A Week by Week Plan for the Next 100 Days

Getting Organized

The first thing you will need to do is get yourself organized. You may already find you've accumulated a lot of paperwork about your child and about autism in general. Organizing the information and records that you collect for your child is an important part of managing his or her care and progress. If you set up a simple system, things will be much easier over time. You may need to stop by an office supply store to pick up a binder, dividers, some spiral notebooks, loose leaf paper or legal pads and pens.

The Binders

Many parents find that binders are a great tool for keeping the mountain of paperwork down to a more manageable, size and for sharing information. You may want to organize by subject or by year. In either case, here are some of the subjects that you are likely to want to have at your fingertips:

Contacts
A section for service providers, caregivers and others

Schedules
A section for therapy times, program start and end dates, deadlines

Diagnosis
A section for medical documents and any prescriptions

Therapy
A section for speech, occupation therapy, SI and so on (multiple or sub sections may be necessary)

Individualized Family Service Plan (IFSP)
A section for your child's IFSP and related documents (for children under three years of age)

Individualized Education Plan (IEP)
A section for your child's IEP and related documents (for children age three and older)

We've included a sample contact list, phone log and weekly planner in this kit so you can copy and use them as needed. You may also want to summarize your child's progress in therapy and at school with cover sheets in each section; sample summary sheets are also in the Resources section.

Using Your Weekly Planner

The timeframe and action items will vary depending on your child's symptoms, age, where you live and what you have already accomplished. Even if you are very on top of this, it may take a while to be able to access additional evaluations and the services that your child needs.

Start Now