

Dear Parents,

This Special Care Organization Record (SCOR) has been developed just for you—parents with children with special health care needs. We offer the SCOR to you with deep appreciation for the central role you play in the life and care of your child as well as the service you have provided to our country. We hope it will serve you well as a guide in organizing and keeping track of your child's records, appointments, and other important information. Families have used this guide to organize their thoughts and questions before a doctor's appointment, as a diary to write down what the doctor is saying while at the appointment, as well as keeping all the medical information in one consolidated and convenient place.

You are encouraged to make this record work for you! Create your own sections; remove and rearrange pages to fit your needs; and personalize it with drawings, stickers, photographs, and special articles and resources you've found helpful. The SCOR pages may be downloaded and printed from this site. It is in Microsoft Word, and in a format easy to enter your information.

Once you are ready to start completing the information, place your cursor on the gray block after NAME on the PERSONAL HISTORY page. Click on "Tools" and then "Protect Document". Ensure that "Forms" is checked and password protect if you like. You must remember the password in order to access the document in the future. Now you are ready to type and tab for completion of your SCOR! If you need to refer to the first few pages again, simply click on "Tools" and then "Unprotect Document".

If you have suggestions or comments about the SCOR, please feel free to contact the Special Needs Consultant at [specialneeds@tma.osd.mil](mailto:specialneeds@tma.osd.mil).

Improving the Quality of Life for Military Members with Special Needs Task Force gives much thanks to the Center for Children with Special Needs and the Washington State Department of Health, Children with Special Health Care Needs Program. These organizations are the original Care Guide authors of this document. The Department of Defense Assistant Secretary of Defense for Health Affairs was given permission to use this as a template and incorporate changes geared towards our military families.



## Special Care Organization Guide (SCOR)

### ✓ What is the SCOR?

The Special Care Organization Record is an organizing tool for families who have children with special health care needs. Use the SCOR to keep track of information about your child's health and care.

### ✓ How can the SCOR help me?

In caring for your child with special health needs, you may get information and paperwork from many sources. This organization record helps you organize the most important information in a central place. The SCOR makes it easier for you to find and share key information with others who are part of your child's care team.

### ✓ Use your SCOR to:

- ❖ Track changes in your child's medicines or treatments
- ❖ List telephone numbers for health care providers and community organizations
- ❖ Prepare for appointments
- ❖ File information about your child's health history
- ❖ Share new information with your child's primary doctor, public health or school nurse, daycare staff, and others caring for your child
- ❖ Review the checklist prior to making a PCS move

### ✓ What are some helpful hints for using my child's SCOR?

- ❖ Keep the SCOR where it is easy to find.
- ❖ This helps you and anyone who needs information in your absence.
- ❖ Add new information to the SCOR whenever there is a change in your child's treatment.
- ❖ Consider taking the SCOR with you to appointments and hospital visits so that information you need will be close at hand.

### ✓ How do I set up my child's SCOR?

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

### ✓ Step 1: Gather information you already have.

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

### ✓ Step 2: Look through the pages of the SCOR.

- ❖ Which of these pages could help you keep track of information about your child's health or care?
- ❖ Choose the pages you like. Print copies of any that you think you will use.

### ✓ Step 3: Decide which information about your child is most important to keep in the SCOR.

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

### ✓ Step 4: Put the SCOR 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 the SCOR:
  - ❖ 3-ring Guide or large accordion envelope.  
Holds papers securely.
  - ❖ Tabbed dividers.  
Create your own information sections.
  - ❖ Pocket dividers.  
Store reports
  - ❖ Plastic pages.  
Store business cards and photographs.

Helpful Websites	Child Care Support
Personal History	Respite Care
My Birth	Transportation
Comments about my Diagnosis and Surgeries	My Daily Routine
Hospital Tracker	Diet Tracking Form
Lab Work - Tests	Personal Hygiene
Immunization Record	Behavior Help
Case Manager	About Me
My Pharmacy	Describe My Day
TRICARE	School History
Insurance Information	Education (IEP)
Medical Bill Tracker	Social Experiences
Medications	Emergency Plan
Family Medical History	Estate/Future Plan
Provider Information	Family Information
Equipment and Supplies	Other Relatives
Outpatient Therapy	Child Advocates
My Doctor Visits	Living Arrangements
Watch Me Grow!	Money Information
Early Intervention Services	Guardianship
Family Support Resources	Appointment Log
School Support	Acronym Index
	Moving Checklist

Below are some websites you may find helpful.

