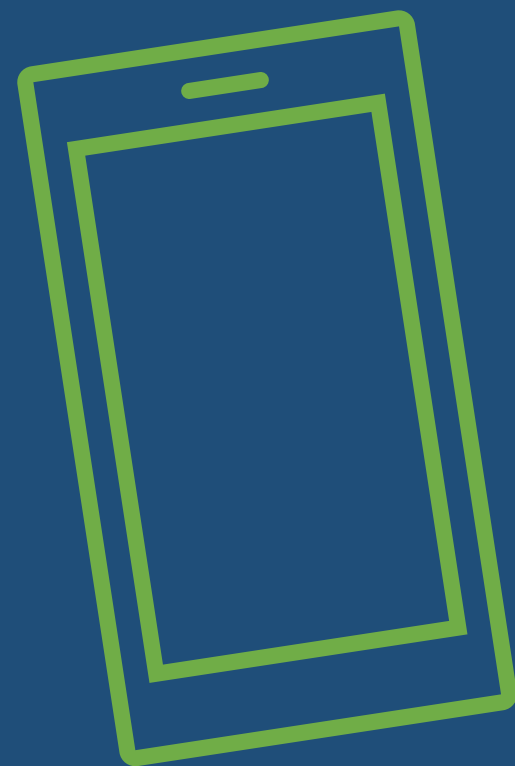
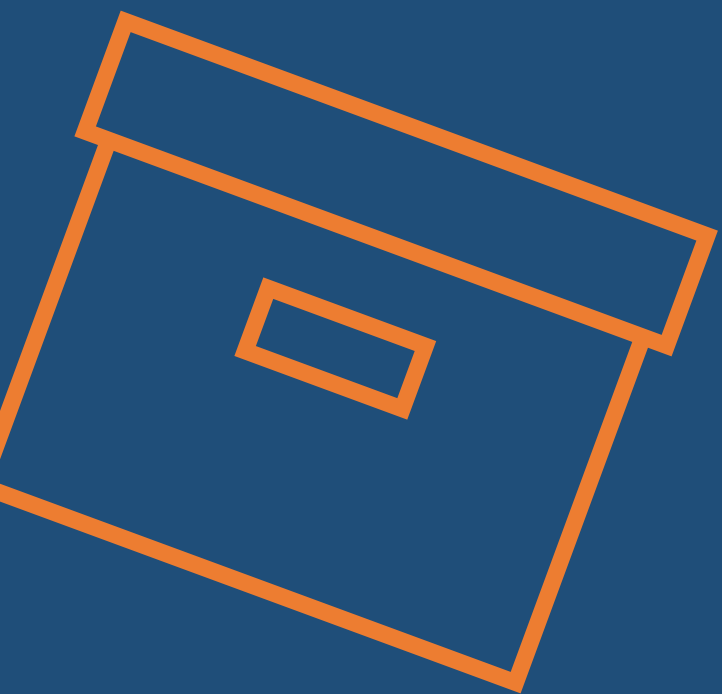


# Getting Organized

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- 1. Introductions**
- 2. Meeting Norms**
- 3. What to Expect Tonight**



WELCOME

# Why should I organize all these documents?

- Easy access to important information
- Learn more about your child
- More effective advocacy
- Clear understanding of needs and goals
- Paper trail





## What Should I Keep?

- Information about your child/adult dependent
- Contacts/communication logs/correspondence
- Evaluations
- Copies of Applications and Supporting Documents
- Documents from support agencies
  - Community Center Board
  - Health First Colorado
  - SSI
- Medical/insurance information
- Other agencies serving the individual
- Release of information forms
- Legal Documents

