

# A Workbook for Your Personal Passport



This Passport Workbook belongs to:

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8/95; Revised 3/96



# A Workbook for Your Personal Passport

Developed by  
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with special thanks to:  
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Mark Rice and Steve Sweet

8/95

This workbook is for people with developmental disabilities and their friends and families who want to learn more about person-centered planning. It will also help people get ready for their next Individual Program Plan (IPP) meeting.

# What Will You Find In This Workbook?

## Part 1

### The Person-Centered Individual Program Plan for Californians with Developmental Disabilities\*

This part of the workbook tells you how California regional centers can help you develop a person-centered Individual Program Plan.

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## Part 2

### Your Personal Passport

This part of the workbook tells you how to do one kind of person-centered planning called *Your Personal Passport*.

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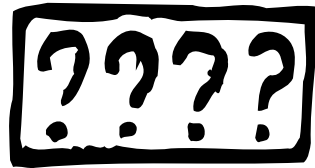
\* Part 1 of the workbook was adapted from *More Than a Meeting*, a document produced by the California Department of Developmental Services (1994) and developed under contract with Allen, Shea & Associates.





# Part 1

## The Person-Centered Individual Program Plan for Californians with Developmental Disabilities

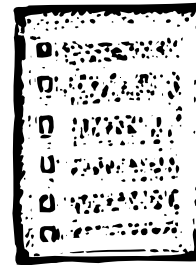


### What is Person-Centered Planning?

Person-centered planning isn't so new and it isn't hard to do. It's really as easy as listening to people with developmental disabilities (or their families if someone is very young) about things like:

- where to live;
- how to spend time each day;
- who to spend time with; and,
- hopes and dreams for the future.

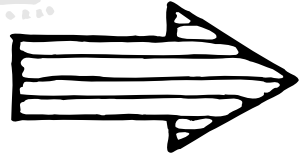
It's also about supporting people in the choices they make about their life.



### What Does the Lanterman Act Say About Person-Centered Planning?

The Lanterman Act now says that regional centers will:

- use this way of planning;
- make sure that the choices made by the planning team are written into the Individual Program Plan;
- give people all the information they need to make choices for themselves; and,
- support the many different ways that people choose to live.



## More About Person-Centered Planning

**Planning Ahead.** We all have hopes and dreams for the future. Some we can work for on our own, many take support from others. Some will happen, some will not.

Person-centered planning is one way of figuring out where someone is going (*life goals*) and what kinds of support they need to get there. Part of it is asking the person, their family, friends and people who work with him or her about the things she or he likes to do (*preferences*) and can do well (*strengths and capabilities*). It is also finding out what things get in the way (*barriers*) of doing the things people like to do. If people can't talk for themselves, then it's important to spend time with them and to ask others who know them well.

Important things to remember about person-centered planning are:

- people with developmental disabilities (or their families and friends if they can't speak for themselves) are in the driver's seat; and,
- it's about supporting the many different ways that people choose to live.

**The Team.** Everyone who uses regional center services has something called a planning team. The people on the team must be the person who uses regional center services (and family members if someone is under 18 years old), the regional center service coordinator (social worker, case manager, or counselor) or someone else from the regional center. The team can also include people who are asked to be there by the individual (or consumer) like family and friends.

**Team Talk.** If someone doesn't speak very well or if someone speaks a different language, then a helper should also be on the team. Remember, the things that people talk about should be easy to understand. It's important to make sure that people have all the information they need to make choices for themselves.

**Team Meetings.** The team gets together to talk about things, like what's going well for someone and what could be better. Remember, person-centered planning is more than a meeting.

It's also the job of the team to look at the IPP to make sure that the services that people are getting are supporting their choices and are making a difference in their lives. If not, then the IPP can be changed by the team. This kind of planning may take more than one meeting. While the team has to meet at least once every 3 years to look at the IPP, they may need to meet or talk more often.



## Everyone Has a Part to Play



**People with developmental disabilities** and their families have big parts to play. As team members, they talk about their choices, hopes and dreams and what services and supports they need. They also help the regional center and the State figure out what services for people with

developmental disabilities and their families should look like now and in the future.

**People who provide services and supports** help people with developmental disabilities and their families work towards their hopes and dreams and support the choices they make about life. The IPP is their map and tells them what direction to go.

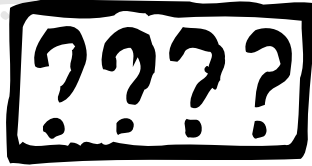
**People who work for regional centers** help by being service coordinators. The service coordinator helps write up the IPP, looks for service and support when needed and makes sure that the services that people get are the ones they need and want and that they make a difference in someone's life.

**The State of California and the people at the Department of Developmental Services** help by making sure that everyone who needs services is getting them and that everyone is working together.

**Working Together.** The team decides what is written into the plan together. Most of the time, teams can come up with a great plan. If the team can't decide or agree what should be in the plan, then the person who the plan is written about (individual or consumer and family) has a right to have someone help decide. This is called a fair hearing. The regional center can give names and addresses of people who can help in the fair hearing (like the local Area Board or Protection and Advocacy).

