

Individual Plans

A young girl with blonde hair and glasses is looking down at a book. The image is overlaid with a semi-transparent orange filter. The title 'Individual Plans' is in the top right corner.

There are several ways to find out what services are wanted and needed by people with developmental disabilities:

- ask and listen;
- observe; and
- ask others.

Choosing the kinds of services that people want is one of the most important choices.

How to Use the Guides and Checklists

You can complete the planning guide or checklist in this section online:

Click in the text box next to the question and type in your answer;

OR

Click in the box in front of a statement or question.

The completed guide or checklist can be printed out. You can also save or update your answers; you **MUST** save the file to your computer to save or update. Go to the last page of this section for complete directions.

Individual Program Planning Guide

The IPP guide was written so that people with developmental disabilities can become more involved in writing their own service plans.

Provide it to the individual 6-8 weeks before the planning meeting.

This allows for time to complete it with or without support from someone else. It could be placed on an audiotape for those who do not read.

An audiotape of the individual's ideas for the service plan could be made for those who are nervous about speaking to a group.

Remember to include time to talk about what the individual has written in the guide during the service plan meeting.

Ideas on how to use your IPP:

ASK, OBSERVE, ASK OTHERS

First, try asking people who can read or understand words or sign to complete the planning activities on their own or with help.

Second, observe people who do not read or understand words or sign very well and act as their advocate (or choose someone else) in completing the planning activities.

Third, ask others who know the person well (like a friend or relative or service coordinator) to help complete the planning activities.

For people who want to help write their own IPP

This workbook was written to help people get ready for their Individual Program Plan (IPP) meeting. The IPP is your map to the future. Just like a map, it can tell you the right direction to go. To make sure that this map or plan gets written in the best way, you need to help work on it. One way to do that is to sit down and decide what you can do, and would like to do now and in the future. This workbook will help you think about those things.

Some words and terms you should know

Future: One to five years from today.

Goal: This tells the general direction a person is going in, like “living in an apartment or working for money.”

Individual Program Plan: This is a written plan which tells a person’s strengths and needs. It also lists goals and objectives for things that a person wants to learn or do now and in the future.

Need: This tells what a person wants to learn or do, like “use the bus, or read a book, or join a club.”

Now: Six months to one year from today.

Objective: This tells how and when a goal will be reached, like “learn to use the bus to go to work by June of 200X.”

Strength: This tells what a person can do or likes to do, like “go out to eat or get to work on time or read or go to the movies.”

If there are other words or terms that you want to ask someone about, just write them down:

Word or Term

What it Means

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Some things to think about

- People learn things best in the places where they happen – like buying things at a store or shaving in the bathroom.
- People learn things best when they use the real item – like using real money when learning how to count.
- People learn things best when they do them at the time they are usually done like brushing teeth after a meal or before going to bed.
- People learn best from other people like learning how to work in places where other people work.
- People learn best when the things that they learn are useful – like using the telephone or taking the bus or writing a check.
- It is important to think about things to learn that will help you become more independent where you live and work right now and where you will live and work in the future.
- The IPP must list things that will help someone move toward his or her goals for the future – like “John wants to get a job or learn to use the bus.”

Things about you

Home

Where do you live now?

- in the city in the country

Where do you want to live?

- in the city in the country

How do you live now?

- with other people on my own

How do you want to live?

- with other people on my own

What kinds of help do you need?

- none
 help with getting dressed
 help with keeping up the house
 help with eating
 help with taking care of myself
 help with getting places

Work

What kinds of work do you do now?

What kinds of work do you want to do?

Volunteering

What kinds of volunteer activities do you do now?

What kinds of volunteer activities would you like to do?

Community

What kinds of places do you go after work or school and on the weekends?

How will you get to and from work or school to where you live?

Recreation

What kinds of things do you do for fun?

Knowing your strengths and needs

Take a few moments to think about your strengths (like cooking or going to the movies) and needs (like learning how to call the taxi) and then write them down. Get someone to help you with this, if you need it.

Strengths

(What you can and like to do)

At home:

At work:

In the community:

For fun:

Needs

(What helps you do things on your own)

At home:

At work:

In the community:

For fun:

Deciding what to work on

Now it's time to start thinking about what things should be written into your IPP. The best way to do this is to think about what will help you do the things you like to do and need to do. Your social worker or service coordinator can help you with this, but you need to decide what you want help with now and later. Look back at your strengths and needs list and place each need that you wrote down on one of the lists below:

Things I need help with right now (six months to 1 year from now)

Things I need help with later (1 to 5 years from now)

Example: Using money
Example: A new place to live

Getting ready for the IPP meeting

Here are some things to do before the meeting:

- Review what you have written in this workbook.
- Review your IPP from last year.
- Write down any questions you want to ask.
- Ask who else will attend the meeting and make sure that no one is left out.
- If you want help from someone else during the meeting, then ask for an advocate.

Here are some things to do at the meeting:

- Show people this workbook and talk about the things you want help with right now.
- Be positive.
- Ask questions.
- Take notes or bring a tape recorder.
- Remind people that it's their job to help you get the things you need to be more independent at home, at work and in the community.
- Ask for a fair hearing if you do not agree with the things that are written in your IPP.

How to tell if the IPP is working

About every six months, you should look at your IPP to see if things are going the way they were written. You should ask yourself the following questions:

	YES	NO
1. Are you learning to do things on your own?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you learning to work and live with people who are not disabled?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you working where you want to?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you living where you want to?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you get to see your friends?		

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, you should talk with the person who can work with you to make things right for you!

How to Save or Update Your Responses

To save your responses, make sure you have **saved this file** to your computer:

1. Click on "**Save or Update My Responses**"
2. You can also click the "**Save**" icon on the tool bar, or "**Save a Copy...**" in the file menu, to save a copy of this file with your name included.
3. When you close this file, be sure you click "**OK**" when you are asked if you want to save.

To clear all responses and start over, click "**Clear Responses**".