

Your Workbook

Worksheets and Checklists from Your Plan to Help You Prepare for Your Individual Program Plan Meeting



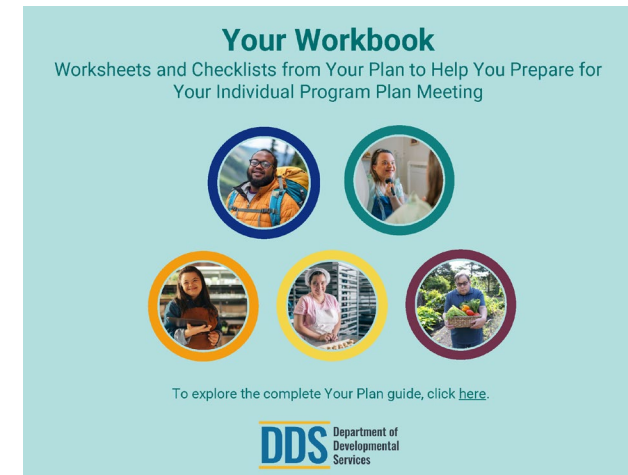
To explore the complete Your Plan guide, click [here](#).

How **Your Plan** and **Your Workbook** Are the Same and Different



How **Your Plan** and **Your Workbook** are the same :

1. They are written in a way that's easy to understand.
2. They help you get ready for your Individual Program Plan meeting.
3. They focus on what is important to you.
4. They give you a place to share your thoughts, goals and ideas.



How **Your Plan** and **Your Workbook** are different :

1. **Your Plan** has lots of pages. **Your Workbook** has only a few pages.
2. **Your Plan** has information to read and pages to fill out. **Your Workbook** only has pages to fill out.
3. **Your Plan** explains your rights and what some new or hard words mean. **Your Workbook** does not.



EASY TO UNDERSTAND

Your Workbook pages are written using plain language. Writing in plain language uses common words to explain things. Plain language means it is easy to understand. Writing this way shows respect for everyone.

People with developmental disabilities and their families, friends and advocates should have the same ACCESS to information as others. Access means having information when you need it, and understanding what is written so that:

- People with developmental disabilities who read, can read it and use it
- Families and friends who advocate for those who cannot read, can easily explain it
- It can be easily translated into other languages and keep the same meaning
- We can all understand the information in the same way

A NOTE ABOUT CULTURE

Throughout Your Workbook pages, you will see this symbol.  It shows you questions that may help you share things that are important to you about your culture, your background, or your heritage.

YOUR WORKBOOK PURPOSE

This workbook helps you think about the important parts of your life and write down what matters most to you. You can use it to get ready for your Individual Program Plan meeting or sometimes called IPP meeting. In the workbook, you can write notes about your goals, what you need, and what you want for your future. It works best when you also use with the guide called **Your Plan**, which explains the IPP and your rights.

The material in this workbook is based on ***It's My Choice*** (Minnesota Governor's Council on Developmental Disabilities) and ***More Than A Meeting*** (California Department of Developmental Services - DDS). You can find the complete ***Your Plan!*** [here](#).



About You!

Information that will help you write
your Individual Program Plan

This workbook is about:

*You may notice orange text or words at the bottom of the following pages.
This will help you understand where the information might fit in your IPP.*



THINGS TO THINK ABOUT

- What are some great things about you?
- What do you like about you?
- What are some things you are good at or proud of?
- What are some nice things that people say about you?
- What groups do you belong to?

These are important things to think about when you are figuring out your goals, or the kinds of services and supports you need and want.

You might want to start by asking a friend or relative to answer these first. Write your answers in the box on this page.

What are some great things *ABOUT YOU*?



ABOUT YOU!

Your answers will help build the *Introduction* and *What is Important to You* parts of your person-centered individual program plan.



Think and Talk About Your Mornings



WHAT DO YOU DO WHEN YOU FIRST GET UP?

- What does your typical morning look like right now?
- Do you have a routine you follow?
- What do you like the most about mornings?
- Who do you like to be around?
- What things happen in the morning that make you happy?
- What would be your **BEST** morning?
- What kinds of things make you mad or upset in the morning
- What things happen that makes your morning really hard?
- What would be your **WORST** morning?

What Would Your
BEST MORNING
Look Like?

What Would Your
WORST MORNING
Look Like?

ABOUT YOU!

This activity will help you complete workbook pages, 6, 7 and 9 and ***what you want others to know about you*** in your IPP.



Think and Talk About Your Days



WHAT DO YOU DO DURING THE DAY?

- What do you do on a typical day ?
- Do you follow a routine most days?
- What do you like most about how you spend your days?
- What activities make you happiest during the day?
- What would be your **BEST** daytime thing to do?
- What makes you mad or upset during the day?
- What places (or people) would you like to stay away from?
- What makes a day hard for you?
- What would be your **WORST** day?