**The Plan.** The choices people make about their lives are written into the Individual Program Plan. However, many other things happen in person-centered planning. For one thing, everyone on the team learns more about each other. Also, people with developmental disabilities have a chance to talk about what's important to them and the kinds of support they need from family, friends and people who provide services. The IPP also:

- lists the kinds of services and supports that people need;
- tells who will provide that service and support; and,
- tells how that service and support will help people get where they want to go.



## How Does this Planning Work?

**Remember.** All regional centers use person-centered planning as a way to work on the Individual Program Plan (IPP). There are many ways to do this, but some things must be in the plan.

### ***Person-Centered IPPs***

**What are they?** They are plans which have written into it them the choices of the planning team.

**Who gets a person-centered IPP?** Anyone who uses regional center services. This includes people in developmental centers.

### ***Individual Choice***

**It's about choice!** Choices about where to live, how to spend each day, who to spend time with and hopes and dreams for the future. Every plan will look different since people choose to live in different ways. It's also about getting support and assistance for making choices when people aren't used to it. If someone can't make choices on their own or with support, then the regional center director can choose someone who can help.

**It's about information.** People who use regional center and other services paid for by the regional center need to have information that's easy to understand so they can make choices for themselves.

### ***The Planning Team***

People on the team must be the person who uses regional center services (and family members if someone is under 18 years old), the regional center service coordinator (social worker, case manager, or counselor) or someone else from the regional center. The team can also include people who are asked to be there by the individual (or consumer) like family and friends.

Everyone works together as a team to make sure that each plan is a great one. Each person on the team has something to say and should be listened to by everyone else.

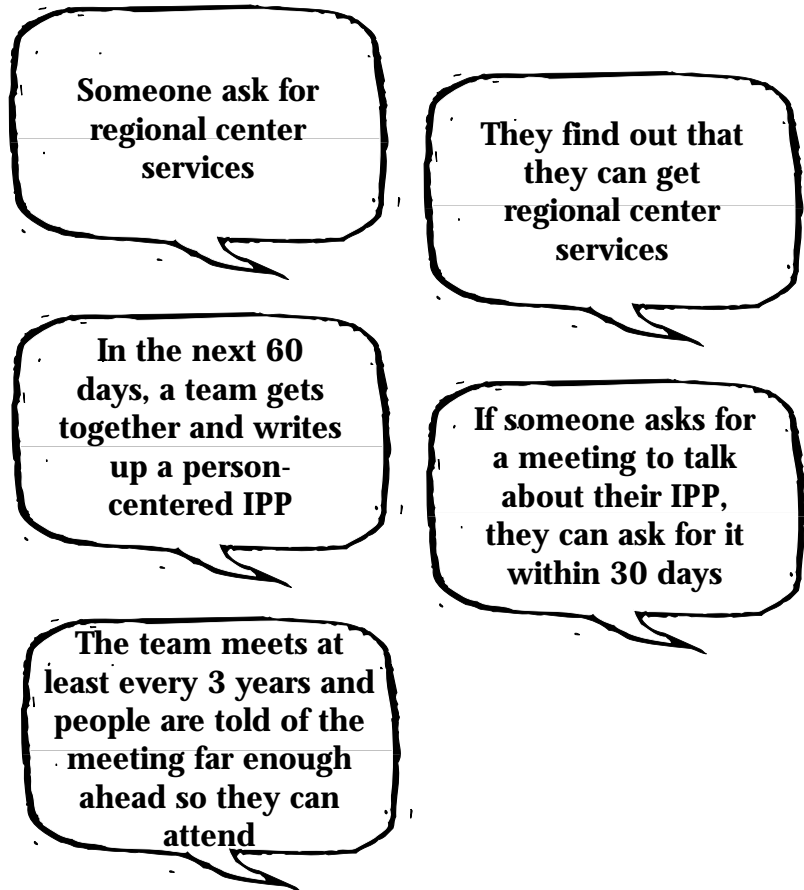
It's important to make sure that people have all the information they need to make choices for themselves because the choices the planning team makes are written into the Individual Program Plan. The team decides what is written into the plan together. The plan is written to help people get the support and service they want and need.





### ***Time Requirements***

**When does this planning take place?** This kind of planning takes more than a quick get together, it's more than just a meeting. While the team has to meet at least once every 3 years to look at the IPP, they or some of the members of the team will need to talk more often. Here is what the law says about meeting as a team:

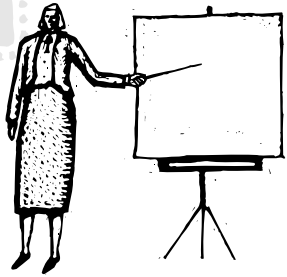


### ***Getting to know someone***

Getting to know someone is a very important part of person-centered planning. The best way to get to know someone is to spend enough time together doing things, talking, listening and watching to figure out where someone wants to live, how they want to spend time each day, who they want to spend time with, their hopes and dreams for the future and things that get in the way of those life choices. In other words, to learn about how someone chooses to live their life.

