

The Four Pillars

We can think of the relationship building as having four pillars. If one of the pillars is out of place, then quality relationships will be harder to build.

Place



Be in a place you like.

Presence



To be involved, you have to be around.

Role



Everyone has things that make them unique.

People



The people you're with are just as important as the activity you're doing.

It is easier to build relationships if you start small. Choose small groups or relationships with single people at first. Businesses and activities run by families and the community are a good place to start. Always choose activities based on your interests and personality, not on your disability. Take one step at a time.

Think of these questions when you fill out the workbook:

- How do I see myself?
- What do I see myself doing?
- Who do I see myself making relationships with?

1 My Personal Story

People can learn a lot about you when you talk about the things you like. If you are unsure how to answer some of the questions on this worksheet, you can talk about it with someone you trust. You can also make copies of this worksheet for other people.

Things I Want You to Know about Me

Things you should know:

The people I spend the most time with are:

The things that make me smile are:

The things that make me sad are:

I would miss these things if they weren't around:

I am most happy when:

Some things that bug me are:

I worry about:

One of my goals is:

If I could learn one new hobby, it would be:

One thing I would not change about myself is:

Something I want you to remember about me is:

What I Like

Your favorite things, people, and places express a lot about you. Use this worksheet to make a list of all your favorite and least favorite things. Use clear plastic page folders to include photos or other items that will help communicate your favorite things to a new person in your life.

My Favorite Things	
Book	Song
TV Show	Sport
Movie	Restaurant
Color	Food
Animal	Holiday
Day of the Week	Actor or Actress
Game	Place to Visit

Things I Like

Things I like in my home

Things I like in my community

Things I like when I am having fun

Things I like when people are speaking to me

Things I like to wear

Things I Don't Like

Things I don't like in my home

Things I don't like that other people do

Things I don't like when I am trying to have fun

Things I don't like when we are speaking

Things I don't like to wear

What I Am Good At

All of us have things we are good at and things we need help doing. Let's write down your strengths and the things you might ask for help doing. You can ask people you like what they think your strengths are.

What Am I Good At?	
In my home?	In my yard and neighborhood?
At work?	When I am with my friends?
In my town?	When I visit my doctor?

What I Need Help With

While we all want to be as self-dependent as possible, there are times when things go more smoothly with help. This worksheet can be used to list information for people that help you do things. It would be good to write tips for people, as well as times, addresses, and phone numbers if needed.

What do I need help with...	
At home?	Outside?
At work?	When I am with my friends?
In my community?	When I visit my doctor?

2 Working for Me

People who will be providing you support need to know what you expect them to do. You should regularly talk with people that work for you so they know what supports you need. You can write your expectations on this worksheet and share it with them.

Things I need you to do:

These are things that your employee will be doing for you when they work.

How I expect you to act:

These are certain things that you expect from your workers, such as being on time or being polite.

Skills I would like you to have:

These are things that your employee needs to know how to do.

Things we usually do during the day:

Things we usually do at night:

Things we don't need to do together:

Three words that describe me as a supervisor are:

1

2

3

Three words that describe our team:

1

2

3

Three ways I want you to think of your job:

1

2

3

Work Schedule

You should copy this worksheet for each person who works for you. After you hire a worker, write their work schedule in this chart. You should keep a copy in this guide and they should take a copy with them.

Name of Employee: _____

These are the times I expect you to be able to work for me.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							
At My Home							
At My Work							
In My Community							

Notes about these shifts:

3 Telling You what I Need

We all communicate in different ways. Some of us use words, some use a device, and some may have someone that translates. Many of us act a certain way and have facial expressions that help others know what we are feeling or thinking. You can ask people who know you well to help you fill out this sheet. This is also a great place to include images or videos that could help people get to know you.

How I Tell You What I Need

When I'm happy, I show it by...

When I am upset, I show it by...

Some words and phrases I don't like are...

When you are talking to me, you should...

Some tools that help me communicate are...

4 What I Need Each Day

We all have different things we like to do each day, which means we each have different schedules. These worksheets can help you write down things you do throughout the day that you may need help with. Feel free to make copies of this page for different days of the week.

Things I Do During The Day	Do I Need Help With This?	If Yes, What Kind Of Help?
Meals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Paying Bills	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Appointments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seeing Friends	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other _____ (Describe)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Weekday Schedule

This worksheet will help you write down what you do during the weekdays (Monday through Friday). If you have a schedule that changes depending on the weekday, you can make copies of this page.

Weekend Day _____	What I do	Who helps me	Tips for helping me
Morning			
During the Day			
Evening and Night			

In this chart, write what you do in your free time on weekdays.

