



Other Information

This is a section to use for other service systems and programs (such as Headstart or WIC). It contains the same forms as the other sections, which you can change to meet your needs.

- Encounter Form – This is an index of information in this section. Record each meeting or talk you have and the purpose of the discussion.
- To Do List – This is a place to write reminders to yourself.
- Notes To Take To The - This is a form you can customize to help you prepare for meetings.
- Telephone Log – This is a place to keep a more detailed record of telephone conversations. This way, you can refer back to previous conversations and have a record of whom you spoke with and what was discussed.

In addition, we have included some other forms you may find useful.

- Medication Log – This is a place to keep an ongoing record of the medications your child takes. A handy idea is to use a highlighter pen to line-out the medications your child no longer takes so that is easy to spot current medications and dosages.
- Equipment Log – This is a place to keep an ongoing record of the equipment your child uses (such as wheelchairs, communication systems, etc.). You can also use a highlighter pen to line out the equipment your child no longer uses so that is easy to spot current information.
- _____ Log - This is a log for you to use anyway you find useful.