

# Shared Plan of Care User's Guide

Created by Parents for Parents

*in collaboration with*

**UWHealth**

American Family  
Children's Hospital

Pediatric Complex Care Program



## What is a Shared Plan of Care (SPoC)?

A shared plan of care is a tool for communication. It contains information about your child:



- goals and plans to achieve them
- your child’s medical issues
- what to do if a crisis occurs (“action or emergency plans”)
- information about your family and other important people in your child’s life

## Why is a SPoC important?

Communicating and coordinating with a lot of people and teams is challenging! The SPoC is a tool to keep important information at your fingertips so you can communicate quickly and effectively with others. Here are some ways it has helped other families:

- SPoC can support you when **sharing your child’s story**.
- SPoC’s “medical summary” can help **guide new health care providers**.
- SPoC can help **ease transitions** in and out of the hospital or from pediatric to adult care.
- SPoC highlights your goals and preferences to **keep the “big picture” in mind**.
- SPoC can **decrease the pressure of remembering** all the details.
- SPoC **may prevent** you from having to tell **the story over and over**.

## Who makes and updates a SPoC?

The Peds Complex Care team is one group that makes SPoCs. Some people who contribute to the SPoC include:

- you/your child
- your child's health care team(s)
- others who are important in your child's care

Just like each child, a SPoC is unique! A SPoC is a "living" document, so it can get updated as things change.

Tell your complex care nurse if you notice something that should be updated.



## What should I do with it? When should I use it?

Your child's SPoC can be used in any way that makes it easier to receive good care. You are in charge of who can access it. We also keep a copy in your child's electronic medical record. You might want to share it with:

- health care team members: primary care doctor, emergency room staff, specialists, private duty nurses, durable medical equipment providers
- school: nurses, therapists, teachers, counselors, aides or others who contribute to your child's well-being
- community resources: case managers, CLTS service coordinators, respite workers/centers, daycares, social workers, transportation services, recreational/camp staff, vocational rehabilitation team members



# Where should I store my SPoC? I'm afraid I'll lose it!

Here are some tips that have worked for others:

- Take a picture of it on your cell phone as soon as you receive it.
- Upload it to a document scanning app.
- Make several copies and put one in your child's "go" bag or tuck it into a device or equipment that travels with them.
- Give or email a copy to people who might find it useful.
- If you have MyChart you can find it in Letters on the desktop version of MyChart.



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