Child Health Notes Instructions:

Adverse Childhood Experiences

To Customize the Child Health Note for Your Community:

We recommend that you only edit and revise the parts of the Child Health Note that are indicated with a number (#). Experts in the field, relative to the health note topic, have carefully reviewed the didactic content material, and we strongly discourage editing those aspects of the health note. However, if you need more space for Local Special Needs Information and Resources specific to the CHN topic, you can select other items to delete in the regional and national internet resources box.

To customize the Child Health Note highlight the (#) and type right over your highlight. By using this method the computer will enter the new information in the appropriate font and type size for each section. The table below identifies the recommended information for each (#).

|  |  |
| --- | --- |
| Numeral  | Instruction |
| (Date) | Indicate the date for this publication. For example: March 2015 |
| (1) | Name of your county |
| (2) | Name the primary agency or program(s) that are distributing the Child Health Notes. For example this may be the local health district or your Medical Home Leadership Network team. |
| (3) | Name of your county |
| (4) | Children with Special Health Care Needs (CSHCN) Coordinator for your Local Health Department/District |
| (5 | Lead Family Resources Coordinator name and contact information for your county (information available at: <http://del.wa.gov/publications/esit/docs/ContactsDirectory.pdf>) |
| (6) | Local School DistrictHow to find School District Special Ed Director info- * This information is updated monthly and is available on the OSPI website. (Start on OSPI home page <http://www.k12.wa.us/>      Offices and Programs tab Special education tab  Publications (<http://www.k12.wa.us/SpecialEd/publications.aspx>)
* [WA Special Education and Institutional Directory](http://www.k12.wa.us/SpecialEd/pubdocs/SpecialEdDirectory.pdf) (PDF).   Table of contents and look up School Districts which are listed alphabetically.    The Director of Special Services is the second person listed for each school district and contact info is there.
 |
| (7) | Parent Support program- Use the state contact for Parent to Parent number (**1-800-821-5927)** or a specific county resource if more appropriate<http://arcwa.org/getsupport/parent_to_parent_p2p_programs> |
|  | Other- are there other county-specific resources you wish to list? Feel free to arrange the local resources in whatever order makes sense for your county. |

**CONGRATULATIONS!** You have a customized Child Health Note for your community.