

Prepared and Powerful: Family Binder Activity Workshop

Workshop Outline and Speakers Notes

- 1) Identify purpose
 - Communication of information
 - Consolidation of information
- 2) Intended usage
 - Identify needs specific to family
 - Situations when you would want this info handy
- 3) Intended audience
 - Who will see it? Who will use it? Who will get copy?
 - Caregiver, YOU, medical team, teachers, other service providers
 - Consider different versions – one for you, one for caregiver, may be able provide specific relevant copies to some providers
- 4) Individualize for you!
 - This is a powerful tool to keep you organized and give you the confidence to speak on their behalf
 - Include the individual in the development if appropriate
 - Documentation and records will strengthen your opinion and voice
 - Collect tips and suggestions that are meaningful to you – for advocacy, practical home situations
 - a) Define content
 - Choose the sections and content that makes the most sense for your specific situation. Collect what you will use.
 - b) Bring photo
 - Give visual image of real person to ground discussions
 - Easy for identification purposes, i.e. between three kids
 - c) Personal stories
 - Gives perspective of person, not just diagnosis but what it means for real life
 - d) Order priority
 - Emergency and contact information should be at the front
 - Include family resources, trusted adults
 - Allergies & Medical crisis info
 - Consider keeping the personal stories and photos at the front to paint the picture of the real person the information pertains to
 - e) Style – graphic and organization
 - Flags and tabs, pockets, business card holders, dividers, colour-coding

- 5) Typical options and special lists
- 6) Collecting copies of records
 - a) Ask for copies from care providers
 - b) Ask for 'unofficial' documentation of events/observations
 - ** Particularly during assessment and diagnosis phases
 - Can help frame that situation is real, not just you!
 - c) Websites for charts & forms
 - d) Brainstorming for more content ideas
- 7) Keep updated
 - Easy to use, in emergency – confidence in information
 - a) Layer back to front
 - Keeps most current information at beginning of section
 - b) Move outdated information to filing system