Sometimes, it's important to find out more about things like health or problems with getting along with people. At those times, it's important to bring someone on the team like a doctor or a psychologist.

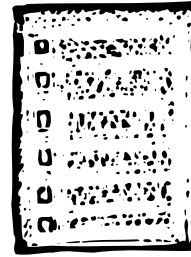
For children living at home, someone should be on the team who can help figure out what will support the family right now. Also, they need to figure out what support is needed to make sure that children can stay living with families.



## Preparing for a Meeting

**Getting together.** When the team gets together for planning and working on the IPP, here are some things to remember:

- be positive;
- work together as a team;
- person-centered planning is more than a meeting, make sure to talk and see each other between meetings;
- make sure people have a chance to talk about their hopes and dreams before the meeting (making a recording or a video tape is helpful);
- everyone should get to say what's on their minds; and,
- listen to what everyone has to say.



## Meeting Together to Write a Plan

### ***Planning Conferences***

**What are they?** When the team gets together to work on the written plan everyone should be there to work on it together. This is an important meeting because it

gives everyone on the team an idea of how things are going. Are people living where they want to live, spending time the way they want to spend it, working on their hopes and dreams for the future? While this meeting is important, what happens between meetings is more important. That's called life!

### ***Planning for a Meeting***

**Getting ready for the meeting.** Here are some things to remember when setting up a meeting to work on the written plan:

- these meetings may take longer because there's a lot more to talk about;
- they have to be held at least every 3 years;
- if someone asks for a meeting to work on the plan, they can ask for it to be held within 30 days;
- everyone should know about the meeting far enough ahead so they can plan to attend; and,
- meetings should be somewhere that everyone likes, if possible.



### ***Setting the ground rules***

**Meetings that work.** When people get together to work on a plan, those meetings work best when:

- teams talk about someone's life choices, what's going well, what could be going better, hopes, dreams and things that might scare people about the future;
- choices about how people want to live are supported by the team;
- everyone works together;
- everyone listens to what others have to say; and,
- someone takes notes.

It's okay if it takes more than one meeting to finish working on the plan.

### ***What do we talk about?***

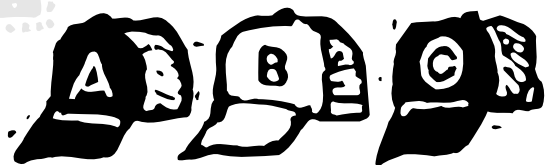
**Most important.** The most important things to talk about at the meeting are someone's choices about where to live, how to spend time each day, who to spend time with and plans for the future. After talking about the future, the team should spend some time talking about how things are going now. This will give everyone an idea of

what's working well and what needs to be done to move in the direction of the plan for the future. The IPP also has:

- a list of the different kinds of services and supports that people need;
- who will provide that service and support; and,
- how that service and support will help people get where they want to go.

The basic parts of a plan are:

- **Goals**
- **Objectives and Action Plans**
- **Family Plan Component** (when someone is under 18 and living at home)
- **Schedule of Services and Supports**
- **Review Schedule (Getting Back Together As a Team)**



**More about working together as a team.** When people get together to work on a person-centered plan, everyone has a job to do:

**Team Leader.** This can be anyone on the team who wants to help keep the meeting going.

**Team Recorder.** Someone who will takes notes about the meeting.

**Team Members.** Everyone who comes to support the person and his or her family in working on a plan for the future.

### **What happens when the team doesn't get along?**

When team members don't get along or don't support the choices someone makes for their life, it's up to the team leader to help get things going again. One way is to write down a list of the things that people agree on and another list for the things that people don't agree on. Next, the team thinks of new ways to look at the things they don't agree on until everyone sees something that can work. If things still aren't working well, then the team may need to choose a new leader or ask someone else to come in and get things going again. The important thing to remember is that the team decides what is written into the plan together and the plan is written to help people get the support and service they want and need.

## Goals

**What are they?** Goals are the things that people want to do in the next few years. They are the choices that people make about where to live, what to do during the day, who to spend time with and hopes and dreams. They can be things that someone wants to change about their life or they can be things that people want to stay the same. Here are some ideas of what goals might look like:

**I will learn how to ride the bus.**

**I will go to church.**

**I will get a job.**

**I will meet new friends.**

**I will live in my own apartment.**

**I will go to the after-school program at my school.**

**I will invite family and friends to a circle of support meeting.**

**I will take care of my own money.**



## Objectives

**What are they?** Objectives are the steps we take to move toward the goals. They have to have a date written into them so that everyone will know if something is getting done or not.

If someone's goal is:

**I will decide what to do with my free time each day.**

An objective might be:

**By the end of April, I will go to the store and buy a daily planning notebook.**

or:

**By the end of April, I will have a picture calendar.**



## Family Plan

**What is it?** For children under 18 living at home, the plan must say what will support the family most right now. Also, what support is needed to make sure that children can stay living with families. Kids under 3 years old (and their families) get a plan called the Individual Family Service Plan (IFSP). The IFSP is a lot like the IPP.