What Would Your **BEST DAY** Look Like?

What Would Your **WORST DAY** Look Like?

ABOUT YOU!

This activity will help you complete workbook pages 6, 7 and 9 and ***what you want others to know about you*** in your IPP.



Think and Talk About Your Evenings



WHAT DO YOU DO DURING THE EVENINGS?

- What does your typical evening look like right now?
- Do you have a routine in the evening?
- What do you like the most about the evening?
- What would be your **BEST** evening?
- Who would you want to be with?
- What kinds of evening activities make you happy?
- What is hard for you in the evening?
- What things make you mad or upset during the evening?
- What would be your **WORST** evening?

What Would Your **BEST** **EVENING** Look Like?:

What Would Your **WORST** **EVENING** Look Like?

ABOUT YOU!

This activity will help you complete workbook pages 6, 7 and 9 and ***what you want others to know about you*** in your IPP.



THINGS TO THINK ABOUT

Look back at your best mornings, days and evenings, and ask yourself and people who know you:

- What things do you like to do? At home? At work? At school? For fun? Around town?
- What kind of music do you like?
- What hobbies do you have?
- What kind of movies do you like?
- Do you collect things?
- Do you have a favorite band, sports team, or artist?
- What are the things you don't like or don't like to do?
- Who are some people you like to be with? Where do you like to see them?

What are things you like to do?



ABOUT YOU!

Your answers will help with the sections on ***things to like and admire, your successes, what is currently happening, and what is important to you*** parts of your plan. This might help you think about goals too.



THINGS TO THINK ABOUT

Look back at your worst morning, days, and evenings (pages 3, 4 and 5) and ask yourself and people who know you:

What are the things you do not like (activities, people, places, food).

Sometimes we have to do things we don't like. Maybe you don't like doing the laundry or cleaning.

When you have to do things you don't like, what helps you to get it done?

Or, maybe you do not like thunder storms, or waiting in line. What are some things that happen that you really do not like?

What are things do you do not like to do? 

ABOUT YOU!

Your answers will help build ***about you***, and ***what is important to and for you*** parts of your person-centered IPP.



THINGS TO THINK ABOUT

- What do you look forward to doing every day?
- Where do you look forward to going in your community?
- What holidays or special events do you look forward to each year?
- What do you look forward to when you go on a trip or vacation?
- Who are the people you look forward to spending the most time with?
- How do you celebrate when good things happen?
- How do you celebrate your birthday?

When you write down these answers, include any details that make it great.

What do you look forward to doing?



ABOUT YOU!

Your answers will help build the *what is important to you, goals* and *outcomes* parts of your person-centered IPP.



WHAT IS MOST IMPORTANT?

Look back at the things you wrote down or said when you talked about **who is in your life** and **what you like and do not like** and **what you do during the week** and **things you look forward to**:

- What are the **most important** things you like to do, during the week?
- What are the **most important** things you look forward to?
- What are the **most important** things you want to make sure are in your life every day?
- What are the **most important** things you want to make sure are **not** in your life every day?
- Who are the **most important** people you want to spend time with?
- Write a list of those things here .

Your list of **most important to you?**



ABOUT YOU!

Your answers will help build the **what is important to you, goals** and **outcomes** parts of your person-centered IPP.



THINGS TO THINK ABOUT

Look back at the things you wrote down or said when you talked about **who is in your life** and **what you like and do not like** and **what your worst days include**:

- What is important **for you** to stay healthy? Is there something you need to do to live a healthier life?
- What is **important for you** to stay safe in your home and community? What can help you be aware and stay safe?
- What are the things you need to take responsibility for? Things like paying your own bills, following rules, or sleeping enough?
- **Write a list of those things here.**

Your List of most important for you?



ABOUT YOU!

Your answers will help build the **what is important for you, goals and outcomes** parts of your person-centered IPP.



