

# A Workbook for Your Personal Passport

This Passport Workbook belongs to:

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Developed by  
**Allen, Shea & Associates**

with special thanks to: Michael Smull,  
Patsy Davies, Claudia Forrest,  
Mark Rice and Steve Sweet

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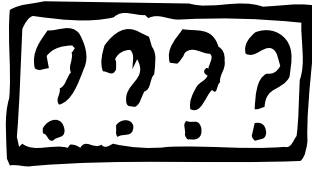
This workbook is for people with developmental disabilities and their friends and families who want to learn more about person-centered planning.  
(Layout is legal sized, back-to-back, spiral bound on left.)

# What Will You Find In This Workbook?



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## 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.

## More About Person-Centered Planning

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.



## About Your Last Planning Meeting

Think about your last planning meeting and then ask yourself if:

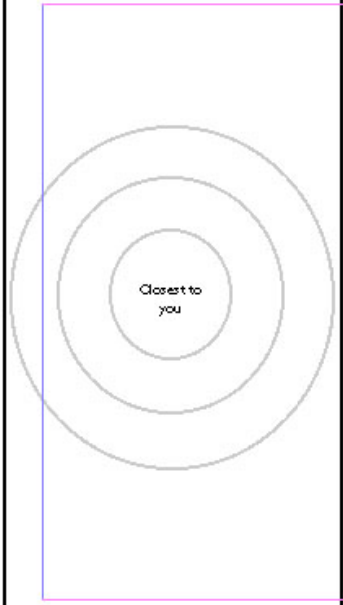
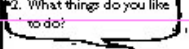






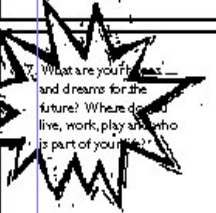

- | <b>Yes</b>               | <b>No</b>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | You chose who would be at the meeting and where you would meet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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?



# A Picture of Your *Personal Passport*\*

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

<p>1. Who is a part of your life?</p> 	<p>2. What things do you like to do?</p> 	<p>4. What are some great things about you?</p> 	<p>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?</p> 	<p>8. What scares you the most about the future?</p> 	<p>About Your Next Planning Meeting</p>  <p>Where should it be? Whom should be there? Whom should be the meeting leader? What are the most important things to talk about?</p>
	<p>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?</p> 	<p>5. What's not working for you? What gets in the way?</p> 	<p>7. What are your hopes and dreams for the future? Where do you live, work, play and who is part of your life?</p> 	<p>9. What kinds of support will you need to reach your hopes and dreams for the future?</p> 	

\* 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 planning 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.



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

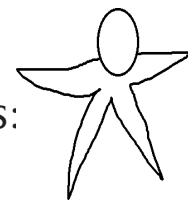
Who are the people you are close to? people in your family? people at work or school? neighbors and friends? Who are the people you do things with? talk to? turn to for help?

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 next planning 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:





I. 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**

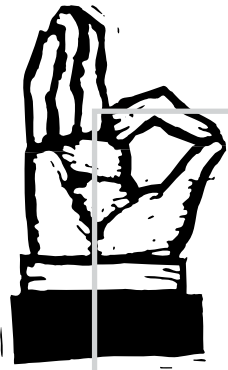
What would be your perfect week day? weekend day? What kinds of activities make you happy? If you could be doing anything, what would it be? Who would you do it with?



