

## Check-In Procedure

Prior to camper arrival, the Medical team will have reviewed the camper's record for all required forms and verification of Dexcom check in information.

As a part of arrival and check in with MYDA personnel, the campers and their parent(s) will arrive at staggered times to help the traffic and amount of people at check in. The MYDA team will be assembled to direct check-in traffic to the appropriate age range tables.

When campers arrive, MYDA's volunteer team will have the first stop to check campers temperature and request the verification of negative covid test. If camper has a higher than 100.4-degree F temperature, please find the Medical Director for further questioning. Reason being, summer is hot and it's good to evaluate a camper to ensure the temperature is not just the result of being in the heat.

Please ensure proper documentation of Covid test is provided with the name of the testing site, name of camper, date of birth and test provided with negative results.

Once temperature and covid documentation is reviewed, camper will be directed to the designated table for check in.

All insulin, medications, supplies, pump and CGM should be clearly labeled with the camper's name. Any personal diabetes meters, lancet devices, or syringes should be sent home with the parents.

Verify who will be picking the camper up at the end of camp.

Discuss brief overview of camper's diabetes routine, and if any specific goals are being requested by the parent.

Check in list attached for preview of what to expect when checking in a camper.

## Check in Checklist

The team leader will then interview the camper and parent/guardian for the following, completing the camper record:

- Allergies to medications, foods, environment, and type of reaction
- For any specialty diets questions, they can be directed to the RD team during check-in
- Recent exposure to communicable diseases, recent illness or fever; if positive, requires immediate removal from check-in and asked to not continue with the check in process.
- Any recent rashes or exposure to lice; if positive, requires further evaluation from the Med Team or further evaluation and questions
- Current scheduled medications, dosages, timing; place all medication in a zip-lock bag and labeled with the campers first and last name
- Review and verify current insulin types and dosages
- For pumps, list of exact arriving basal rates obtained from the pump- collect serial #
- Check time and date on pump
- For CGM use, document receiver and transmitter serial numbers, label with camper name
- Last site change (if on pump therapy); type of infusion set used
- Insulin to Carb ratio, BG correction ratio, and pre-meal BG target range
- Usual pattern for carbohydrate intake at snack times, if any
- Usual symptoms of hypoglycemia, amount of carbs to treat hypoglycemia
- Review and verify any recent seizures? Any recent hospitalizations?
- Diabetes skills camper needs help with, as well as ADLs that need assistance
- Review of camper/parent concerns, goals for week
- Review reasons parent may be notified during the week
- Any special requests or concerns (i.e. routine night testing, special needs, etc.)
- Remind family of rules re: electronic equipment and phones
- Review pick-up time with parents, as the entire camp has to be cleared by NOON Friday August 20<sup>th</sup>. Bar-b-que lunch at that time.