



## FOCAF Essential Working Pages Pack

*A lighter print pack of the pages families are most likely to use more than once.*

### **Use this pack when**

you do not need the whole binder, but you do need clean pages to print again for notes, follow-up, appointments, school contacts, transitions, and calmer family organization.

This print set is practical support material. It is not legal advice.



# What is in this refill pack

These are the FOCAF pages families are most likely to print again as working sheets.

Packet	Use it for	Pages
<b>Prepare + Organize Family File</b>	Names, dates, notices, timeline notes, questions.	3-7
<b>After the Hearing + Next 7 Days</b>	Follow-up steps, updates, next calls, school/provider notices.	8-11
<b>Child Well-Being Organizer</b>	Routine, school, health, transitions, pattern notes.	12-18
<b>Transitions + Communication Sheets</b>	Weekly messages, handoffs, contact notes, follow-up.	19-23
<b>School + Care Team Sheet</b>	A clean child snapshot for school, childcare, counselor, doctor, or helper.	24-26
<b>Appointments + Medication / Care Log</b>	Visits, prescriptions, instructions, missed or follow-up items.	27-29
<b>Keep it child-centered</b>  Use these pages to keep family information clearer, calmer, and easier to follow. They are not for building conflict.		



## Prepare + Organize Family File

A printable working packet for names, dates, papers, questions, and next steps.

*Use this when the basics are scattered and the next call, visit, or hearing will go better if they are all in one place.*

- This is a family-help organizer, not a government form.
- It is designed to help you gather the right basics without trying to retell everything at once.
- Use it before a clinic visit, an official call, a filing question, a hearing week, or a follow-up conversation.

Maine family-help materials designed to be printable, calmer to use, and easier to carry under stress.



QUICK START

# How to use this packet

- Start with the next date, notice, or event that matters most.
- Fill in the names, contacts, and top papers first.
- Write the shortest accurate timeline you can manage.
- Keep only two or three questions for the next call or visit.
- After each contact, write down the answer and the next step immediately.

### This packet works best when you keep it practical

- Use dates, names, and documents instead of long narrative.
- Keep the child impact visible when the question is really about routine, school, safety, health, or transitions.
- Update the working folder the same day if possible.

### Core names and contacts

Adult name

Other adult / caregiver

Child / children

Safe callback number

Email

County / court / agency

Case / docket / agency number

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### Dates that matter right now

Date	What it is	What I need to do next



<b>Top papers to gather</b>	
<b>Paper or record</b>	<b>Check / note</b>
Newest notice, order, or official letter	<input type="checkbox"/>
Any document with a deadline or instruction	<input type="checkbox"/>
Parenting-plan or schedule paper	<input type="checkbox"/>
Child-support notice or review paper	<input type="checkbox"/>
Housing, lease, or utility paper if it affects the situation	<input type="checkbox"/>
School record or attendance note that helps explain the child's situation	<input type="checkbox"/>
Provider note, appointment summary, or medication information	<input type="checkbox"/>
Benefit or agency letter if support or coverage is part of the issue	<input type="checkbox"/>
Short factual timeline	<input type="checkbox"/>
Previous call notes or referral notes	<input type="checkbox"/>



QUESTIONS BEFORE THE CALL

# Keep the next outreach small and clear

Who am I calling or meeting with

Why this contact matters today

What I need to know before I leave

What paper I should have in front of me

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## Top three questions

## The shortest accurate timeline

## Call or visit notes

Date	Who I spoke with	Main answer / next referral	Next step / deadline



HEARING WEEK

# The week-of checklist

<p><b>Confirm first</b></p> <ul style="list-style-type: none"> <li>• Date, time, location, or call-in details</li> <li>• Exact event name</li> <li>• Current order or notice on top</li> </ul>	<p><b>Keep together</b></p> <ul style="list-style-type: none"> <li>• ID if you have it</li> <li>• One notes sheet</li> <li>• Top papers and questions only</li> </ul>
<p><b>Check the day before</b></p> <ul style="list-style-type: none"> <li>• Transportation or parking</li> <li>• Battery / charger / remote access</li> <li>• Childcare or work coverage</li> </ul>	<p><b>Write down before leaving</b></p> <ul style="list-style-type: none"> <li>• What happened</li> <li>• The next date</li> <li>• What still needs to come in writing</li> </ul>
<p><b>Day-of bag reminder</b></p> <ul style="list-style-type: none"> <li>• Phone and charger</li> <li>• Pen and notebook</li> <li>• Water and any needed medication or accessibility item</li> <li>• The newest notice or order</li> <li>• The one page of questions you do not want to forget</li> </ul>	

## After the contact

**What happened**

**What paper I received or expect next**

**Next date / deadline**

**Who still needs to know**

### What still feels unclear



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

# After the Hearing + Next 7 Days

A calm follow-through packet for the first day and first week after a hearing, order, or major family-services step.

