

Child and Youth Services welcomes children and youth with diabetes in our programs!

How and where do I inform Child and Youth Services (CYS) that my child requires diabetes care support?

The Parent Central Services (PCS) office will assist you in registering your child in a CYS program. During this process, you will share any special needs your child may have by completing the *Health Screening Tool*.

What forms are required to complete the registration?

Once you have indicated that your child requires an accommodation, PCS Staff will provide you a *Health Assessment/Sports Physical* form, *CYS Services Diabetes Daily Medical Action Plan*, and *CYS Services Diabetes Emergency Medical Action Plan*. These documents provide information on how to manage your child's diabetes, diet, or other special needs, including actions to take to protect and care for your child in an emergency. A *Consent to Caregiving Health Practices* form authorizes CYS staff to provide the requested care and provides CYS staff the ability to collaborate with your child's medical team to request clarifying guidance when questions arise about your child's treatment plan.

What is the process for requesting and approving diabetes-related accommodations?

Your request for diabetes-related accommodation begins at registration or, if your child is already enrolled, at the time of a diabetes diagnosis. When all of the required medical forms are completed and returned to CYS, a Multidisciplinary Inclusion Action Team (MIAT) will meet with you to review the completed medical forms and develop a plan of diabetes care to support your child. Generally, the MIAT includes CYS staff, the Exceptional Family Member Program Manager, the Army Public Health Nurse, and most importantly, YOU!

What happens during the MIAT meeting?

At the MIAT meeting, the team reviews all required information, and any additional information you provide regarding your child's needs, to determine a plan of care and to outline needed accommodations. You and the team explore installation CYS program options, agree to reasonable accommodations, and determine the staffing and training requirements necessary to support your child. When MIAT results are approved and staff have completed the required training in general diabetes management and specific training for the care of your child, your child can begin to participate. CYS may need up to 30 days from the date of the MIAT to complete all training and risk mitigation activities so staff are fully prepared to meet your child's specific needs. The MIAT may need to develop an *Interim Accommodation Plan* to allow for additional information, training, or review before your child participates. In the event that an *Interim Accommodation Plan* is implemented, CYS may request your assistance in fulfilling some requested accommodations until development and implementation of the final *Accommodation Plan* is complete.

What happens after the MIAT meeting?

Your child can begin to participate when all requested accommodations are complete or an *Interim Accommodation Plan* has been approved and implemented. Please note, to ensure your child's safety, there may be a wait time before your child can begin or return to care.

Our goal is to work with you to make sure your child is happy, healthy, and safe while in our care.



Parents and Legal Guardians:

Please notify Parent Central Services of your child/youth's diabetes diagnosis upon initial enrollment or, if currently enrolled in CYS Programs, notify the CDC/SAC/FCC/Youth Director upon diagnosis.

The checklist below outlines your role in the process:

Submit all required paperwork signed by a healthcare professional to include:

- ✓ Health Screening Tool (Health care professional signature is not required.)
- ✓ Health Assessment/Sports Physical
- ✓ Immunization Records
- ✓ Diabetes Daily Medical Action Plan (MAP)
- ✓ Diabetes Emergency Medical Action Plan (MAP)
- ✓ Special Diet Statement as applicable
- ✓ Additional Medical Action Plans (MAP) as applicable

May take up to 15 calendar days for CYS to process and schedule MIAT.

Participate in the Multidisciplinary Inclusion Action Team (MIAT)

Meet with MIAT to exchange information and discuss safe accommodation of your child/youth with diabetes to include:

- Discussing your child/youth's ability to check his/her own ketones/glucose, self-administer insulin, or independently adjust his/her Continuous Glucose Monitor (CGM)
- Signing the *Authorization to Provide Caregiving Practices*
- Providing all clinical supplies for care and management
- Providing your child/youth's Certified Diabetes Educator contact information

May take up to 30 calendar days to complete risk mitigation activities, training of all CYS staff, and receipt of additional resources, if required.

Complete the enrollment process

Once the plan for all requested accommodations is complete, or an Interim Accommodation Plan (IAP) is agreed to, your child/youth can enroll or continue participation in the CYS Program.

CYS will submit a Request for Accommodation memorandum to HQDA for Higher Headquarters Review of all accommodations not approved during the Diabetes-Related Accommodation Process.

To ensure your child/youth's safety, IMMEDIATELY notify CYS if there is a change in your child's diagnosis, treatment, or Medical Action Plan.