Activity	Where it happens	How you can help me

Weekend Schedule

This worksheet is like the last page, but for weekends (Saturday and Sunday). If you have a schedule that changes depending on the day of the weekend, you can make copies of this page.

Weekend Day _____	What I do	Who helps me	Tips for helping me
Morning			
During the Day			
Evening and Night			

In this chart, write what you do in your free time on weekends.

Activity	Where it happens	How you can help me

5 How I Pay for My Supports

Section 5 focuses on how you pay for the supports you receive. This information is a bit more personal, but you are not required to fill it out.

This information would be useful to people that help you so they know the rules that go along with some sources of funding. If the way you pay people has specific rules to follow, you do not want people to have different expectations than what is allowed.

If you do not want to share your financial information, please feel free to skip Section 5.

Different kinds of funding each have their own set of rules. If people providing you support know a little bit about where your funds are coming from, they will know what rules they have to follow. If you would prefer that people not have this information, you can remove this portion of this guide.

Funding Source	What I use it for
Public Long-Term Care Program <i>This is money that is budgeted on your self-directed plan. It is part of a federal community supports waiver through Medicaid. This is a flexible funding source, but there are rules about when this money can be used and what it can be used for.</i>	
Medicaid Card <i>Your Medicaid Card is part of your health insurance from Medicaid. It is accessed using a Forward Health card. Like many other health insurance programs, there are rules about things it can pay for.</i>	
Private Money <i>You can use personal money to pay for whatever you want, such as bills or food. This is money you may get from your work or other sources.</i>	
Natural Supports <i>These are things your friends and family do for you without being paid.</i>	

6 What You Should Know About My Health

Section 6 is all about your medical information. Remember, you do not have to share things that make you uncomfortable. These pages can be removed from the binder and kept in a different location.

The information on the next worksheets may feel a bit more private, and it's okay if you don't want to share all of it with your network of friends and the people who support you. However, you should think about why certain information would be important for people to know. For example, if someone was making dinner, it is important to let them know if you have a food allergy for safety reasons.

Think about who the people are and if you can trust them to keep your information private. You should also think about when would be the best time to comfortably share this information.

People can support you better if they know a bit about your health and disability. You should only share the information that is necessary for them to help you lead a healthy, safe, and meaningful life in your community.

This is my disability or diagnosis:

Medications

It is a good idea to share information about your medications with people who support you, since medications have a direct impact on your health and safety. This guide has two different ways to list information about your medications. You can fill out whichever works best for you. The first option is the questions below, and the second option is the chart on page 17.

Medications
Current medications, vitamins, and supplements
Medications that SHOULD NOT be taken
Special requirements when increasing or decreasing medications
Which medication should be taken with food or drink
What assistance I need when taking medication
Who orders the medication and how is it picked up or delivered
Where are the medications kept
Which medications are monitored and by who

You can use the chart on the next page to list information about your medications instead of answering the above questions.

Medication	Strength	How often?	Notes about this Medication

Medical Contacts

	Name	Address	Phone Number	Normal Appointment Times
Family Doctor				
Specialists (psychiatrists, cardiologists, etc.)				
Dentist				
Optometrist				
Therapists				
Walk-in Clinic				
Pharmacy				

7 In Case of An Emergency

You can write down the names of people that should be contacted if there is an emergency.

Name	Phone Number	Relationship to You

What do people need to know about you in a medical emergency?

Ongoing Learning

Here are some links to resources for information about community building, relationships, and social roles:

- **Deohaeko Support Network** (www.deohaeko.com) – This is a group of families who came together nearly 20 years ago to plan good lives for young people with developmental disabilities. www.deohaeko.com
- **ReachOut** (<http://au.reachout.com>) – This site is full of advice on taking control of challenges most people face growing up.
- **Community Living Toolkit** (http://www.tmg-wis.com/iris/docs/misc/cl_tool.pdf) – This toolkit was made by the TMG IRIS Consultant Agency to help people get involved with their communities.
- **The Center on Human Policy (CHP)** (<http://thechp.syr.edu/about-the-center-on-human-policy/>) – This is a Syracuse University based policy, research, and advocacy organization involved in ensuring the rights of people with disabilities. The Center has been involved in the study and promotion of open settings (inclusive community opportunities) for people with disabilities.
- **The Asset-Based Community Development Institute (ABCD)** (<http://www.abcdinstitute.org/>) – This institute focuses on local assets as the primary building blocks of sustainable community development.

It is important to keep learning about yourself and sharing those things with others. Continue learning about your community, and find times to share the things you learn with those around you.

Hopefully, this workbook will help you build relationships with new people in your life. Be sure to come back and update your answers as needed.

Enjoy and best wishes on your journey!

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