**Use this packet when the hearing is over but the work of following through has just started.**

- [ ] Start with what changed: dates, pickup plans, school notices, provider appointments, and anything that affects the child this week.
- [ ] Write down what you understand now and what still needs to be clarified.
- [ ] Do not try to rebuild the whole case file in one sitting. Capture the next seven days first.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.



## First 24 hours vs. next 7 days

First 24 hours	Next 7 days
<ul style="list-style-type: none"> <li>• Write down the order date and the next deadline or return date.</li> <li>• Note any pickup, visit, call, school, or provider changes that start right away.</li> <li>• Put the newest paperwork at the front of the binder or folder.</li> <li>• Circle anything you do not understand yet.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm school, transportation, child-care, or provider updates if they changed.</li> <li>• Schedule needed appointments or follow-up calls.</li> <li>• Keep one running notes page instead of scattering notes across different papers.</li> <li>• Use the communication and transitions sheets for day-to-day follow-through.</li> </ul>

## What changed right away?

Item	What changed	Who needs to know



## Order and follow-through tracker

Deadline / date	What must happen	Paper to keep nearby	Done

## Questions to clarify next

Question	Who can answer it	Next step



## School, provider, and home update planner

Person or place	What they need to know	How I will update them	By when

## Child impact notes this week

Notes



## Child Well-Being Organizer

A parent-use workbook for routines, school, health, transitions, and calm follow-up.

*Use this to keep notes centered on what the child needs, what changed, and what support should happen next.*

- This workbook is meant to reduce noise, not create more of it.
- Keep it child-centered: safety, sleep, school, health, regulation, transportation, and daily functioning.
- Use short, dated notes that help the next school, provider, or support conversation go more smoothly.

Maine family-help materials designed to be printable, calmer to use, and easier to carry under stress.



USE GUIDE

## What belongs in this organizer

<b>What to track</b> <ul style="list-style-type: none"><li>• Routine and stability changes</li><li>• School attendance or concerns</li><li>• Health, medication, or appointment issues</li><li>• Transitions, exchanges, and transportation problems</li></ul>	<b>What to keep out</b> <ul style="list-style-type: none"><li>• Adult scoring</li><li>• Long undifferentiated history</li><li>• Labels without dates or examples</li><li>• Details that do not affect the child's safety or daily life</li></ul>
<b>Good note format</b> <ul style="list-style-type: none"><li>• Date</li><li>• What changed</li><li>• How it affected the child</li><li>• What support or follow-up is needed</li></ul>	<b>Best use</b> <ul style="list-style-type: none"><li>• School call prep</li><li>• Provider follow-up</li><li>• Weekly routine review</li><li>• Transitions and handoff planning</li></ul>
<b>Keep asking</b> <ul style="list-style-type: none"><li>• Does this note affect safety?</li><li>• Does this note affect stability or routine?</li><li>• Does this note affect school, health, development, or daily functioning?</li><li>• What would help the child most next?</li></ul>	



WEEKLY SNAPSHOT

# Child well-being summary

Child / children

Week of

Main concern right now

Main routine to protect

One person to contact next

One date to keep visible

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## What changed for the child this week

## What would help most next

### Routine and school tracker

Area	Notes
Sleep and bedtime	
Wake-up and regulation	
Meals / appetite	
School attendance / focus	
Homework / routine	
Activities / friendships / supports	
Home stability / schedule changes	

### Health and provider notes

Date	Provider / issue	What changed for the child / next
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**FOR OUR CHILDREN & FAMILIES**

Child Well-Being Organizer

		<b>step</b>



COMMUNICATION AND APPOINTMENTS

# Weekly communication log

Date	Who	What changed for the child	Next step

### Use this page for

- School contacts
- Medical, counseling, or therapy follow-up
- Schedule changes or exchange issues
- Transportation problems
- Anything else that changed routine, care, or support

### School and care team sheet

School / program

Teacher / classroom contact

Counselor / support staff

Pediatrician / provider

Therapist / counselor

Childcare / after-school

Other support person

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### What each person should know this week



**Questions to ask or confirm**



TRANSITIONS AND HANDOFFS

# Keep transitions calmer

Exchange / handoff date

Location

School handoff involved

Childcare or activity handoff involved

Comfort item / bag

Medication / device / charger

Transportation concern

Main protective step for the next transition

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## What made the last transition harder

## What would make the next transition calmer

## Child impact notes



## Transitions + Communication Sheets

Printable refill pages for weekly notes, appointments, school contacts, care-team follow-up, and calmer handoffs.