There are many ways to support children with developmental disabilities and their families, some examples are:

- a parent support group;
- emergency housing;
- respite;
- infant programs; and,
- special medical or dental service.



# A.B.C. Services and Supports

**What are they?** When people need more than the support of family, friends and communities to reach their life goals, the plan will have a schedule of *services and supports*. This schedule tells who will be giving the service and support and how it will help support someone's choices on where to live, how to spend time each day, who to spend it with and dreams and hopes for the future. If the schedule of services and supports gets changed by the regional center, people have a right to ask for a fair hearing to talk about why the schedule is important to them.

There are many kinds of services and supports, some of them are:

- **a place to live** (emergency housing, foster family, group home, supported living, help in finding a place, homemaker services);
- **a place to learn or work** (education, supported employment, competitive employment);
- **family support** (infant programs, day care, out-of-home care, parent training, respite, voucher services);

- **getting around** (transportation, travel training, recreation, adaptive equipment); and,
- **staying healthy** (counseling, mental health services, medical or dental services).

The law says that regional centers must first try to get services and supports from natural or generic places before spending money for special services and supports.

## Getting Back Together as a Team (Review Schedule)

**Together again as a team.** The plan should also have written into it some times when everyone on the team will get together and look at how things are going. This is also a time to find out if the person with a developmental disability (and their family if someone is under 18) is happy with their services and supports. If things aren't going well or someone is unhappy with their services and supports, then it's time to change the plan.

**Remember, while meetings are important, what happens between meetings is more important.**



## Where do Services and Supports come from?

Regional centers can help people get the services and supports they need as long as:

- they are not services and supports that someone could get somewhere else (from another community agency);
- they are services and supports that help someone with their life choices;
- they are the services and supports that someone needs, wants and chooses;
- they are services and supports that are near where someone lives (and a person would not have to move to get them);
- they are services and supports that people like;
- they are services and supports that are cost effective;
- they are services and supports that make a difference in someone's life; and,
- someone from the regional center checks to make sure that service and supports are there when they should be and they're what someone wants and needs.



## More than a Meeting

**Some things to remember.** When you're working on a person-centered IPP, remember that it's about 5 things:

1. getting to know someone really well;
2. finding out about someone's life choices;
3. supporting someone's choices about where they want to live, how they want to spend each day, who they want to spend time with, and hopes and dreams for the future;
4. working with others to come up with a way to make those choices a part of someone's everyday life; and,
5. figuring out what supports and services someone needs and wants.

**It's as easy as that, it's as hard as that and it's more than a meeting.**



## About Your Last Team Meeting

**Think about your last team meeting and then ask yourself if:**

**Yes    No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | You chose who would be at the meeting and where you would meet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | You were at the meeting.  |
| <input type="checkbox"/> | <input type="checkbox"/> | You were asked first to share and then others were asked to share information.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | The team talked about your preferences and strengths (things you like to do).                           |
| <input type="checkbox"/> | <input type="checkbox"/> | The team talked about your hopes and dreams for the future.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Your meeting was positive.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Someone was there to talk or communicate for you if you can't talk or communicate for yourself.         |
| <input type="checkbox"/> | <input type="checkbox"/> | The team talked about how to make sure your IPP supports your preferences, strengths, hopes and dreams. |
| <input type="checkbox"/> | <input type="checkbox"/> | The team said they would all work together to carry out your plan.                                      |

**How could your next meeting be better?**





# Part 2

## Your *Personal Passport*\*

\* Adapted from the *Oregon Transition Team*



## How Does This Work?

In this part of the workbook, you will have a chance to think about your life and the kinds of things that are important to you. When you're done, you will have finished *Your Personal Passport*. You can take this workbook (or use the summary sheet in the workbook) to your next person-centered IPP meeting and share it with your team.

On each page you will find a part of the passport with some ideas about how to write it up for yourself. It's best to do this part of the workbook with people who know and care about you. If you need help in writing, ask someone to do it for you or draw pictures or use stickers. Do it any way that you like that tells people what's important to you.

Remember, this is just one way to do person-centered planning. You can find a list of books and workbooks about other ways at the end of this workbook.



## Working on Your Personal Passport

Here are some things to think about when you're working on *Your Personal Passport*:

- Pick a place to work where you are comfortable;
- Invite people who know and care about you (your friends, relatives, neighbors, service coordinator, service provider) to meet with you and help you fill out the workbook;
- When you get together, make sure everyone knows each other and that they're there to support you in working on your *Passport*;
- Someone should lead the meeting and someone should write down what you and your team say in the workbook;
- The person who leads the meeting should make sure everyone gets a chance to talk and that people listen;
- Have a good time and be positive; and,
- Ask the person who was writing things down to go over them with you to make sure everything is just like you want it.



