

**Dear Therapist,**

local injections of botulinum toxin (BT) effectively reduce pathological muscle hyperactivity in spasticity thus improving muscle function and pain. This effect can be controlled by precise dose adjustments. The effect starts after 5 to 7 days and begins to fade after about 8 to 12 weeks. BT therapy should usually be complemented by physiotherapy and occupational therapy. This requires a close channel of communication between physicians and other health professionals. To optimise this exchange the Interdisciplinary Working Group for Movement Disorders (Interdisziplinärer Arbeitskreis Bewegungsstörungen, IAB) together with the Movement Disorders Section, Department of Neurology, Hanover Medical School, Hanover, Germany developed this Communication Calendar.

BT therapy is based upon a treatment plan including defined goals, target muscles and BT doses. The Communication Calendar reports treatment goals in the Goal Attainment Table and the target muscles in the Muscle Table. After BT application you should stretch the target muscles, exercise their antagonistic muscles and apply all your additional know-how to reach the treatment goals. 4 to 6 weeks later you are asked to document the goal attainment in the Goal Attainment Table. You are also asked to document the BT effect upon target muscles in the Muscle Table. Here you can also comment on the target muscle selection. At the end of the treatment cycle, i.e. 12 weeks after the BT application, please repeat this documentation and suggest modifications of the treatment goals. Should they be changed? Should they be expanded? Should complementary measures be applied, such as orthoses and casting? Also, additional observations should be documented.

The Communication Calendar stays with the patient and should be presented to the health professionals and physicians at each appointment.

Thank you very much for your collaboration and good luck with your work,

Your IAB team