1

Assemble the records you currently have

2

Decide what will go in the binder/digital folder

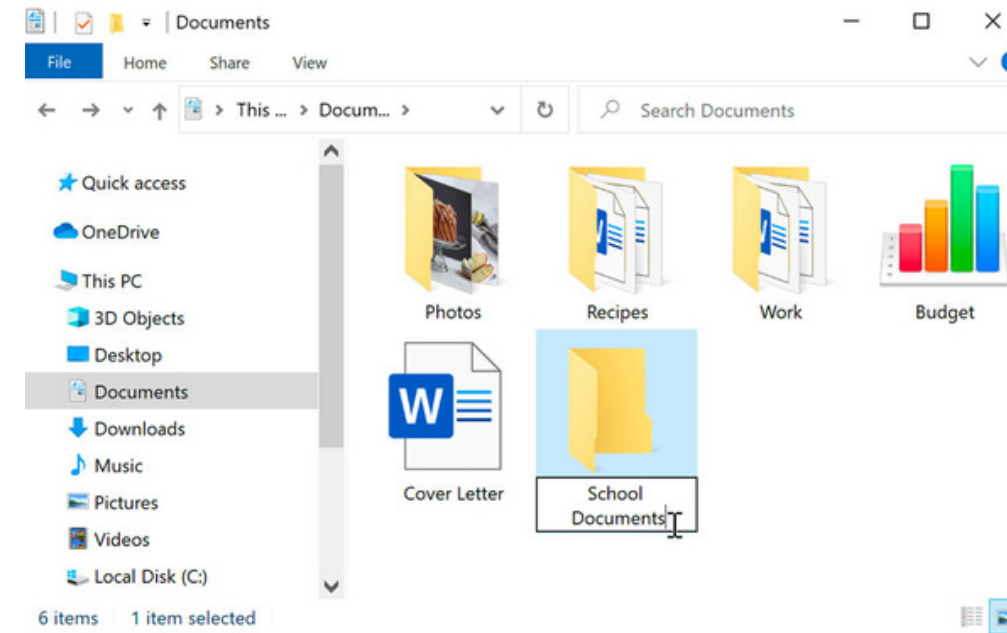
3


Decide how to organize the rest of the documents

4

Request records not in your possession

# Choose the organization method that works best for you




A top-down view of a desk setup. A white spiral-bound notebook is open on the right side. A white rectangular sticky note is placed on the left side of the notebook. The desk surface is light green. Scattered around are several paper clips: two blue ones with smiley faces, one green one with a smiley face, and several plain blue and green ones. A blue pencil and a green pencil are visible at the bottom left.

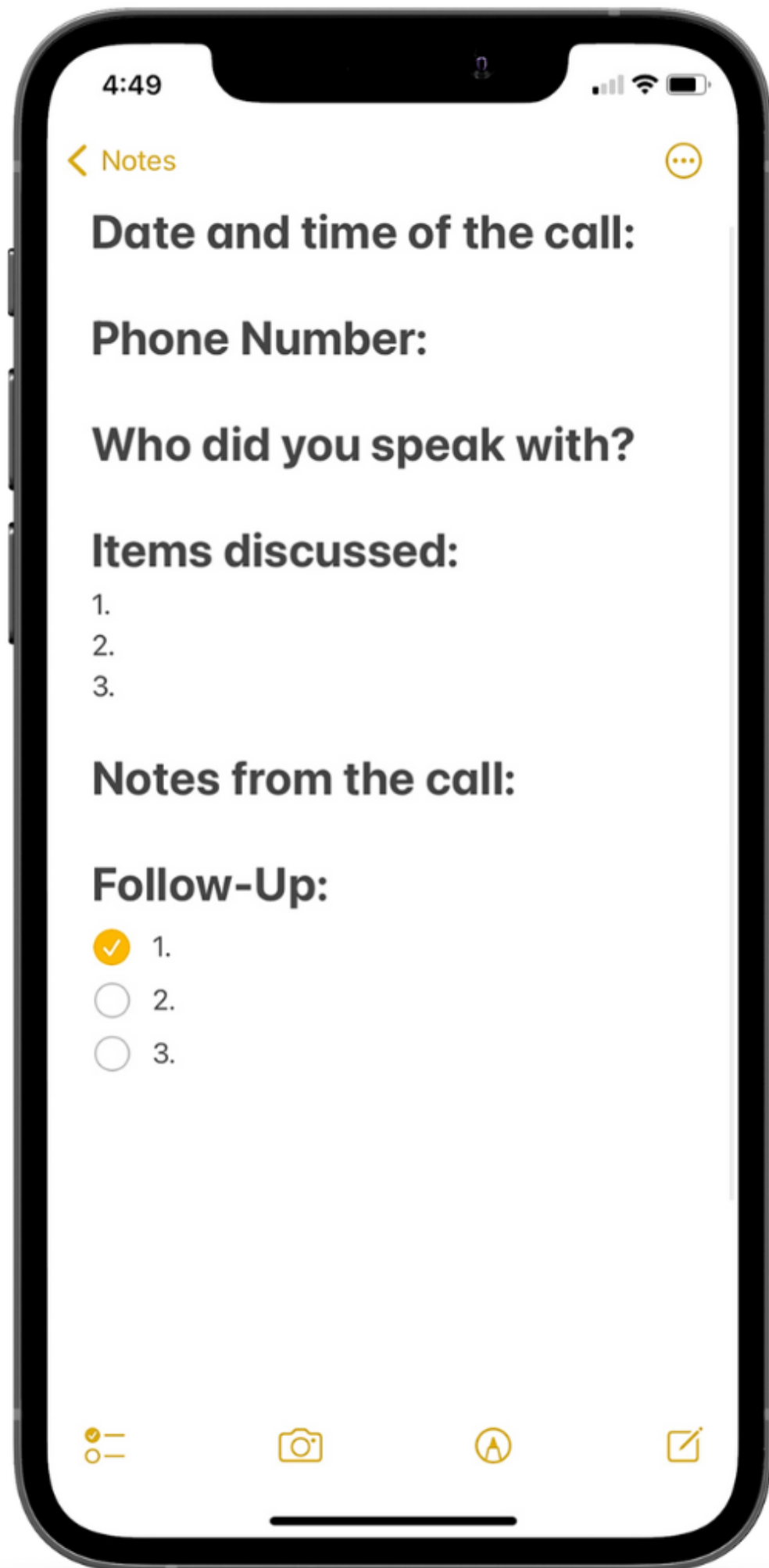
Tell Us In Chat  
How Do You Organize Your Documents



