



## How to Use the Manual

The information in this manual is for anyone who is responsible for providing day-to-day care for children with HIV. However, some information in the manual is intended only for foster parents and others caring for children who are in the custody of the local commissioner of social services. Specific information is noted in the section entitled, **Special Information for Foster Parents**, as well as throughout the text as a **Special Note for Foster Parents**. This information will help foster parents work together with their caseworkers to provide the best care possible for their foster children.

The manual is in a notebook to make it easier to use. Please feel free to take pages out, add updated information, and rearrange the pages to suit your needs.

The major parts of the manual include:

### Sections 1 – 10

- A list of questions at the beginning of each section will give you an idea of the topics covered.
- Important information is highlighted in the narrow columns to the side of the text.
- Words in **bold black** print are described in **More Information: Word Meanings**.
- After some of the words in **bold black** print, there are symbols and word parts inside ( ). A word in ( ) may help you say the word that comes before it.

There are 3 symbols:

- A bar over a vowel means that the vowel says its name.
  - ā like in the word — day, face, or they
  - ē like in the word — be, key, or team
  - ī like in the word — pie, side, or buy
  - ō like in the word — no, bone, or road
  - ū like in the word — June, fruit, or new
- A mark after part of a word, ´ means that sound is said stronger than the rest of the sounds in the word. For example, in the word dehydrated (dē hī´ drāt ed), the **e**, **i**, and **a** are long vowels that say their name. The mark after hi´ means that hi is said stronger than the rest of the sounds in the word.
- When 2 or more words are in ( ), there is a square ■ that separates the words. For example: hydrogen peroxide (hī´ drō jen ■ per ok sīd)
- Blank forms, such as medicine schedules, are included in some sections. Use them if they are helpful, or change them to best suit your needs.
- Blank note pages, at the end of each section, can be used to jot down questions, answers, or important notes.

## How did we do?

The New York State Department of Health and the New York State Office of Children and Family Services would like to know if the information in **Caring for Children with Special Needs** is helpful to you and your family.

We would like to send you a blank report card so you can grade us on how well we did. To get a **Caring for Children with Special Needs** report card, please fill out the card in the pocket of the manual and drop it in the mail.

**Thanks for your help!**

## Section 11– More Information

More Information is divided into 2 sections:

- **Finding Out More** (Resources)

Helpful program and agency telephone numbers are listed in **Telephone Numbers**. **The Internet** tells how to choose a good website source for reliable medical information.

- **Word Meanings** (Glossary)

Word Meanings is divided into 3 sections:

- **Terms**
- **People**
- **Programs and Agencies**

You will find the meaning of each word and how to say it.

## Section 12 – Index

The index will help you find information. The index lists words in a, b, c order followed by numbers to help you find information in the manual.

The numbers identify chapter and page numbers. The first number is the chapter number. The next number is a page within the chapter. For example: after the word, "sports," 5-28 is listed. Sports are discussed in chapter 5, **Living with HIV**, on page 28. If information is on 3 or more pages in a row, there is a long dash between the numbers listed. For example: after the words, "childhood development," 5-24—5-27 is listed. Childhood development is discussed in chapter 5, **Living with HIV**, on pages 24 through 27.

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