



**Children's
Medical Services
Health Plan**
OPERATED BY SUNSHINE HEALTH

BEGINNING OF SCHOOL YEAR

Checklist for Parents



Children's Medical Services (CMS) Health Plan, operated by Sunshine Health, is a plan for children and youth younger than 21 years old with serious chronic conditions. **Follow these tips to help your child have a successful school year:**

- ✓ **Go to the open house and/or meet the teacher.**
- ✓ **Set up communication with all of your child's teachers.**
 - Join their apps, such as Dojo or Remind, and check every day.
 - Get email addresses.
 - Contact your child's teacher weekly.
- ✓ **Create a parent portal account.**
 - Make an account for each of your children.
 - Check weekly to keep up with your child's grades.
- ✓ **Find a contact at the school.**
 - Someone you can trust.
 - Someone you can contact if you cannot get in touch with the teacher.
- ✓ **Follow the school's Facebook and Twitter pages.**
 - Important announcements are posted here.
 - Visit the school and district websites regularly.
- ✓ **If you need help ...**

Ask! Start with the teacher, then the principal.
If you are not being heard, contact your local district representative (not the school board).
- ✓ **Request a meeting.**

Give the school two weeks to get settled.
Send a request to the principal via email.
- ✓ **Answer the phone.**
 - Save the school and district phone numbers in your phone so you recognize them when they call with announcements.
- ✓ **Keep a notebook.**
 - Log meetings, phone calls and behavior incidents with dates and names.
- ✓ **Tell the teacher your child receives special services and keep paperwork on hand.**
 - 504 plan, behavior plan, IEP, BIP, healthcare plan, etc.
 - Contact your child's Care Manager to see if your child is eligible for tutoring services.
- ✓ **Update contact information.**
 - Address
 - Phone number
 - Emergency contacts
 - Medical records
 - Allergies/medications
 - Court orders



The Children's Medical Services Health Plan has partnered with Sunshine Health to provide managed care services to our members. Sunshine Health is a licensed Florida health plan.

Children's Medical Services Health Plan provides free aids and services to people with disabilities, such as qualified sign language interpreters, written information in other formats (large print, audio, accessible electronic and other formats), and free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

This information is available for free in other languages. Please contact Member Services at 1-866-799-5321, TTY 1-800-955-8770 Monday through Friday, 8 a.m. to 8 p.m.

Esta información está disponible en otros idiomas de manera gratuita. Comuníquese con nuestro número de servicio al cliente al 1-866-799-5321, TTY 1-800-955-8770 de lunes a viernes, de 8 a.m. a 8 p.m.

Si oumenm, oubyen yon moun w ap ede, gen kesyon nou ta renmen poze sou Children's Medical Services Health Plan, ou gen tout dwa pou w jwenn èd ak enfòmasyon nan lang manman w san sa pa koute w anyen. Pou w pale avèk yon entèprèt, sonnen nimewo 1-866-799-5321 (TTY 1-800-955-8770).

Nếu quý vị, hay người mà quý vị đang giúp đỡ, có câu hỏi về Children's Medical Services Health Plan, quý vị sẽ có quyền được giúp và có thêm thông tin bằng ngôn ngữ của mình miễn phí. Để nói chuyện với một thông dịch viên, xin gọi 1-866-799-5321 (TTY 1-800-955-8770).