THINGS TO THINK ABOUT

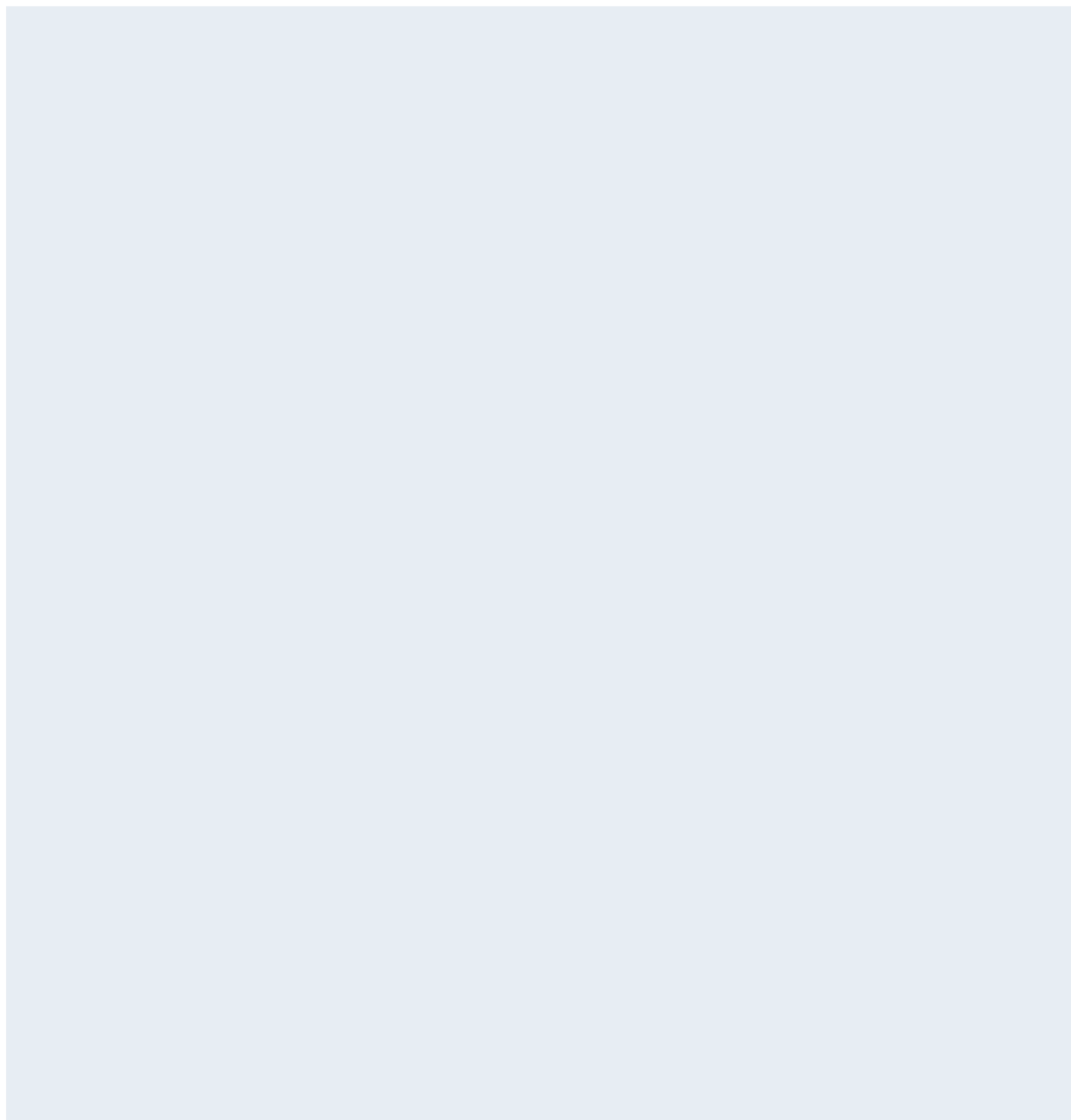
Look back at the things you wrote down for what is most important **to you**:

- How can other people support you with the things that are most important?
- Who might be the best person or program to support you?
- Would self-direction help you live the life you want right now?

Look back at the things you wrote down for what is most important **for you**:

- How can other people support you in a way you want?
- Who might be the best person or program to support you?
- Think about the things you are responsible for yourself.
- What are some things the Regional Center can help you with, like referrals for housing or help finding a doctor?

What can people do to support you?



ABOUT YOU!

Your answers will help build *what is important to you, goals, decision-making, and **outcomes*** parts of your person-centered individual program plan.



THINGS TO THINK ABOUT

There are no right or wrong answers!
Take a few minutes to think about
what could be; don't worry about
things that might get in the way.

- What would be your best future?
- What you want to do in 5 years?
- Where would you live? Would you live by yourself or with others?
- What kind of job would you have?
- What would you do for fun?
- Would you like to try Self-Direction?
- If you live with your family, what is your plan when they get older?
- What do you hope happens when you get older?

What are your hopes and visions for the future ?



ABOUT YOU!

Your answers will help build *what is important to you, support services, goals, and outcomes* parts of your person-centered IPP.



Use this space to write down a list of the things you want to talk about in your planning meeting.