## 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 Weekday 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?

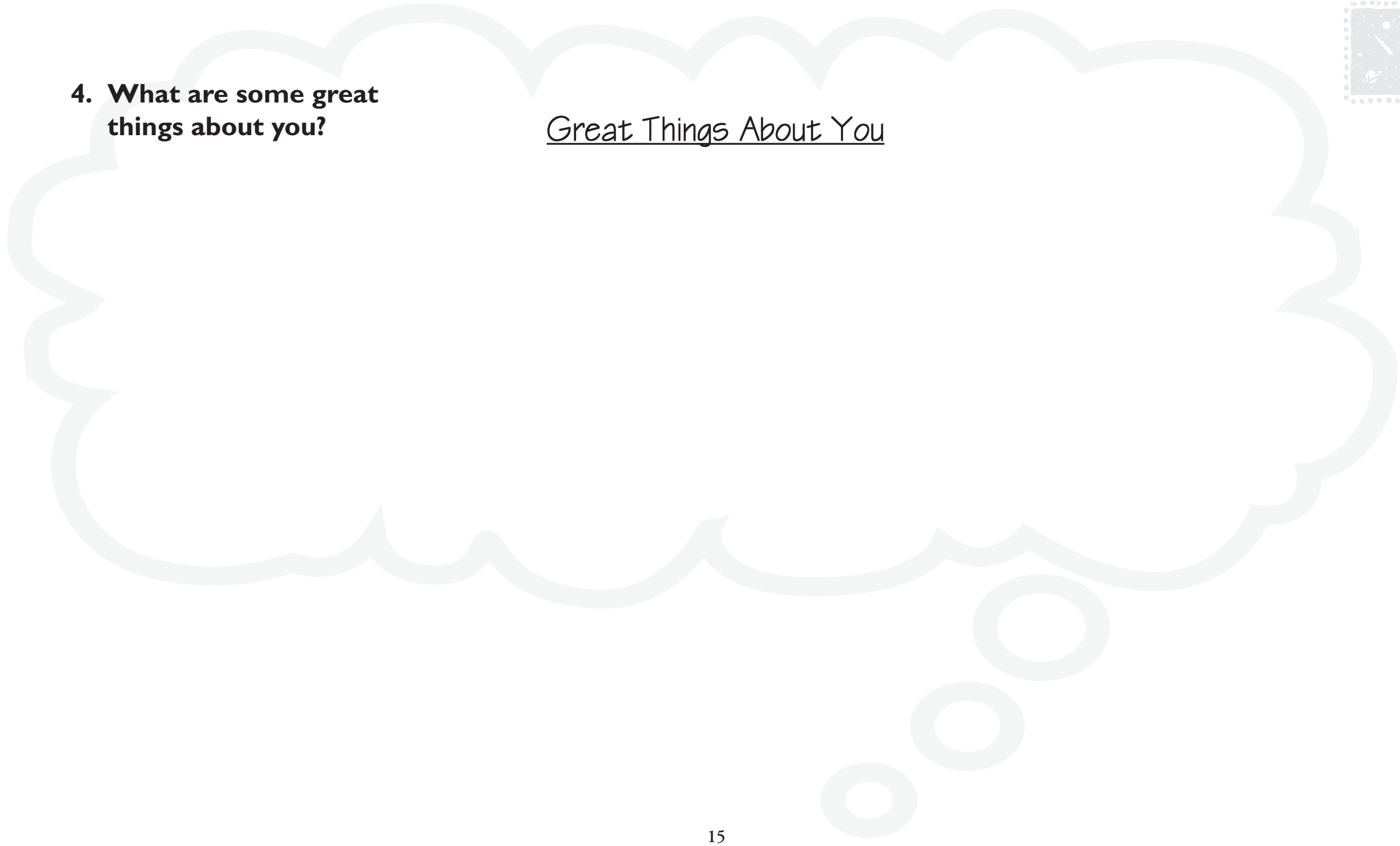
What are some great things about you? What do you like about you? What are some things you're good at? proud of? What are some nice things that people say about you? What do people thank you for? This is sometimes hard for people to answer, so you might want to start by asking a friend or relative.

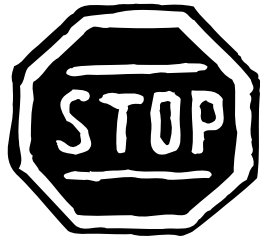
These are important things to think about when you are figuring out the kinds of services and supports you need and want.



**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.

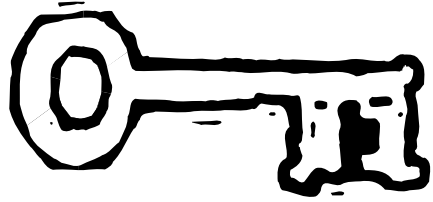






**5. What's not working for you?  
What gets in the way?**

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 ...



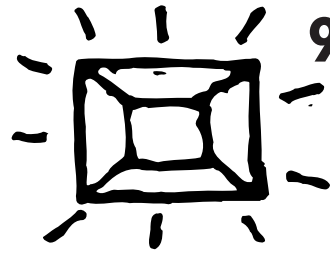
## **8. What scares you the most about the future?**

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.