# School Documents to Keep

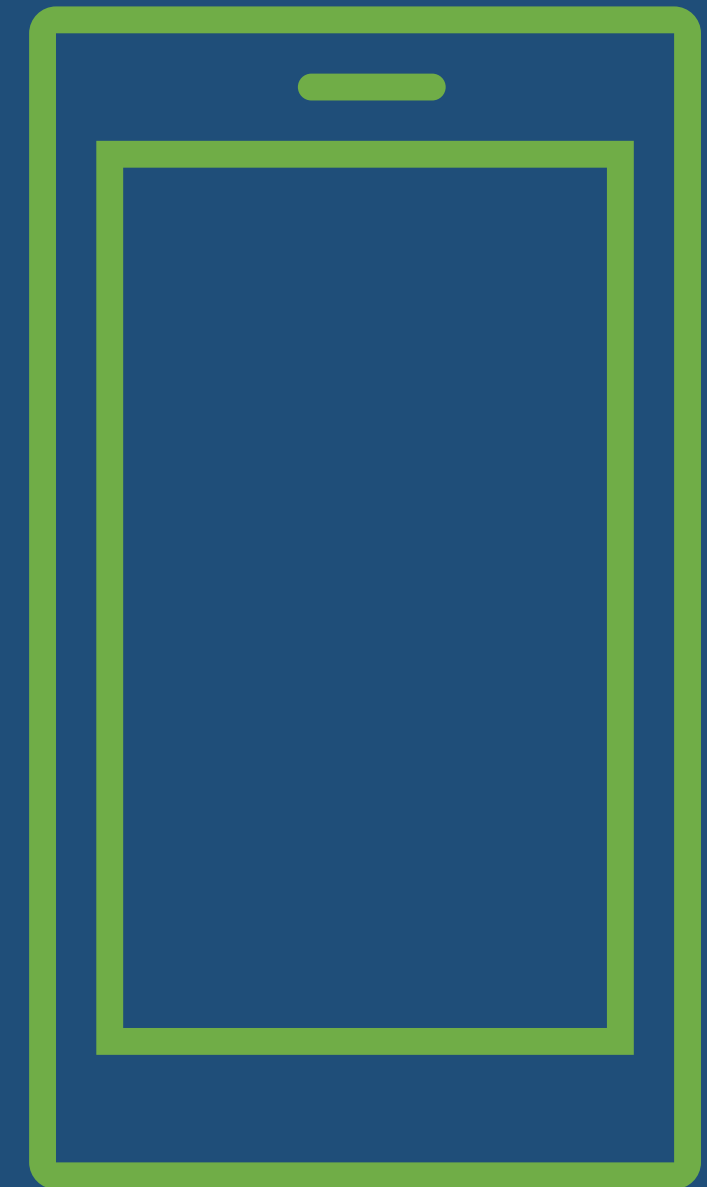
- Special Education records (IEPS, 504 plans)
  - Evaluations/assessments
  - Progress reports
  - Behavior reports and Plans
  - Release of information forms
  - Communication/correspondence
  - General education documents (school calendar, attendance records, reports cards)
  - Contact List
- 