## 1. Who is a part of your life?

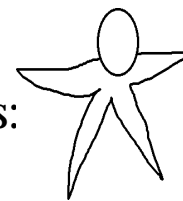
Who are the people you are close to? people in your family? people at work or school? neighbors and friends? Who are the people you do things with? talk to? turn to for help?

Who do you spend the most time with? Who are the people who know you best? Who are the people who are most important to you?

These are people who you might want to invite to your person-centered IPP meeting. Or, they might be able to support you in your plans for the future.

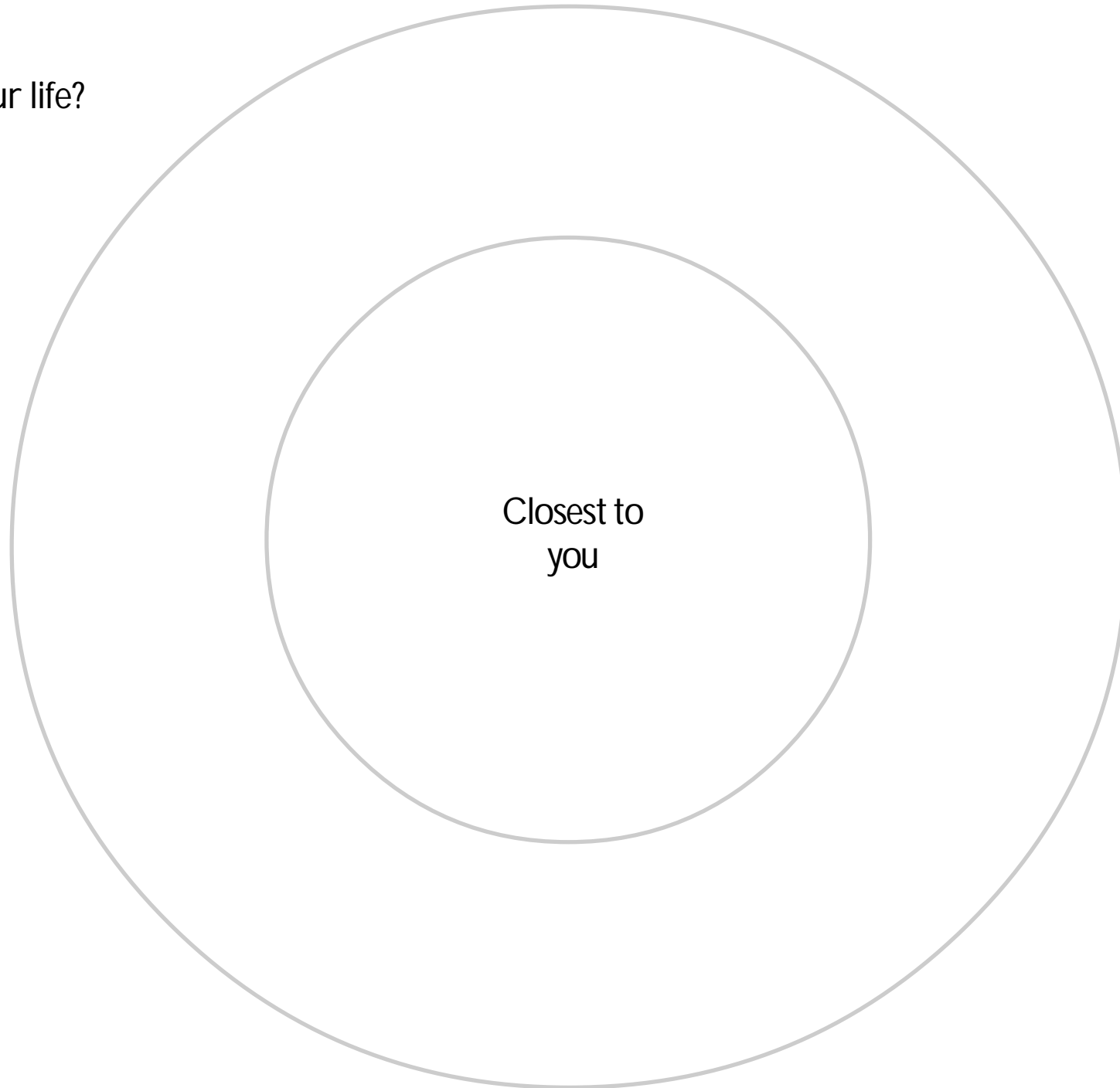
Think about who they are and write their names in these circles. Some people write the names of people who are closest to them in the middle, but you can do it any way you want.

People who like to draw sometimes use star people next to names. They look like this:





1. Who is a part of your life?





2. What things do you like to do?

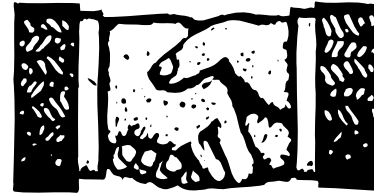
To help you get started on your lists, ask yourself and people who know you:

### **My List of Favorite Things**

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 kind of movies do you like? What kind of food do you like?

