



# *Keeping Track*

**MOVING FORWARD**



**OUR 2024 WEBINAR SERIES**

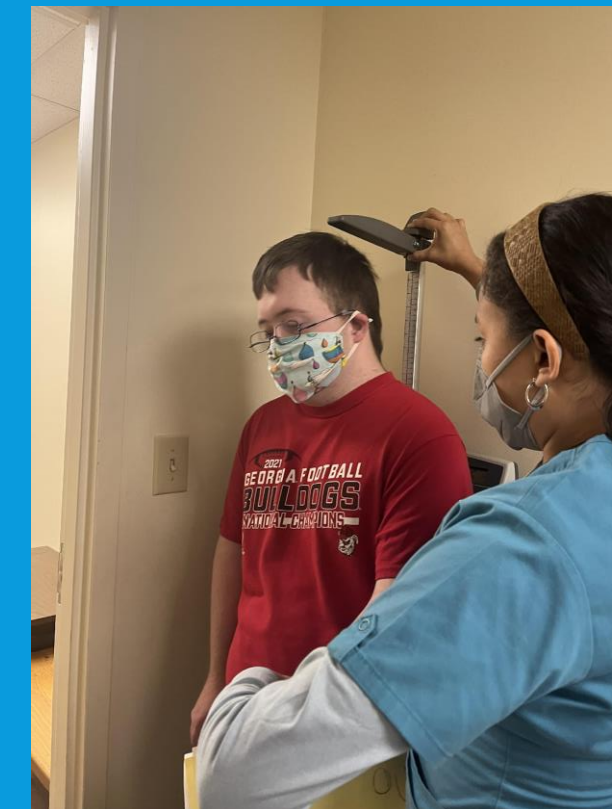


# WELLNESS WITHOUT BARRIERS



## Our Mission:

ADMH provides comprehensive, coordinated, person-centered healthcare for teens and adults with developmental disabilities. We strive to empower individuals and their families to become advocates for their own health and wellness needs.





# Keeping Track:

Organizing Medical and School Records

Sitara Nayak, VP of Programs

May 15, 2024





**Our mission is to support Georgia families and individuals from birth to 26 impacted by disabilities or special health care needs.**



# What we do . . .

## 7 Core Services

- Special Needs Database
- Roadmap to Success
- Supporting Parents
- One-on-One Assistance
- Navigator Project
- Free Trainings
- On-Line Opportunities