# Call Logs

- Who did you call?
- When?
- What was discussed?
- What next?
- Call back contact information?



# Update As Needed

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- Go through documents and review periodically.
- Update as needed
- Move older documents to storage or create new binder as needed
- Err on the side of caution when deciding to discard anything!





## Getting organized for meetings

- Prepare questions prior to the meeting
- Request information prior to the meeting
- Ask clarifying questions during the meeting
- Gather information
- No question is too small to ask
- Know the next steps
- Know who to contact if questions come up after the meeting
- Bring someone with you!
  - Discuss the goals for the meeting before hand with a trusted person or advocate

# Some Helpful Tips!

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Put most current records on the top of each section

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Mark dates on all documents

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Save originals for making copies, duplicates are not always what they seem!

---

Make copies of all correspondence

---

"One-pager" for school support and medical appointments

---

Follow up on verbal conversations with an email to ensure everyone is on the same page

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# Provider: What You Need to Know About Me

This is what you need to know about me to be successful with my healthcare and vaccine administration. I may have a family member or caregiver with me for support during my appointment.

My name: \_\_\_\_\_

## Appointment

I typically respond to a medical exam with  Full or partial cooperation  Fear  Aggression

Other (describe) \_\_\_\_\_

I like it when health professionals do (describe) \_\_\_\_\_

I do not like it when health professionals do (describe) \_\_\_\_\_

My other communication preferences are (e.g., do not ask me yes or no questions, ask me open-ended questions, ask me multiple choice questions) \_\_\_\_\_

## Communication

How I communicate best (check all that apply)

Talking  Writing or typing  Pictures  Using Sign Language

Pointing to words  Using a voice app

I do not communicate in a way you will understand, please ask my family member or caregiver.

Their name is \_\_\_\_\_

Other (describe) \_\_\_\_\_

## Other Accommodations or Preferences

I use assistive devices for mobility. You may see me use \_\_\_\_\_

I have sensory triggers that may make it difficult for me to have a successful appointment (being touched, trauma, doctors of a particular gender, noises, lighting, smells, textures). The following are known sensory triggers for me \_\_\_\_\_

When I experience a sensory trigger, I may respond by \_\_\_\_\_

When I respond this way, you can help me by \_\_\_\_\_

I have diagnoses, medical issues, or behaviors that may make it difficult for me to have a successful appointment (e.g., aggression, biting, pica, aspiration risk): \_\_\_\_\_

This may cause me to \_\_\_\_\_

You can help me by \_\_\_\_\_

Additional information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Max Rodarte

## Who I Am

Likes- Sports, Drumming, Singing, Playing Video Games, Working, Helping Others, Amusement Parks, Being with Family, Being an Uncle, Joking Around, Laughing, Dancing, Going to Concerts, Playing Music, Listening to Music, WWE and Lucha Libre, Performing, My Dogs.

Strengths- Kind, Caring, Loving, Helpful, Playing Sports, Singing, Drumming, Friendly, Figuring things out, Putting himself out there socially, Courageous. Daring.

Max has an IEP with eligibility of Intellectual Disability & Speech or Language Impairment.