### **My Perfect Day**

What would be your perfect week day? weekend day? What kinds of activities make you happy? If you could be doing anything, what would it be? Who would you do it with?



3. From your lists of things you like to do, which are the things that you need to live your life the way you like?

Looking at your list of favorite things, perfect week day, and perfect weekend day, which things do you have to have in your life every day? These are the things that you need to live your life the way you want. Things that if you didn't have, it would make your life a lot harder. It might be a favorite activity, food, something you like to wear, and so on. Look at all three lists and **circle those things**.

Remember, these are the things that are important for your life quality. These are things you need to talk about at your next team meeting. These are the things that help people who support you, do it right.



Your List of Favorite Things ...

Your Perfect Week Day Would Be ...

When you first get up

During the day

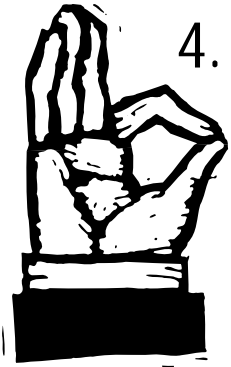
At night

Your Perfect Weekend Day Would Be ...

When you first get up

During the day

At night



#### 4. What are some great things about you?

What are some great things about you? What do you like about you? What are some things you're good at? proud of? What are some nice things that people say about you? What do people thank you for? This is sometimes hard for people to answer, so you might want to start by asking a friend or relative.

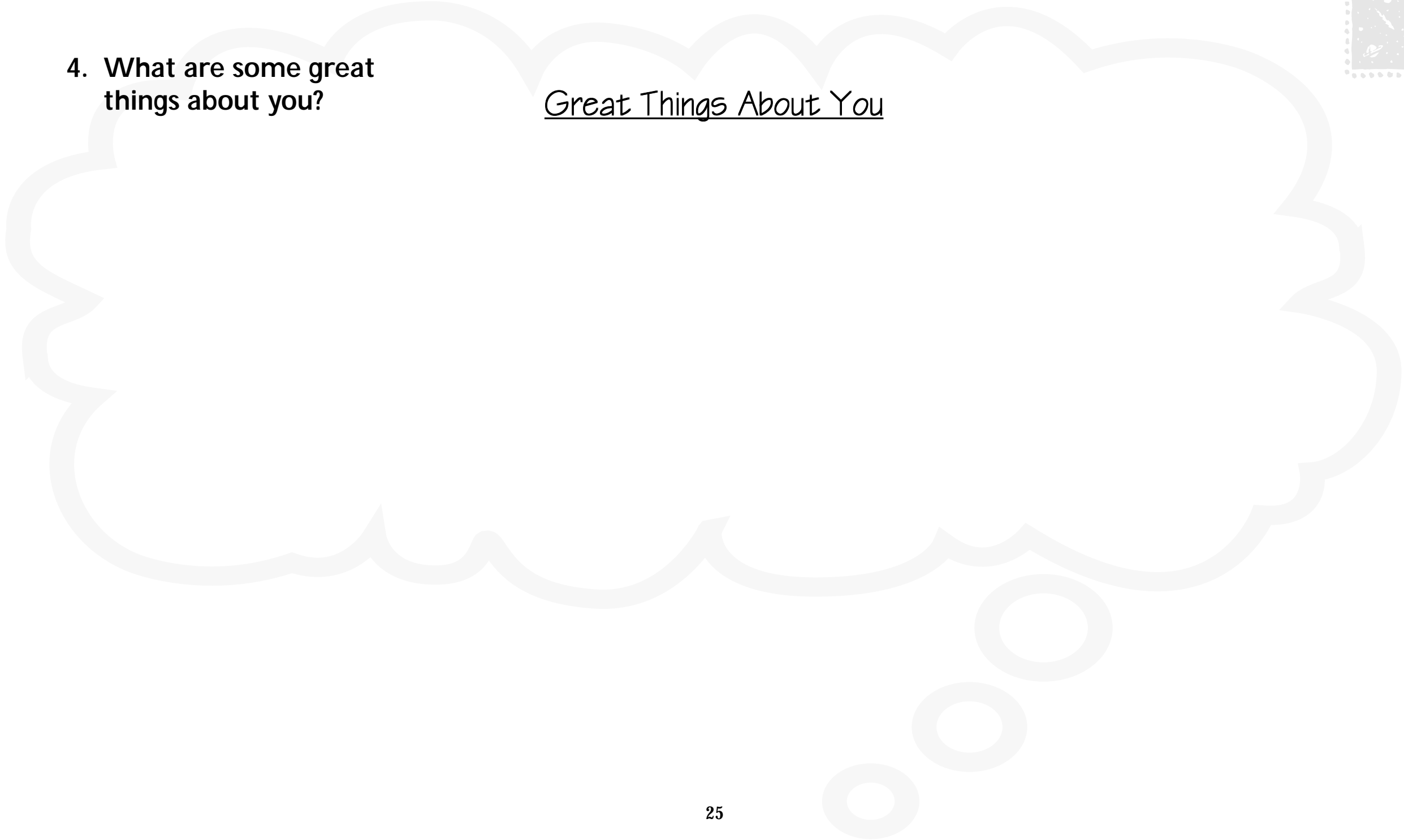
These are important things to think about when you are figuring out the kinds of services and supports you need and want.