- Look at **About You** or another guide you used. Write down what you learned from *things you like to do, what is important to you, ways to support you, and your dreams and visions for the future*.
- Look at your plan from last year and write down any questions you have or anything you want to change.
- Write down your ideas for new goals or goals you want to change.
- If you want to try self-direction or the Self-Determination Program, write it down (you can find more information on Self Determination in YOUR PLAN guide on **page 29**).
- Write down new things you want to learn or try, new places you want to go.
- If you are thinking about a new place to live or want to find a new job, write it down.

Your List of Things to Talk About at Your Planning Meeting



ABOUT YOU!



Decision-Making Checklist

You can use this page to think about and talk about things that may come up at your meeting and decide for yourself if you need support in those decisions.

Put an X or check the box that works best for you.

Make sure that you bring this checklist to your next planning meeting.

For more information on Supported Decision Making, visit [California State Council on Developmental Disabilities: Supported Decision-Making Resources](#).

Add your own ideas here

CHOICES/ DECISIONS	Decisions I want to make myself	Decisions I want help with	Decisions I want my team to make
Things I want to learn	☐	☐	☐
Where I want to live	☐	☐	☐
What job I want	☐	☐	☐
Things to do in my community	☐	☐	☐
Things about my health	☐	☐	☐
Where I go to school	☐	☐	☐
How I spend my money	☐	☐	☐
Who my friends are	☐	☐	☐
	☐	☐	☐
	☐	☐	☐



What You Might Want to Talk About at Your Planning Meeting

During your planning meeting, you are in charge of picking the areas of your life to set goals. Thinking about this ahead of time will help you be ready to talk about them. Look at the list below. **Check the area(s) you want to include in your team meeting with an X or check in the box.** You can pick as many of these life areas as you want. If you use a service from the regional center, you need to pick at least one of these areas.

<u>Life Area</u>		<u>What You Might Want To Talk About</u>
Choice/Advocacy	☐	Choices and decisions that you want to make and those when you want support. You can show your team Making Decisions at Your Meeting (page 26) in this guide.
Community Participation	☐	Interests, hobbies, activities and places that you enjoy. New ways that you would like to spend time in your community.
Education/Learning	☐	Goals in school or college for you. Or, new things you would like to learn including skills or hobbies.
Employment	☐	Getting a job or changing jobs. The kinds of support you need to find and keep a job.
Healthcare/Wellness	☐	Changes in your health needs or medicine. New doctors or new health issues in your life. Plans for a major health event or information you want your doctor to know
Homelife/Housing	☐	Changes in the services and supports you need at home. Or, changing homes or making your home more accessible and safe.

Continued on the next page



Life Area

What You Might Want To Talk About

Income/Finances	☐ You might want to talk about your benefits, or money earned from a job, or learning about spending or saving money.
Personal/Emotional Growth	☐ Services and supports you might need for your emotional well-being and/or mental health.
Relationships	☐ Support you might need to build the kinds of relationships you want with friends, family, neighbors and others.
Safety Considerations	☐ Changes that you or your team feel is necessary for your safety at home or in the community.
Supports at Home	☐ Changes in your preferences, needs and supports when you are at home.
Transportation	☐ Ways you get around in the community now and changes in transportation that will help you keep involved in your community.

Additional Goal Areas You Want to Talk About:



How to Tell if the Planning Meeting Went Well

	YES	NO
Were all of the people that you wanted at the meeting? (Mark with an X or checkmark)	☐	☐
Did everyone look at About You and Your List of Things You Want to Talk About at Your Planning Meeting ?	☐	☐
Did you and your family, friends or advocates help decide what was written in the plan?	☐	☐
Did you get information about the kinds of services you need to support you?	☐	☐
Did you get to ask questions?	☐	☐
Did all of your questions get answered?	☐	☐
Are the goals and outcomes in your plan the ones you wanted?	☐	☐
Are there dates for completing goals?	☐	☐

At the end of your planning meeting, you will receive a survey from your service coordinator about how things went.

What were the best things about the meeting?

What could have been better?

If there are a lot of “no” answers to these questions, then look at **page 42** of **Your Plan** and learn more about **What You Can Do When Things Are Not Working**.



A Six Month Check-Up

About every six months, you should look at **Your Plan** to see if things are going the way they were written. You should ask yourself these questions:

- Are you working on the goals in your IPP?
- Are you getting the support listed in your IPP that helps you to live, work and be active in your community?
- Are you doing what you want to do during the day?
- Do you see your friends and family as often as they want?

YES NO

☐ ☐☐ ☐☐ ☐☐ ☐

Are there things that could be going better?

If there are a lot of "no" answers to these questions or if things could be going better, then look at **page 44** of **Your Plan** and learn more about **Tips on What You Can Do When Things are Not Working**.



You did it! You can take this workbook to your next IPP meeting. It will help you remember what you want to talk about. And you can come back to see if your IPP still matches your needs for services and supports.



Your Workbook



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