

Listen, Learn, Plan
A Guide for
Developing Preliminary
Essential Lifestyle Plans

Conversation with the Person
with Whom You are Planning

Developed by
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A Note

This guide was developed for use by facilitators for their work in developing preliminary plans. Those who wish to reproduce it for other purposes should seek permission from Michael Smull or Allen, Shea & Associates.

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Originally developed by Michael Smull and Bill Allen

References:

Developing First Plans

by Michael Smull and Bill Allen

Families Planning Together

by Michael Smull and Bill Allen

Listen to Me!

by USARC/PACE and Allen, Shea & Associates in collaboration with Michael Smull, Steve Sweet, Claudia Bolton and Pam Lopez Greene

Your Personal Passport

by Allen, Shea & Associates

Getting to Know You

by Claudia Bolton and Bill Allen

Reviewing Essential Lifestyle plans: Criteria for Best Plans

by Michael W. Smull, Helen Sanderson, & Susan Burke Harrison

Learning from the individual

The most important person to 'listen to' is the person with whom you are planning. The following material (from *Listen to Me* which is available on the website) will help you have a conversation that will begin to tell you what is important to someone. If the person does not use words to talk, you still need to spend time with him or her so that you have some ideas about how they would answer these questions. Some people will want to fill this out on their own. Others might need the help of family and friends to complete it.

**Name of the person with
whom you are planning:** _____

Listen, Learn, Plan

Learning who to talk to

The easiest way to learn who to talk to is to do a simple *relationship map* (this one was developed by Louisa Hext and Leah Holden) with the person.

At the center write the person's name. In the next circle write the names of those people closest to the person. Remember that these may or may not include those who spend the most time with the person, they are the people that the person feels closest to (those whom the person loves, good friends). Put those people who the person feels somewhat less close to in the next circle (friends, people the person cares about). On the outside put those people who are acquaintances, or relatives that the person does not feel close to. Paid staff may be in any of these circles. Ask how the person feels about them. Divide the names into 4 groups:

- *Family* - people who are related to the person
- *Home and supports* - paid or unpaid people, who are not family, who provide support at home or in the community
- *Friends* - people that the person sees as friends (who are not listed under home or in the community)
- *Work/School* - paid or unpaid people who provide support wherever the person spends their days

Please note that although some people have more than one role (for example, they are friends and are paid to provide support), but they should only be listed once. The idea of the map is to have a quick way of looking at relationships and to help you with who you should talk to (who should contribute to the plan).

People Map

Home and Supports



Family

Friends



Work



Listen, Learn, Plan



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?

Note: 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 that someone needs and want.

Great Things About You

What things do you like to do?



To help get started, ask:

What things do you like to do? at home? at work? at program? at college? for fun? around town? on vacation? What kind of music do you like? What kind of movies do you like? What kind of food do you like? Do you have any hobbies? Do you collect things? What are the things you don't like or don't like to do? Did you do something before that you liked to do (like a class or a job)?

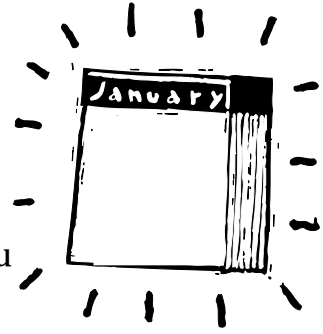


Your List of Favorite Things . . .

Things You Don't Like or Don't Like to Do . . .

Listen, Learn, Plan

The week day



First, what does your Monday through Friday morning look like right now? What do you do when you first get up? What do you eat for breakfast? When do you leave for work? Next, what would be your best Monday through Friday morning? If you could be doing anything, what would it be? Finally, what would be your worst Monday through Friday morning? What kinds of things make you mad, sad, frustrated in the morning? What kinds of things bug when you first get up?

What does your Monday through Friday day look like right now? What do you do when you first get to work or program? What kinds of work or activities do you do now? Next, what would be your best Monday through Friday day? If you could be doing anything, what would it be? What kinds of activities make you happy? Who would you do it with? Finally, what would be your worst Monday through Friday day? What kinds of things make you mad, sad, frustrated during the day? What places (or people) would you like to stay away from?

Finally, what does your Monday through Friday night look like right now? What do you do when you first get home? What do you have for dinner? What kinds of activities do you do now? Next, what would be your best Monday through Friday night? If you could be doing anything, what would it be? What kinds of activities make you happy? Who would you do it with? Finally, what would be your worst Monday through Friday night? What kinds of things make you mad, sad, frustrated during the evening?