Military HOMEFRONT: <http://www.militaryhomefront.dod.mil>

MilitaryHOMEFRONT is the central, trusted, up-to-date source for Service members and families to obtain information about all Quality of Life programs and services. Whether you live the military lifestyle or support those who do, you'll find what you need!

Military OneSource: <https://www.militaryonesource.com>

Military OneSource is designed to help you deal with life's issues. Our consultants are available 24 hours a day, 7 days a week, 365 days a year. You can call in and speak to a master's level consultant or you can go online to access information or email a consultant.

TRICARE: <https://www.tricare.mil>

Information about your military health plan. Find military treatment facilities and other TRICARE resources here!

Exceptional Family Member Program:

[Army](#)

[Navy](#)

[Air Force](#)

[Marine Corps](#)

Medical Summary - [DD Form 2792](#)

Educational Summary - [DD Form 2792-1](#)

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**Personal History****Special Care Organization Record**

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Name:

Please call me:

Date of Birth:

Blood Type:

Social Security #:

Allergies:

My Caregivers:

Where copy of birth certificate is located:

Where copy of Social Security card is located:

Home Address:

Phone#:

Fax#:

County:

Emergency Contact Name:

Emergency Contact Number:

Mother's Name:

Father's Name:

Social Security Number:

Social Security Number:

Sponsor (Yes/No):

Sponsor (Yes/No):

Address:

Address:

Daytime/Evening Phone:

Daytime/Evening Phone:

Cell Phone:

Cell Phone:

Sibling's Name:

Age:

Sibling's Name:

Age:

Sibling's Name:

Age:

Sibling's Name:

Age:

Sibling's Name:

Age:

Sibling's Name:

Age:

Other household members:

Language spoken at home:

Other languages:

**When I was born:**

(birth history, pregnancy, location, complications, neonatal hospitalization)

**My diagnosis:**

Date / Year	Diagnosis

**My surgeries:**

Date / Year	Procedure	Results

## **My Diagnosis and Surgeries**

Comments about my diagnosis and surgeries:





**Immunization  
Record**

**Special Care Organization Record**

	1.	2.	3.	4.	5.
DtaP					
DT					
Polio					
HIB					
Prevnar					
MMR					
Varicella					
HBV					
TB					
Flu					
Other					
Other					

My Case Manager is:

Address:

Wk Phone Number:

Fax Number:

Please attach the plan of care provided by your Case Manager

Notes:

Name:

Phone:

E:mail:

Address:

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Name:

Phone:

E:mail:

Address:

[TRICARE Service Center Information](#) Click here to find your local TRICARE Service Center (TSC).  
Then click on your Region. Click on the right navigation bar to find your closest TSC.

TRICARE Regional Office (TRO):

E-Mail:

Address:

City:

State:

Zip:

Phone:

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TRICARE Service Center:

E-Mail:

Address:

City:

State:

Zip:

Phone:

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Beneficiary Counseling and Assistance Coordinator (BCAC):

E-Mail:

Address:

City:

State:

Zip:

Phone:

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Debt Collections Assistance Officer (DCAO):

E-Mail:

Address:

City:

State:

Zip:

Phone:

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**Insurance Information** | Special Care Organization Record

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(Please note all insurance providers including SSI, Medicare/Medicaid if applicable)

Other Insurance Name:

Policy Number:

Contact Person / Title:

E-Mail:

Phone:

FAX:

Address:

Case manager:

Phone:

FAX:

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Supplemental Security Income (SSI):

Contact Person / Title:

E-Mail:

Phone:

FAX:

Address:  
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Other:

Contact Person / Title:

E-Mail:

Phone:

FAX:

Address:

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