

Care Notebook Online Tour Tip Sheet

The following information is provided to help you organize and prepare for demonstration and instruction in the use of the ***Build Your Own Care Notebook*** materials found on the National Center of Medical Home Initiatives for Children with Special Needs web site (http://www.medicalhomeinfo.org/tools/care_notebook.html).

Set-up Recommendations:

1. If possible, have the demonstration computer connected to an LCD projector to display the web material for all the participants.
2. You will need speakers attached to the demonstration computer so that the audio recording can be heard by participants.
3. Have the participants observe the instructional tour as a group, then individually complete the accompanying exercise to practice the instructions given.
4. Ideally, have a computer for each participant so that they can view the demonstration and then complete the instructed exercise.
5. To reinforce the demonstration and provide the participants with an opportunity to complete exercises that will reinforce the instruction, print out the written transcripts for each Part of the Tour that can be found on the web site and provide them to the participants as handouts for the demonstration.
 - a. After demonstrating each Part of the Tour, ask the participants to follow the instructions in the transcript for that Part.

Note: If you will be providing USB Flash Drives, or advising participants to bring a USB Flash drive, the participants will be able to download and take the care notebook forms home with them. If flash drives do not have encryption software, you can find free encryption software on the internet. You can Google for "free USB encryption software" or review some of the following examples:

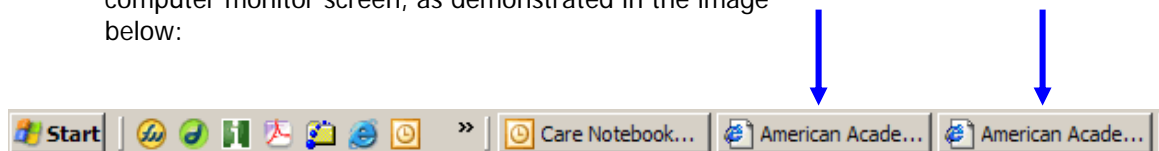
Cryptainer LE – <http://www.cypherix.com/cryptainerle/>

TrueCrypt - <http://www.truecrypt.org/>

Rohos Mini Drive – <http://www.rohos.com/free-encryption/>

Instructions for Participants:

1. Explain to the participants that the training session is a guided tour of the Care Notebook. When they review the Online Tour from their own computer, they will need to move back and forth between the Online Tour web page and the Care Notebook web pages. Both of these web pages will be docked on the Task Bar at the bottom of the computer monitor screen, as demonstrated in the image below:



2. The Online Tour web page contains the links to the various components of the Online Tour. When finished viewing any one of the 6 parts of the tour, the participant will need to *go back to the Care Notebook web page* to initiate the exercise.
3. The Care Notebook web page contains the links to all of the forms found within the care notebook.