**Give Parent to Parent of  
Georgia a call!**

**770-451-5484**

**or**

**1-800-229-2038**

**Website:**

**[www.p2pga.org](http://www.p2pga.org)**



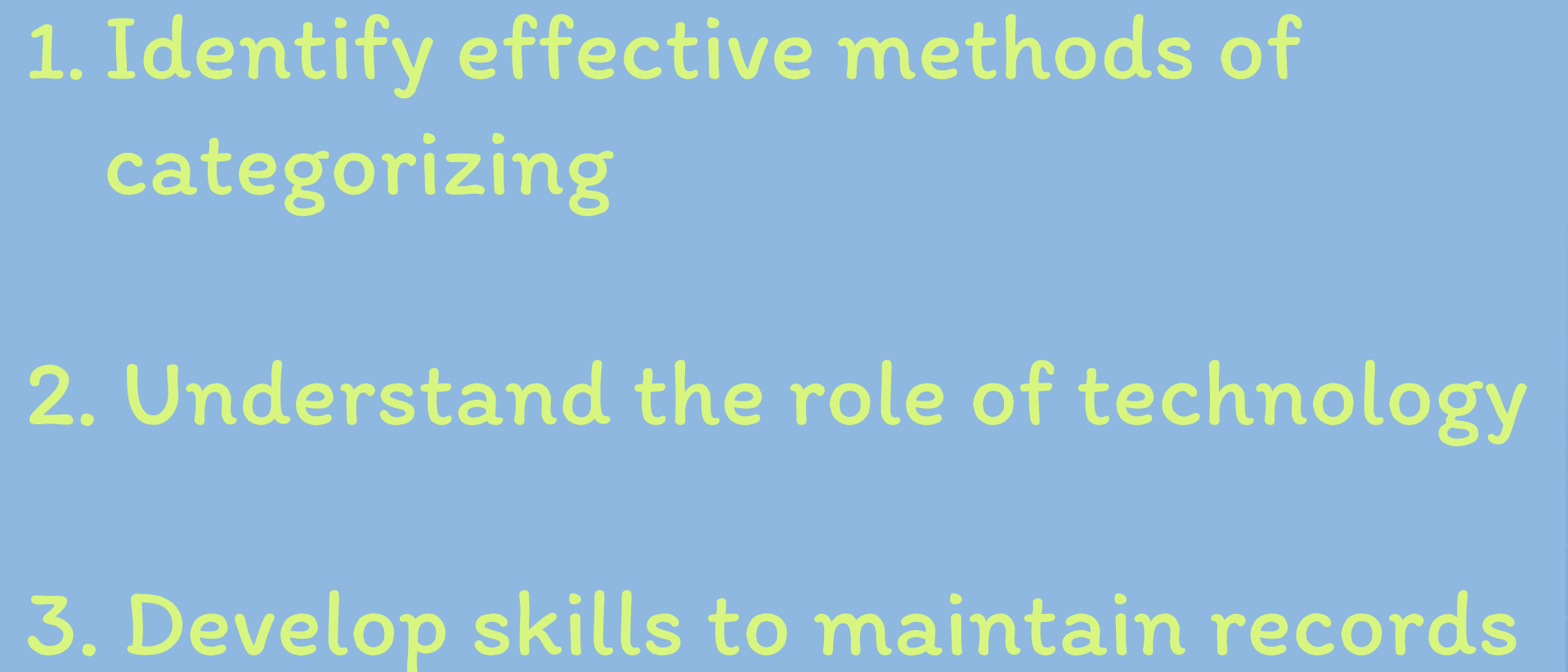




# What we will learn today?

At the end of this session, participants will be able to.....



- 
1. Identify effective methods of categorizing
  2. Understand the role of technology
  3. Develop skills to maintain records



# Why Keep & Organize Records?



QUICK ACCESS TO  
RELEVANT INFORMATION



NEW  
SCHOOLS DOCTORS,  
CAREGIVERS..



BETTER ADVOCATE FOR  
YOUR CHILD

# ORGANIZATION TIPS

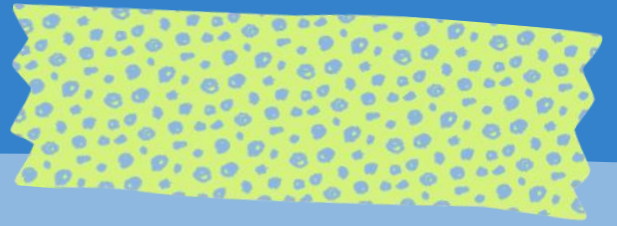
01 Organize by Topic

02 Organize by Date

03 Think Long Term



# Categorization



01

MEDICAL

03

CALENDAR

⋮

⋮

⋮

⋮

SCHOOL

02

INSURANCE

04

# IEP BINDERS

## 01 Organize by Topic

- ❖ IEP
- ❖ BIP
- ❖ Evaluations
- ❖ School Contact List
- ❖ Report Cards/Progress Reports
- ❖ Class Work Samples

## 02 Organize by date

- ❖ Most current one at the top

## 03 Think Long Term

- ❖ Is this for one year or multiple years



# MEDICAL BINDERS

## 01 Organize by Topic

- ❖ Each Specialist should have their own tab
  - Medications, Dosages
  - What's worked
  - Why it was discontinued
  - Labs/imaging
- ❖ Contact information of current medical professionals
- ❖ Equipment
- ❖ Pharmacy
- ❖ Therapists
- ❖ Katie Beckett Application


## 02 Organize by date

- ❖ Most current one at the top

## 03 Think Long Term

- ❖ Is this for one year or multiple years

# Insurance



Bills  
EOB



Coverage  
Information



Communication  
Logs



➤ Keep track of appointments

➤ To-do Calendar

- Renewal dates
- Application reminders
- Medication refill reminder
- Tasks that need to be completed

➤ Use the Calendar as a Dairy

- Change in medications
- Changes in behavior
- Chronic illness
- If you have to pick up your child early from school







**Digital or PAPER or Both?**



# DIGITAL OPTIONS



## SCANNING APPS

- Adobe Scan
- Genius Scan
- Microsoft Office Lens
- Apple Notes



## CLOUD STORAGES

- Google Drive
- Drop Box
- Microsoft One Drive



## DIGITAL VAULTS

- Everplans
- Cake
- GoodTrust
- AfterValut



## OTHER OPTIONS

- Flash Drives
- External Hard drives

# How long to keep documents?



**10 Years  
For Adults**

All Medical Records  
lab results,  
evaluations,  
discharge  
summaries, bills..



**10 Years**

After they  
become adults  
All Medical Records  
Lab results,  
evaluations,  
discharge  
summaries, bills..



