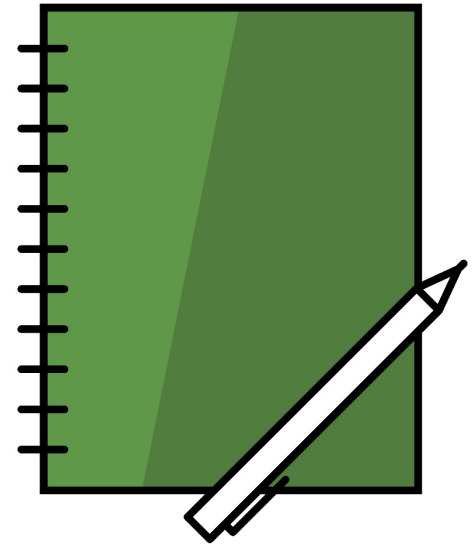


Virtual Notebook Q & A

How can a virtual notebook be beneficial in home visiting programs?

A virtual notebook can function as a virtual binder for all operating aspects of the program you supervise. Meeting minutes, staff updates, reflective supervision notes, and other organizing aspects can be integrated. All information created and put into the virtual notebook is immediate and transparent. The information is linked with specific users and is searchable. In addition, by having all your files and notes on a virtual notebook, you cut down on paper, and on the use of binders. You can print documents as needed and are able to archive files once staff and families leave your program.



What are some ways organizations can create their own virtual notebook?

There are various platforms that can be used to create a shared site among an organization. During the Reflective Supervision webinar, the virtual notebook discussed was created using Microsoft Suite 365 One Note.



Can a virtual notebook be HIPAA compliant?

The platform on which you create your sharing site will determine whether or not it is HIPAA compliant. (OneNote, as part of Microsoft Suite 365, is HIPAA compliant). It is always recommended to check with your organization's policy before you create a shared site.