**Use these pages as working sheets, not as a place to re-write the whole history every week.**

- Use short, dated notes that explain what changed for the child.
- Keep school, provider, and schedule notes in one calmer working set.
- Print extra copies of the pages you use most often.
- Focus on child impact, routine, and the next follow-up step.



# Keep the week in one place

This page works best when it stays short, factual, and easy to carry into the next call or meeting.

## Week details

<b>Week of</b> _____	<b>Child / children</b> _____
<b>Main concern this week</b> _____	<b>Main protective step this week</b> _____

## School, provider, and schedule log

Date	Who	What changed for the child	Next step
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## What helped this week

_____
_____



APPOINTMENTS

# Track what was set, changed, or still needs follow-up

Use this page for medical, counseling, therapy, school-support, or other care appointments.

## Appointment log

Date	Provider / office	Reason	What changed	Next step
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## Questions to ask or confirm

Question 1

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Question 2

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Question 3

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# Keep the important contacts and patterns visible

This page helps the next school or provider conversation start faster.

## Core contacts

<b>Teacher / classroom contact</b> _____	<b>School office</b> _____
<b>Counselor / social worker</b> _____	<b>Pediatrician</b> _____
<b>Therapist / counselor</b> _____	<b>Childcare / after-school</b> _____
<b>Other support person</b> _____	

## What each person should know this week

Keep this child-centered: attendance, medication, transportation, regulation, comfort needs, or schedule changes.

_____
_____
_____
_____

## Follow-up log

Date	Who I spoke with	Main issue	Next check-back
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>



# Use one small fix to make the next handoff calmer

Transition notes work best when they focus on routine, belongings, timing, and how the child handled the change.

What helps this child most	What made the last transition harder
<ul style="list-style-type: none"> <li>- Predictable time warning.</li> <li>- Comfort item or bag.</li> <li>- Food or snack needs.</li> <li>- Medication or health needs.</li> <li>- Homework, school material, or device needs.</li> <li>- Sensory or regulation supports.</li> </ul>	<ul style="list-style-type: none"> <li>- Late change or no warning.</li> <li>- Missing item or medication.</li> <li>- Schedule confusion.</li> <li>- No food, fatigue, or dysregulation.</li> <li>- Unsafe or chaotic location.</li> <li>- Too many last-minute messages.</li> </ul>

## Next transition plan

Exchange / handoff date and time _____	Location _____
What needs to go with the child _____	Who needs the plan _____
One small fix we will try next _____	When it will be confirmed _____

## Child impact notes

Write only what changed for the child before, during, or after the handoff.

_____
_____
_____
_____



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FOR OUR CHILDREN AND FAMILIES

## School + Care Team Sheet

A plain-language one-page child snapshot for school, child care, counselors, doctors, and other trusted helpers.

**Use this packet to keep key day-to-day information in one calm place.**

- Keep this child-centered: routines, transportation, contact needs, medication, comfort supports, and changes people should know about.
- Update only what has changed so the sheet stays usable.
- Print a clean copy when the child starts with a new school, provider, or support person.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.



## Child snapshot

Topic	Information to keep together
Child name / preferred name	
School / program / grade	
Regular schedule	
Pickup / drop-off notes	
Important comfort or regulation supports	
Allergies / health concerns to keep visible	

## What has changed recently?

Change	What helpers should know



## Core contacts

Person	Relationship / role	Best contact	When to reach out

## Transportation, medication, and notes

Topic	Notes
Transportation	
Medication or health routines	
School-day concerns	
Questions to follow up on	



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# Appointments + Medication / Care Log

Printable tracking pages for appointments, follow-up instructions, medication questions, and child-care observations.

**Use this packet to reduce scattered notes and missed follow-through.**

- Bring one copy to appointments if that helps keep questions and follow-up in one place.
- Write down what changed for the child, what the provider said, and what happens next.
- Keep this practical and current; you can start fresh with a new page at any time.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.

## Appointment log



Date	Provider / office	Reason	Next step

### Medication or care questions

Question	Who answered it	What I was told



## What to watch or write down

Helpful observations	What to capture before you leave
<ul style="list-style-type: none"> <li>• Sleep, appetite, mood, energy, school attendance, and routines.</li> <li>• Side effects or changes after a medicine, treatment, or new schedule.</li> <li>• Questions that keep coming up between visits.</li> </ul>	<ul style="list-style-type: none"> <li>• The next appointment date if one was set.</li> <li>• Any medicine, dose, school note, or follow-up instruction.</li> <li>• Who to call if the question comes up again before the next visit.</li> </ul>

Observation / note	Date	What happened next