**PERMANENT**

Diagnostic  
paperwork  
Birth Certificate  
School Transcripts



**2 years  
At Least**

School Worksheets,  
communication  
logs, daily school  
reports, etc.

# Maintenance



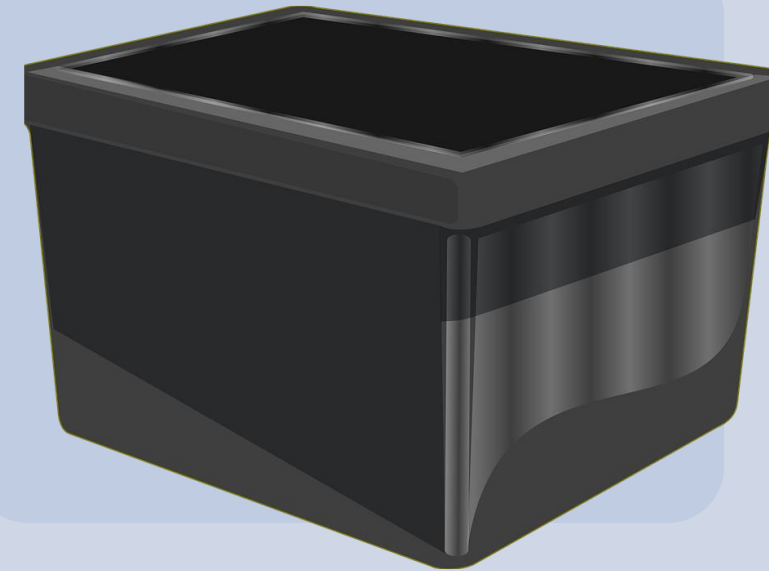
## SCHOOL

- ✓ IEP
- ✓ Letters from School
- ✓ Work Samples
- ✓ Evaluations
- ✓ BIP
- ✓ Report Cards
- ✓ Progress Reports



## MEDICAL

- ✓ Lab Results
- ✓ Prescription Order
- ✓ Diagnostic Results
- ✓ Equipment orders
- ✓ Notes from Drs
- Office visits

