



Follow these steps to set up your child's notebook:

Step 1: Gather information you already have.

- Gather up any health information about your child you already have. This may include reports from recent doctor's visits, recent summary of a hospital stay, this year's school plan, test results, or informational pamphlets.

Step 2: Look through the pages of the Utah Care Notebook.

- Which of these pages could help you keep track of information about your child's health or care?
- Print off the entire Notebook or choose the pages you like. Print copies of any that you think you will use. The Care Notebook pages are available at www.medhomeportal.org. Go to the For Families section, then Managing and Coordinating Care, then choose Utah Care Notebook. You can also call Utah Family Voices to get printed copies at 801-584-8236 or 1-800-829-8200.

Step 3: Decide which information about your child is most important to keep in the Utah Care Notebook.

- What information do you look up often?
- What information do people caring for your child need?
- Consider storing other information in a file drawer or box where you can find it if needed.

Step 4: Put the Utah Care Notebook together.

- Everyone has a different way of organizing information. The only important thing is to make it easy for **you** to find again. Here are some suggestions for supplies used to create a Care Notebook:
- **3-ring notebook** or large accordion envelope. Hold papers securely.
- **Tabbed dividers**. Create your own information sections.
- **Pocket dividers**. Store reports.
- **Plastic pages**. Store business cards and photographs.