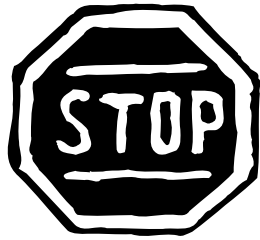




4. What are some great things about you?

Great Things About You





5. What's not working for you?  
What gets in the way?

What makes you mad, sad, or frustrated? at home? at work or school? around town?

Are there things you don't like to do? Are there places you don't like to go? People you don't like to be with? Are there things that you do that are boring?

Do you have any health problems that keep you from doing things?

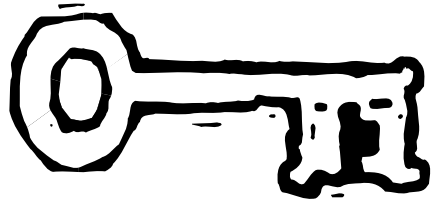
You will use this list later when figuring out the kinds of services and supports you need and want.





5. What's not working for you?  
What gets in the way?

Things That Get in Your Way



**6. Based on your preferences, the things you need most in your life, what is and is not working, what does it take to support you?**

Look back at the things you wrote down for numbers 2, 3, 4 and 5. Now think about the kinds of support from others that would help you most right now. At home? At work? Around town? For fun?

After you have written these down, ask yourself and others who are helping you "Are these the kinds of supports I'm getting right now?" This is something you should talk about at your next team meeting.





6. Based on your preferences, the things you need most in your life, what is and is not working, what does it take to support you?

What Kinds of Support Do You Need Most?



**7. What are your hopes and dreams for the future?  
Where do you live, work, play and who is part of your life?**

What would be your best future? What do you want to do? What do you want in life? Remember, there are no right or wrong answers! Just take a few minutes and think about what could be and don't worry about things that might get in the way. Where would you live? by yourself? with others? What kind of job would you have? What would you do for fun?



7. What are your hopes and dreams for the future?

Where do you live, work, play and who is part of your life?



Your Hopes and Dreams for the Future are ...



## 8. What scares you the most about the future?

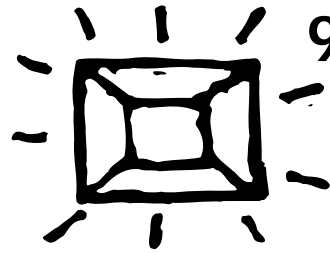
Are there things that worry or scare you (or your friends and relatives) about the future? It's important to think about these things. Sometimes, someone can do something to help you with these things.





8. What scares you the most about the future?

The Things that Scare You  
About the Future are ...



## 9. What kinds of support do you need to reach your hopes and dreams for the future?

First, look back at the things that you wrote down for number 6 (My Hopes and Dreams for the Future Are). What are the things that will support you in moving towards your hopes and dreams or goals for the future?

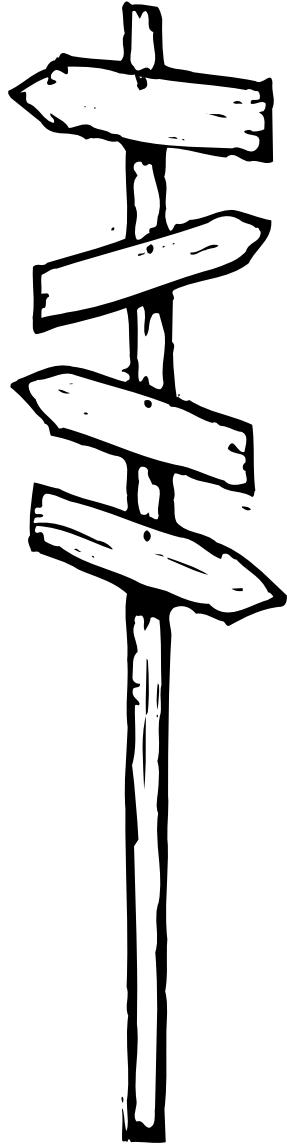
What are the things you can do for yourself? How can others help? This is something you should talk about at your next team meeting.

Next, look at the things you wrote down for number 7 (What Scares You the Most About the Future?). What things would help you be less scared about the future? This is something you should talk about at your next team meeting.



9. What kinds of support do you need to reach your hopes and dreams for the future?

What Kinds of Support  
Do You Need To Get There?



## About Your Next Person-Centered IPP Meeting

Where should it be?

Who should be there?

Who should be the meeting leader?

What are the most important things to talk about?