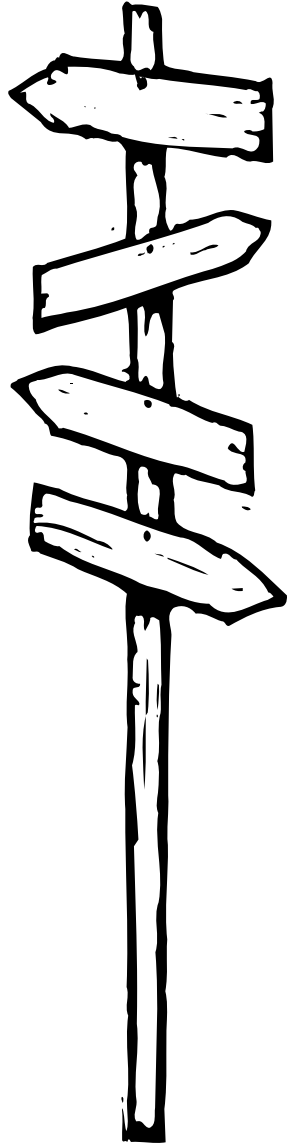
Next, look at the things you wrote down for number 7 (What Scares You the Most About the Future?). What things would help you be less scared about the future? This is something you should talk about at your next team meeting.





**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 Planning 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 Thome 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.

**Reach for the Dream: Developing Individual Service Plans for Persons with Disabilities.** A manual on integrating the development of individual service plans with the futures planning process. Includes sections on: developing personal profiles; personal futures statements; writing service plans; and, putting it all together. You can order this booklet from: TRN, Inc., P.O. Box 439, St. Augustine, FL 32085-0439, (904) 823-9800.

**All My Life's A Circle Using the Tools: Circles, MAPS & PATHS.** This booklet (1994) was written by Mary Falvey, Marsha Forest, Jack Pearpoint and Richard Rosenberg. It's all you wanted to know about how these three powerful processes work. Available from Inclusion Press International, 24 Thome Crescent, Toronto, ON., Canada M6H 2S5, tel: (416) 658-5363, fax: (416) 658-5067, e-mail: [includer@idirect.com](mailto:includer@idirect.com), CompuServe: 74640,1124.

**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 Emilee 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 Thome Crescent, Toronto, Ontario, Canada M6H 2S5 (416) 658-5363 or FAX 658-5067.



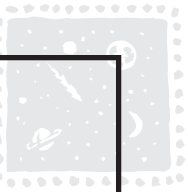
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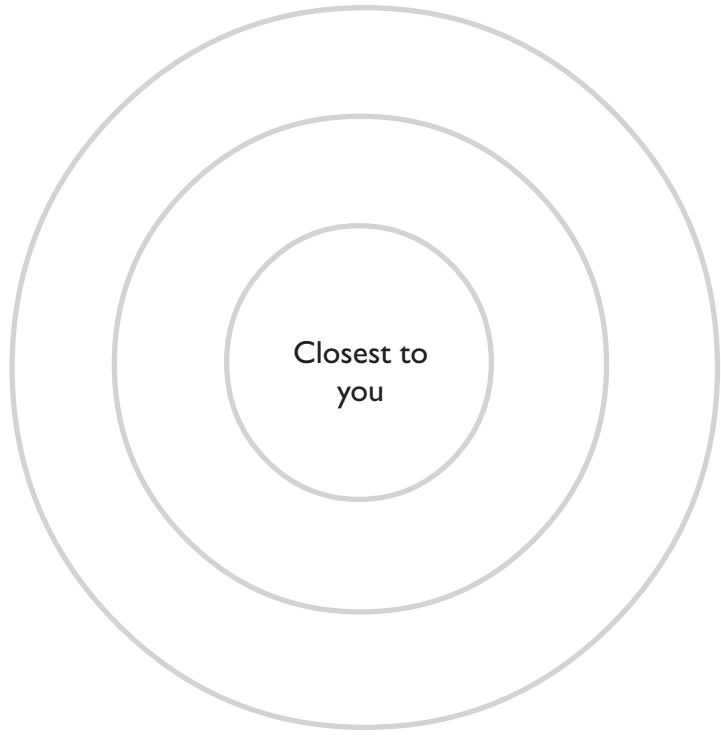
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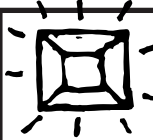
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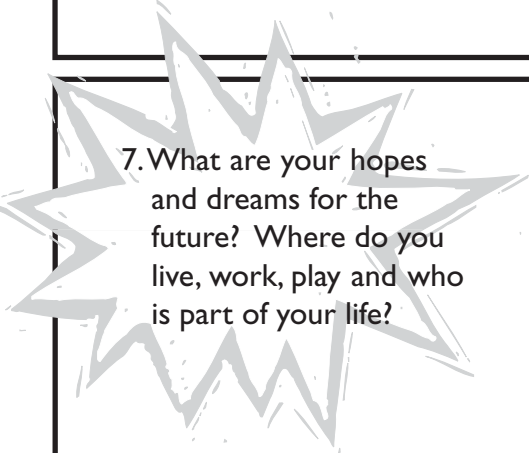
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