## Program Accommodations

\*Graphic Organizer

\*Extended Time

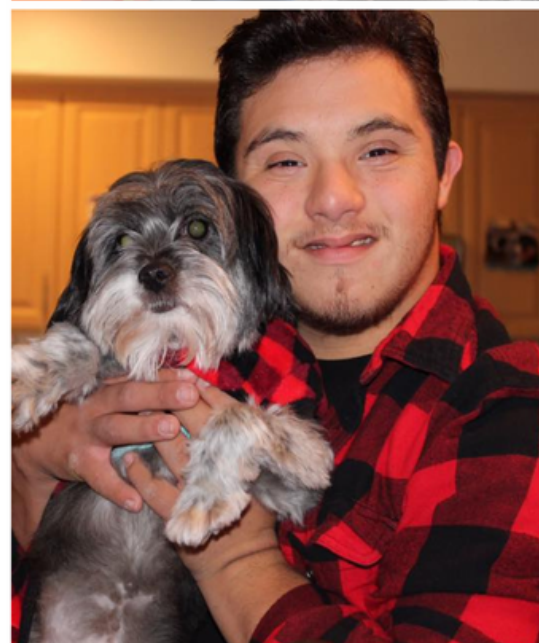
\*Calculation Devices

\*Scribe

\*Modified Assignments

## Supports

\*1:3 ratio of support in all classes and in the community except during transitions and lunch where adult supervision is required.



# ELLIE STAFFORD AGE 5 KINDERGARTEN

*Teach me to soar and I will*  
-Kelle Hampton

## VISION STATEMENT

We envision our daughter living a life of choice. We envision her having relationships she feels are valuable. In her future we envision her doing work that she enjoys and that makes her feel productive. We envision our daughter living a happy and meaningful life surrounded by love and support.

## WHAT WORKS FOR ME

- Patience
- Peer Modeling
- Schedule and Routines
- First/Then Visuals
- Picture Cues for Tasks
- Believe in My Abilities
- Praise Me For My Achievements
- Warn Me About Transitions

## WHAT I'M WORKING ON

- Talking in Sentences
- Fine Motor Skills, like Writing, Cutting Paper and Coloring!
- Gross Motor Skills, like Running!
- Following Directions
- Conversational Speech

## STRENGTHS

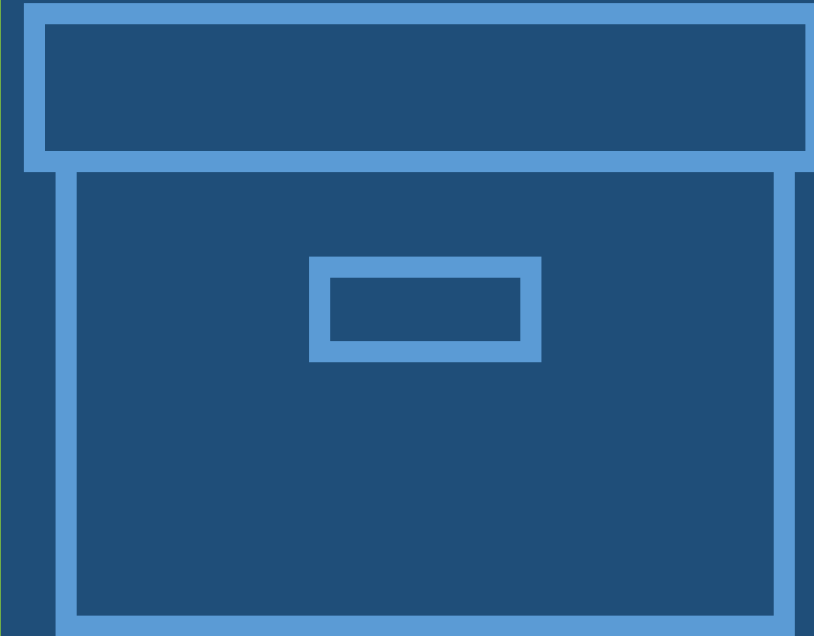
- Visual learner
- Advanced Reader
- Knows ABC's and Letter Sounds
- Can count to 30
- Social and Kind
- Funny
- Smart
- Great Friend
- Fast Learner
- Excellent Memory

## WHAT DOESN'T WORK

- Being Rushed
- Sudden Change in Activity
- Negative Talk
- Yelling
- Assuming I Don't Understand

**I LOVE:** My Parents, My Brothers Will and Luke, Taco Bell, Dancing and Rap Music.

# Materials







**Questions?**



**Family Voices Colorado  
Can Help!  
Contact Us**

[info@familyvoicesco.org](mailto:info@familyvoicesco.org)  
(303) 877-1747

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