## Other Things to Read on Person-Centered Planning



**PATH: A Workbook for Planning Positive Possible Futures.** Uses an eight-step process to help people figure out life goals; build their strengths; include others in a personal support network; and, develop a commitment to action. This booklet was written by Marsha Forest, John O'Brien, and Jack Pearpoint and is printed by Inclusion Press. You can find out about where to order by contacting Marsha Forest or Jack Pearpoint at the Centre for Integrated Education and Community, 24 Thorne Crescent, Toronto, Ontario, Canada M6H 2S5, (416) 658-5363 or FAX 658-5067.

**Person Centered Planning: How do we know when we are doing it?** An overview on a variety of approaches to person-centered planning and what is common to all of them. This booklet also contains a list of resources and a checklist for looking at your planning approach. You can obtain a copy from: Oregon Transition Systems Change Project, Oregon Dept. of Education, Office of Special Education, Salem, Oregon (503) 378-3598.

**It's Never Too Early, It's Never too Late!** The goals of Personal Futures Planning are to: help someone develop a picture of what the future will look like for him or her; to build a circle of people who will help support that picture or plan; and, to take some first steps. For more information on how to use Personal Futures Planning, you can get a copy of this booklet by Beth Mount and Kay Zwernik (1988) from the Governor's Planning Council on Developmental Disabilities, 300 Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, (612) 296-4018 or FAX 297-7200.

**My Life Planner; Letting Go; Dream Deck.** *The Planner* and *Letting Go* provide a variety of activities to assist people with developmental disabilities and family members in planning for the future and figuring out more about their preferred lifestyles, interests and preferences. The *Dream Deck* is a visual approach to finding out more about preferred activities and interests. For information on purchasing these and other great documents, contact Emily Curtis or Milly Dezelsky at New Hats, Inc., P.O. Box 57567, Salt Lake City, Utah 84157-7567, (801) 268-9811.

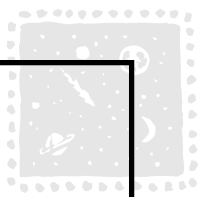
**MAPS (Making Action Plans).** MAPS helps bring together the key people in someone's life to develop a support plan. A MAPS get-together is usually hosted by two people, one who helps guide the meeting and one who records what happens on chart paper on the wall. For more information on how to use the MAPS process, you can find out about available texts, videotapes and training by writing to Marsha Forest and Jack Pearpoint at the Centre for Integrated Education and Community, 24 Thorne Crescent, Toronto, Ontario, Canada M6H 2S5(416) 658-5363 or FAX 658-5067.



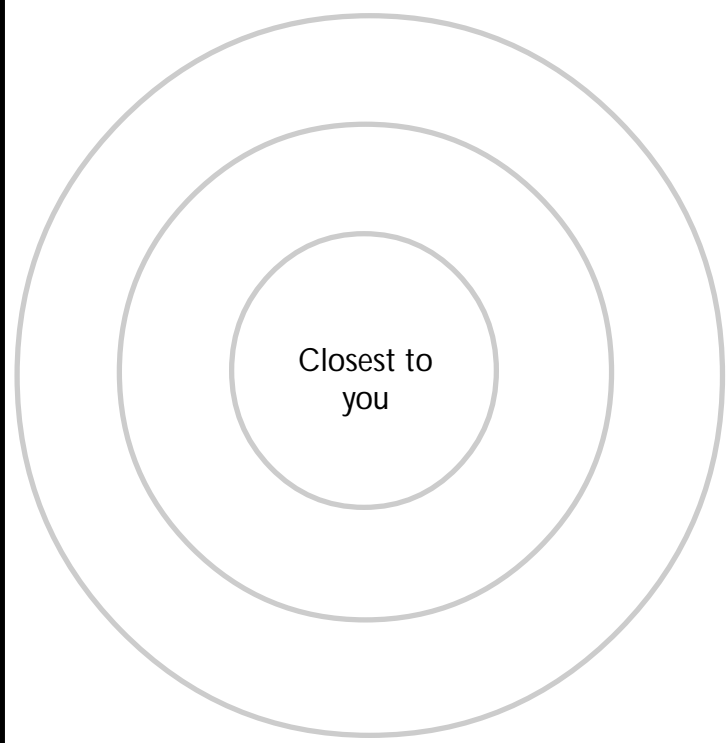
# A Workbook for Your Personal Passport

Allen, Shea & Associates  
8/95; Revised 3/96

A Summary of the Personal Passport of: \_\_\_\_\_



1. Who is a part of your life?



2. What things do you like to do?



4. What are some great things about you?



3. From your lists of things you like to do, which are the things that you need to live your life the way you like?



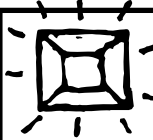
5. What's not working for you? What gets in the way?



6. Based on your preferences (#2), the things you need most in your life (#3), what is (#4) and is not working (#5), what does it take to support you?



8. What scares you the most about the future?



9. What kinds of support will you need to reach your hopes and dreams for the future?

## About Your Next Person-Centered IPP Meeting



Where should it be?

Who should be there?

Who should be the meeting leader?

What are the most important things to talk about?

7. What are your hopes and dreams for the future? Where do you live, work, play and who is part of your life?