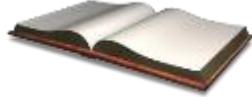
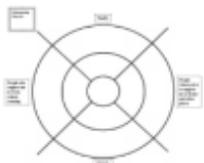


## Suggestions and Resources on How to Use Everyday Person Centered Skills

Core Concept & Skill	WHAT IT DOES	POSSIBLE USES	Suggestions for Direct Support Professionals
<p><b>Sorting Important To/ Important For</b></p> 	<p>A way to <u>organize</u> the information we collected when using other skills.. By sorting our learning into What's Important To and What's Important For we gain a deeper understanding of the person while working towards a good balance. Better informs our actions in partnership with the person and those who love them.</p>	<ul style="list-style-type: none"> <li>• Use with all the other tools-to add depth to our understanding of the person's preferred to/for balance</li> <li>• To think through a situation before deciding what should happen next</li> </ul>	
Skills	What it Does	Possible Uses	Suggestions for Direct Support Professionals
<p><b>The Donut Sort</b></p> 	<p>Identifies role-specific responsibilities. (Core responsibilities; use judgment and creativity; not usually a paid responsibility</p>	<ul style="list-style-type: none"> <li>• Help people get clear about their responsibilities regarding specific situations</li> <li>• Develop job/volunteer descriptions</li> </ul>	
<p><b>4 + 1 Questions</b></p>	<p>Helps people learn from their efforts and focus next steps.</p>	<ul style="list-style-type: none"> <li>• To evaluate a specific process or effort</li> <li>• As a structure for group review</li> </ul>	

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Core Concept & Skill	WHAT IT DOES	POSSIBLE USES	Suggestions for Direct Support Professionals
<p><b>The Learning Log</b></p> 	<p>Directs people to look for ongoing learning A structure that captures learning details within specific activities and experiences</p>	<ul style="list-style-type: none"> <li>• Replace the standard “progress note”</li> <li>• Track efforts related to a specific area of change</li> <li>• Support depth learning over time</li> </ul>	
<p><b>Sorting What’s Working/ What’s Not Working</b></p>	<p>Analyzes an issue/situation across multiple things are right now.</p>	<ul style="list-style-type: none"> <li>• To get a broader perspective</li> <li>• To do pinpoint problem solving</li> <li>• Before planning next steps</li> </ul>	
<p><b>Relationship Map</b></p> 	<p>Creates a picture of who is in the person’s life.</p>	<ul style="list-style-type: none"> <li>• To record who is in a persons life- their role and relationship</li> <li>• Find characteristics of a good match</li> <li>• To help the person and planner invite to help plan</li> </ul>	

## Suggestions and Resources on How to Use Everyday Person Centered Skills

Core Concept & Skill	WHAT IT DOES	POSSIBLE USES	Suggestions for Direct Support Professionals
<p><b>Rituals and Routines</b></p> 	<p>Identifies the specifics of a particular time of day or event</p>	<ul style="list-style-type: none"> <li>• To learn what parts of rituals/ routines are important to the person to keep or change.</li> <li>• To learn more about what is important to and for the person</li> <li>• To learn more about daily supports the person appreciates</li> </ul>	
<p><b>Good Day/Bad Day</b></p> 	<p>A way to identify the specifics of what makes up a good and bad day for a person</p>	<ul style="list-style-type: none"> <li>• Use to learn What's Important To and How to Support</li> <li>• Maximize good days, and minimize effect of bad days</li> </ul>	
<p><b>Two Minute Drill</b></p> 	<p>Helps us learn critical information about how to best support the person (top tips)</p>	<ul style="list-style-type: none"> <li>• To learn what people think is most important to and for the person</li> <li>• To discover information that the new supporters need to be successful</li> <li>• To help people clarify how they balance important to/for when supporting a person</li> </ul>	

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Core Concept & Skill	WHAT IT DOES	POSSIBLE USES	Suggestions for Direct Support Professionals
<p><b>Communication</b></p> 	<p>At-a-glance view of key information about how a person communicates. Especially useful in supporting people who don't communicate well with words.</p>	<ul style="list-style-type: none"> <li>• Help people to get to know a person more quickly</li> <li>• Help people know how to support someone during challenging times</li> </ul>	
<p><b>Positive Reputation</b></p> 	<p>A method to help us learn more about what is important to a person; how to support them while organizing a positive description</p>	<ul style="list-style-type: none"> <li>• Helps people acknowledge the persons positive characteristic</li> <li>• Helps us get to what is important to the person and how to best support from negatives</li> </ul>	
<p><b>Matching</b></p> 	<p>A structure to look at important "people characteristics" and the persons interests as well as what skills/supports make for good matches.</p>	<ul style="list-style-type: none"> <li>• Help people think about the kind of people they want and need supporting them</li> <li>• Hire best matched staff</li> <li>• Help person, family to identify possible circle members</li> </ul>	