The Best Week Day Would Be

When you first get up



The Week Day Right Now

When you first get up



The Worst Week Day Would Be

When you first get up



The Best Week Day Would Be

During the day



The Week Day Right Now

During the day



The Worst Week Day Would Be

During the day



The Best Week Day Would Be

At night



The Week Day Right Now

At night



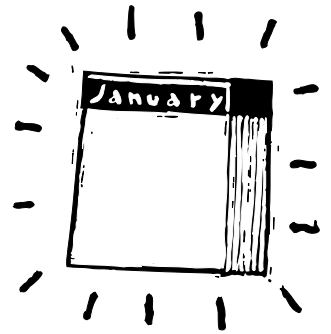
The Worst Week Day Would Be

At night



Listen, Learn, Plan

What is different about the weekend?



First, what does your Saturday and Sunday morning look like right now? Is there anything different about the weekend during the morning, in the afternoon, evening?

Next, what would be your best Saturday and Sunday? If you could be doing anything, what would it be?

Finally, what would be your worst Saturday and Sunday?



The Best Weekend Would Be



The Weekend Right Now



The Worst Weekend Would Be

Additional Information (if needed): Positive Rituals Survey

Positive rituals ease us through our days and help us mark special occasions. For each of the following questions, include as much detail as you can. Do not be trapped by the space provided, use extra sheets of paper. Remember that the more physical assistance someone needs and the less they are able to talk about their support needs, the more detail is needed for the positive rituals and routines. Positive rituals that detail intimate personal care can be part of someone's "private" plan that you only show certain people.

1. List some of the individual's daily rituals. Pay particular attention to the beginning of the day and the end of the day rituals. Each of us have specific activities that we do every morning including whether we brush our teeth before bathing, during our shower, before we leave the bathroom, or after breakfast, that comprise our morning rituals.

List morning (getting up) rituals -

List nighttime (going to bed) rituals -

2. List some of your the individual's rituals of transition - What does he or she do everyday when arriving at work, school or training? When arriving home from work, school or training?

List arriving at work, school or training rituals -

List arriving at home rituals -

3. List some of the individual's weekly rituals -

List Sunday rituals (if there are a couple of different ways, list them all)-

List any regular weekly rituals (friends that always visited, TV shows always watched) -

Listen, Learn, Plan

4. List some of the individual's rituals of celebration and comfort -

Indicate how he/she likes to celebrate when something good happens.-

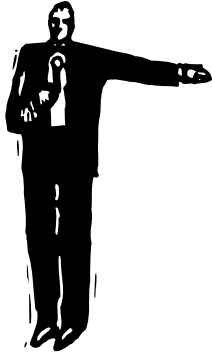
Indicate how he/she comforts him or herself when something unpleasant happens, how does he/she make him or herself feel better?

5. List some holiday rituals -

What has to happen in order for it to be his or her birthday?

What foods have to be on the table at which holidays?

What does he or she have to do during some holidays (e.g., go look at the Christmas lights)?



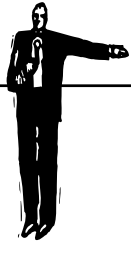
Listen to Me Communicate

This part of the workbook is to help people understand how you communicate with and without words. Are there special words or ways you act to let others know something. For example, if you laugh when you meet someone new, it may mean you are nervous or are just happy to meet the person.

The space titled **what is happening** tells people about the place, the people around, or the activity.. The space titled **I do this** describes what you do. The space titled **It means** tells people what you mean by the words or actions. The space titled **You should** what to do to support you.

The following page has a sample to help you get started.

What is happening	I do this	It means	You should
I am quiet	I sit with my hands covering my face	Something has happened to upset me	Sit down with me and ask me what's wrong. Encourage me to talk about feelings. Give me time to talk.
I am quiet	I lie down or go to be alone	I do not feel well (I am ill or have a headache)	Ask me what's wrong. I may need encouragement to talk. If I am not well, give me the option to go home for Tylenol and come back or stay home.



It's easiest to start with **I do**, then move on to **It means** and then outward to **what is happening** and you should.

What is happening	I do this	It means	You should

Hopes and Dreams for the Future

What are your hopes and dreams? What would be your best future? For example:

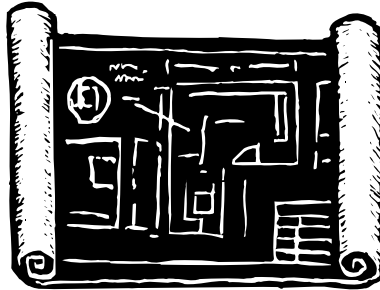
Where would you live? with whom?

What do you do during the day?

What would you do for fun?

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.

Hopes and Dreams for the Future are . . .



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