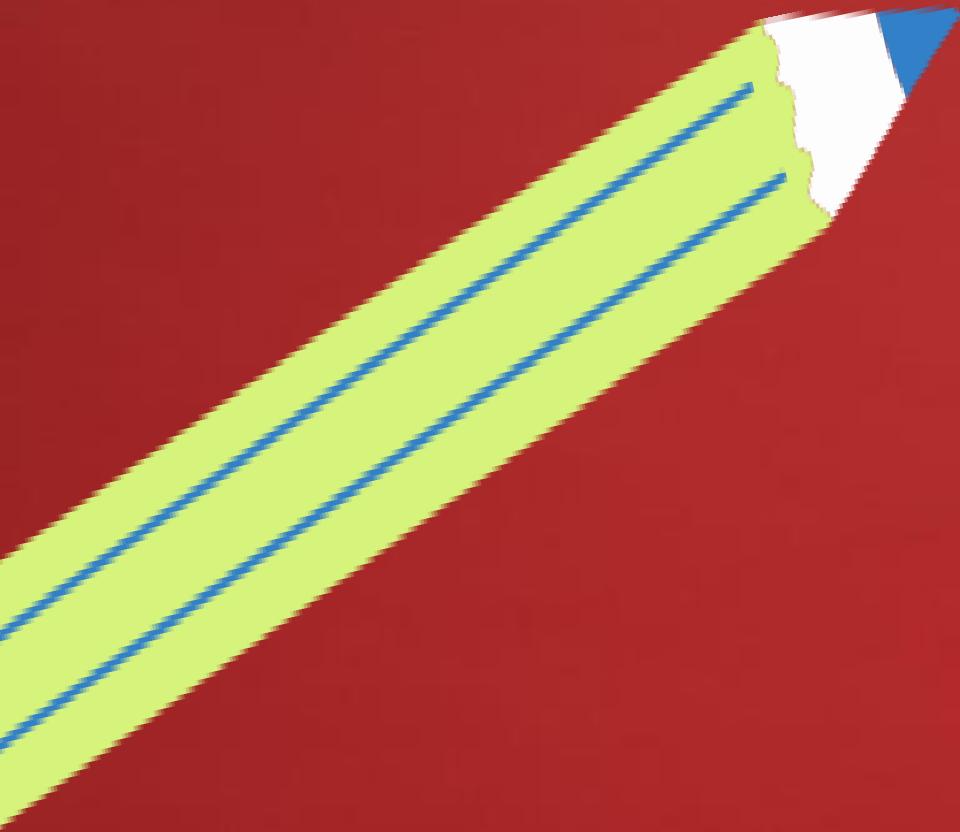


## INSURANCE

- ✓ EOB
- ✓ Coverage Information
- ✓ Communication logs
- ✓ Bills



# KEEPING IT CURRENT!!!





# Examples of IEP/Medical Summaries

### His Strengths

- Kindness
- Great sense of humor

### HIS LIKES...

- Watching Jeopardy
- Being Outdoors

### His Strengths

- Photographic memory
- Thrives on social interactions

### HIS LIKES...


- Objects that spin-like windmills
- Spelling Games

### HIS LIKES...

- Interacting with peers and adults
- Music & Dancing

### His Strengths

- High Emotional IQ
- Visual and Auditory Learner



FOOD & EATING		HYGIENE NEEDS	
Breakfast	3 Bananas Pureed + Powdered Oats as a thickener	Drooling	Ishan drools a lot and refuses to wear his bib, so you have to constantly clean his face due to excessive drooling. You also have to change his shirt & shorts at least once during the day
Lunch	It consists of rice+vegetables+lentils all pureed and & Yogurt Typically he will eat one spoon of veggies and one spoon of yogurt and we make him make a choice. He will point to which one he wants.		
Snack	It's again the same lunch but without yogurt.		
Eating Utensils & Feeding	He needs full assistance while eating. He doesn't require any specialized eating utensils if he is being fed.	Toileting Needs	Ishan is incontinent for both urine & bowel and needs full assistance with diaper changes. Please change his diaper every 4 hours. Due to Crohns he sometimes has loose stools. Please note any bowel related issues on his Daily Log sheet.
Cooking in class	If you make stuff in class, he can pretty much taste anything (except sesame seeds). You can give it to him in tiny bits. He will either swallow or spit it out.		
Liquids	Ishan rarely drinks water. If he does request "Udha" then he can be given water from a regular cup. But will need full assistance and you will have to hold a towel underneath the cup as it does spill from his mouth. He does choke on thin liquids but he will cough it out.		

### John Doe - Medical History

#### ENT Visit

Date of birth: 10/21/2006	Current Weight: 85 lbs	Height: 5'0
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List of Current Diagnoses		List of Current Medications		
Cri Du Chat syndrome	Bilateral Hearing Loss-	Medication	Dosage	Frequency
Crohn's Disease	Partial Trisomy 9	Mercaptopurine	50 mg	1xday
Complete Agenesis of Corpus Callosum	Astigmatism & Myopia	Ondansetron (Zofran)	8 mg	1xday
Epilepsy	GERD	Vimpat	200 mg	2xday
Cerebral Palsy	Chronic Ear infections	Amoxicillin		PRN

#### ADL:

John is non-verbal, and has significant intellectual disabilities. He needs assistance with all his daily needs such as toileting, eating, grooming. He has good upper body strength, and can wheel his chair, but he doesn't have a sense of danger.

#### Ear Infection history:

Over the past three years, he's been getting ear infections at an increased frequency. Until early 2021, the ear drops would help clear it up. But now he seems unresponsive to the drops. He has been on oral antibiotics frequently, which seems to temporarily help.

YEAR	# of Ear Infections
2021	10
2022	20
2023	11 so far

#### List of Procedures Related to ENT

Date/Time Period	Procedure	Reason
November 2006	Hearing ABR under sedation	Result: Failed test
Feb 2007	Hospitalization-Procedure	Ear tubes
Sept 2010	Hospitalization-Procedure	Ear Tube replacement
Oct 2012	Hospitalization-Procedure	Hearing BAER under sedation Results: Inconclusive
Oct 2013	Hospitalization-Procedure	Ear tubes replacement and adenoids removal
Oct 2016	Hearing BAER under sedation	Hearing Loss-Moderate-Hearing aides
Jan 2018	Hospitalization-Endoscope	Results: Severe Reflux, no allergies
Feb 2019	Upper GI Barium Swallow study	Results: severe reflux, but no obstruction

If you need more information please contact Jane Doe (John's Mom & Legal Guardian)

333-444-5555 goodhealth@gmail.com

June 22, 2023



Celebrate small  
wins!!





# Credits

- **PACER Center**
- **Understood.org**
- **Parent to Parent of NYS**
- **Military One Source**





# Thank you!

Contact

[www.p2pga.org](http://www.p2pga.org)

800-229-2038





# QUESTIONS AND FEEDBACK

Do you have any questions  
for Sitara?

Thank you for your time this  
evening!

Please take just a moment to  
complete our Zoom poll.

