



Silent Voices Speak™

Advocacy Plan

Date _____

Personal Demographic Information

Child's Name _____ Date of Birth _____

Place of Birth _____ Gender _____

Height _____ Weight _____ Eye Color _____ Hair Color _____ .

Distinguishing Marks _____

Parent/Guardian _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____ .

Emergency #1 _____ Person/Relation _____

Emergency #2 _____ Person/Relation _____

School Grade _____ Teacher _____ Phone _____

School Name _____ Phone _____

Principal _____ Phone _____

School Address _____

Brothers _____

Sisters _____

Grandparents @ Home _____

Others in Home _____

Presenting Problem(s) Statement

Presenting Problems in Measurable/Observable Behaviors

Goal Statement w/Timelines

Goal #1

Goal #2

Objectives w/Timelines & Methodology

Objective 1-A Date Due _____

Objective 1-B Date Due _____

Objective 1-C Date Due _____

Objective 2-A Date Due _____

Objective 2-B Date Due _____

Objective 2-C Date Due _____

Current Services

Primary Care Physician _____

Address _____

Phone _____

Service Provided _____

Psychiatrist _____

Address _____

Phone _____

Service Provided _____

Specialist _____

Address _____

Phone _____

Service Provided _____

Therapist _____

Address _____

Phone _____

Service Provided _____

Counselor _____

Address _____

Phone _____

Service Provided _____

Other _____

Address _____

Phone _____

Service Provided _____

Current Support Systems

Family _____ Phone _____

Friends _____ Phone _____

Neighbors _____ Phone _____

Religion _____ Phone _____

Work _____ Phone _____

Clubs _____ Phone _____

Agencies Involved Name

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Strengths – Individual & Family

Individual Strengths (Persons that help your family)

#1 _____

#2 _____

#3 _____

Family Strengths (Things that help your family function well)

#1 _____

#2 _____

#3 _____

Barriers to Success (Things that stop your family from Succeeding)

#1 _____

#2 _____

#3 _____

Funding Resources

Private Health Insurance _____

Public Health Insurance _____

Ribicoff (Federal Funding) _____

SCHIP (State Children Health Insurance Program) _____

School Insurance _____

Employment #1 _____

Employment #2 _____

Social Security _____

Social Security Disability _____

Juvenile Justice _____

Behavioral Health _____

School District _____

Free/Reduced Lunch _____

Church _____

Community Food Banks _____

Social Workers _____

Service Organizations (Kiwanis, Rotary, Lions, etc.) _____

Other _____

Power Resources Available

State Legislators

1. Senate _____

2. House _____

3. House _____

Congressman

1. U. S. Senator _____

2. U.S. Representative _____

Office of Civil Rights (OCR) _____

Ombudsman Office _____

Governor's Office _____

Bazelon Center for Law _____

State Center's for Disability Law _____

State Department of Education _____

State Department of Special Education _____

Advocate _____

Attorney _____

State Attorney General's Office _____

County Attorney's Office _____

Media (Newspapers, Television, Radio, Letters to Editor, Internet)

Notes

Family Call Log

Person _____ Date/Time _____

Topic _____

Main Points

- _____
- _____
- _____

Tasks to Do

- _____
- _____
- _____

Meeting Logs

Meeting Title: _____

Date/Time/Place: _____

Persons Present	Represents	Issue

Outcome:		

Documentation

- ❖ Recorded – Most often you will be outnumbered in the meetings that you request or meetings requested by others. One of the great equalizers is to bring a tape recorder with you. You will be extremely surprised how its presence will change the tone, atmosphere and professionalism of the people seated across the table from you. It works. It allows you to not spend your time writing feverishly to document what the others are speaking about. They are not speaking faster because they are smarter than you, they are speaking faster because it is a language and vocabulary they have been using every day for years and you are just learning. If you speak the vocabulary and language of your work, I am fairly sure that teachers and administrators will not be able to keep up with you either.
- ❖ Video Taped –On rare occasions I have heard of Parents or family members videotaping meetings or their child’s behavior in school and at home. It is extremely hard to minimize a child’s behaviors, ignore those behaviors or say they do not exist when they are on videotape. If a single picture is worth a thousand words just think how many words a videotape must be worth?
- ❖ Conference Calls – Conference calls are a wonderful way of having all the people who are supposed to be at a meeting be a participant at the meeting. It is rarely used but it is an important and critical tool for Parents and Family members who are advocating for their children no matter what system they are navigating. It brings a level of professionalism, accountability and structure not always used when it is just you and the few people from whichever system you are navigating. Depending on your individual state’s laws it is possible to record some conversations with or without other people’s knowledge or permission including conference calls.
- ❖ Call Logs – Call logs are an important and valuable tool in organizing and documenting the events that occur and the events that do not occur in your phone conversations. Information and data are powerful when used to show your efforts and the efforts or lack of efforts on other people’s piece of collaboration for your child and family. It does not have to be a complex or elaborate system. A simple binder kept by the telephone with a simple template like the one below is more than sufficient for your purposes.
- ❖ Date Book – A date book helps you to organize and prepare for future meetings, observations, appointments, staffings, court dates and activities for your child, you and your family. It documents the past history and status of all the items just listed. It shows a history of just how busy and stressed your life can become and will help to demonstrate that to others when requesting service such as respite care or in home supports for your child and family. It is an

excellent documentation history of Physician and medical visits for future referral and documentation purposes.

- ❖ Home Calendar – Another invaluable tool for documentation and assisting you and your family stay up to date and on schedule is a “large” Home Calendar. These may be bought at dollar stores or on sale at other office and department stores. The calendar usually has large boxes making them easy to write a lot of information inside in a short amount of time. They are great for documenting not only all the same items as in your Date Book but are marvelous at being a quick and easy way to document behaviors, confrontations or episodes. This information can demonstrate cycles of your child’s behaviors, the frequency of occurrence and the intensity of behaviors. This is valuable information in demonstrating the needs for services, the impact of treatment, and impact or side effects of medication.

- ❖ Written Log/Journal – Some Parents and families have found a Journal, Diary or Written Log of what happens each day, week and month as a useful documentation tool. How you keep this material is not as important as the fact that you are keeping it in some fashion. You can keep it in a three ring binder, on your computer, on three by five cards, a file box or an accordion file, what works best, easiest and most consistent for you is the most important piece. You may organize it in any manner that you sit fitting for you and your family. Recording the sequence of all Physician appointments, medications prescribed, purposes of medications prescribed, treatment methods attempted with what worked and what did not work, school discipline referrals, attendance, and diagnosis of medical, educational, dental or mental health in nature. Then anything your “common sense” and “gut feelings” tell you need to be documented because they just do not seem right in some way.

- ❖ Business Card Holder – The Business Card Holder may be found at the dollar store, discount office store or department store. This is a quick and easy way to get all the information you wish about the people you are dealing with or that are dealing with your child, family and you. They usually will hold about fifty business cards and slip into a purse, folder, briefcase or other places you need to have it so it is readily available. They are about 10 inches tall and four inches wide with about 20 plastic pages with four cards to a page. You can get about 96 cards which is about what you will need to have for everyone you come into contact with in your journey in advocating for your child and your family. The other unique thing that I have seen many Parents and family members have is their own business card. The office supply store or stationary stores carry them and you can print them right on your home computer.

My Child’s Advocate & Parent		
Name	John Doe	
Address:	Home	
Address:	City, State, Zip	
Phone	Home:	Cell:
E-mail:	llovemychild@yahoo.com	

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