

# Self Advocate Workbook

## *My Plan*

This book is a guide for adults with developmental disabilities who want to take charge of their life planning.

**Name:**

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**Date:**

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## Prepared for Community Living British Columbia by Sue Hill

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### Acknowledgements

Thank you for your ideas, suggestions and feedback.

- Langley Association for Community Living
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### Message from the CLBC Board Chair

Life is full of choices. Some are easy to make; others can be more difficult. Our choices make us different from one another.

Sometimes we need help to make those choices. We might need to talk to people who are close to us, or take some time to think about what is most important to us.

This book will help you make some of those choices. Community Living BC has created this book to help self-advocates live good lives. It will help you take charge of planning for your life.

I hope you take the time to go through this book and decide how you want to live your life. This book can help you to think about your dreams, and what you will need to do to make your dreams come true.

Good luck with your planning. Remember to have fun!

Sincerely,

*Lois Hollstedt*

**Chair, CLBC Board of Directors**

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## About This Book

Community Living British Columbia (CLBC) has developed this book with advice from community.

It is about person-centred planning. It has ideas about how to lead your own planning.

You can use this book to prepare for your person-centred planning.

There are pages in this book to help you think about taking charge, so that the plan you come up with is what **YOU** really want.

There are different ways for you to make a person-centred plan.

This book does not tell you to use one type of plan over another. It helps you prepare for whatever kind of planning you choose.

This is a big book with lots of ideas to think about.

You can decide to go through every page; or you can just pick the pages that are most important to you.

You can do a few pages or do a whole section. **The choice is yours.**

## Things to Remember

This is YOUR book to keep! –  
Be creative! Write in it and put pictures in it,  
or use your own ideas to say what you want  
in your plan.

You can keep this private or you can share it with  
people who you know and trust.

You can bring it to your planning meeting to help  
you remember what you want to say.

Enjoy making your plan! Have fun!

If someone else is writing your plan for you, ask him  
or her to read back to you what they have written  
so you are sure it says what you want.

It is good to talk about your plan with other  
people.

Think about other people you want to share your  
plan with.

## Need Help?

Some ideas:

- Ask someone in your family to help you with this book
- Ask someone from another family to help you with your plan
- Ask a friend or someone you like and trust.
- Ask CLBC staff or a service provider for help. See pages 57 and 58 for more information.

If there is a word that you are not sure about, look in the **Words and Meanings** section at the back of this book.

## How to Use This Book

*Your life is a big deal.* There are lots of possibilities and decisions to make.

Planning what you want to do and choosing the people and supports you need to help you do it can be exciting – and even a bit scary.

Use this book to help people to get to know you better.

It will help you figure out where to start, and what you need.

The book is divided into steps for developing a person-centred plan.

After you finish, use the information to develop your plan.

### How to get started ...

- Look at the **table of contents** on page 3
- Start at the beginning, or pick something that interests you
- Answer the questions using words, pasting pictures or drawing what you want
- You can do all the sections or just a few
- Get help if you need it

## What is Person-Centred Planning?

Person-centred planning is about making a plan to do the things you want and get the help you need.

Making a plan means saying what you want and how you want it done.

Making a plan helps you be part of your community.

It is a way to tell others what you want.

**Remember - this is YOUR plan and you are the most important person in the plan.**

It is about what kind of life you want, and what supports you need to live that life.



You will have some goals in your plan that you will work on by yourself.

Some goals you might want to **work on** with a friend.

Some goals in your plan might need funding.

Achieving some goals will happen quickly.  
Some may take longer.

It's *OK* to change your mind about your goals.

### Person-centred planning is about:

- Helping you to think about what you want now and in the future
- People listening to you about what is important
- Choosing who can help you to make things happen

### Person-centred planning can help you:

- Think about your life dreams (the things you *really* want to do)
- Think about who is in your life and about making new friends
- Feel good about yourself and the things that make you unique
- Solve a problem
- Make sure bad things don't happen to you
- Feel valued in your community
- Feel more confident
- Let others know how they can support you

**The next page shows a picture of the steps in making a person-centred plan.**

# Person-Centred Planning

Making a person-centred plan involves many steps. If this is your first time making a plan, it is a good idea to start at the beginning with **Getting Ready**. Then follow the numbers. Each numbered box has more about it in the booklet. See the **Table of Contents** to find the section you want.



## How you can make sure you are in charge of your plan:

- Agree to be part of developing a plan. This is called giving your consent to develop a plan
- Tell others what is important in your life
- Invite people who know and care about you
- Decide who you want to help you lead your planning time
- Tell people clearly, what you want them to know.  
**Make sure they understand you!**

Make some notes about what is important in making your plan.



**NOTES:**

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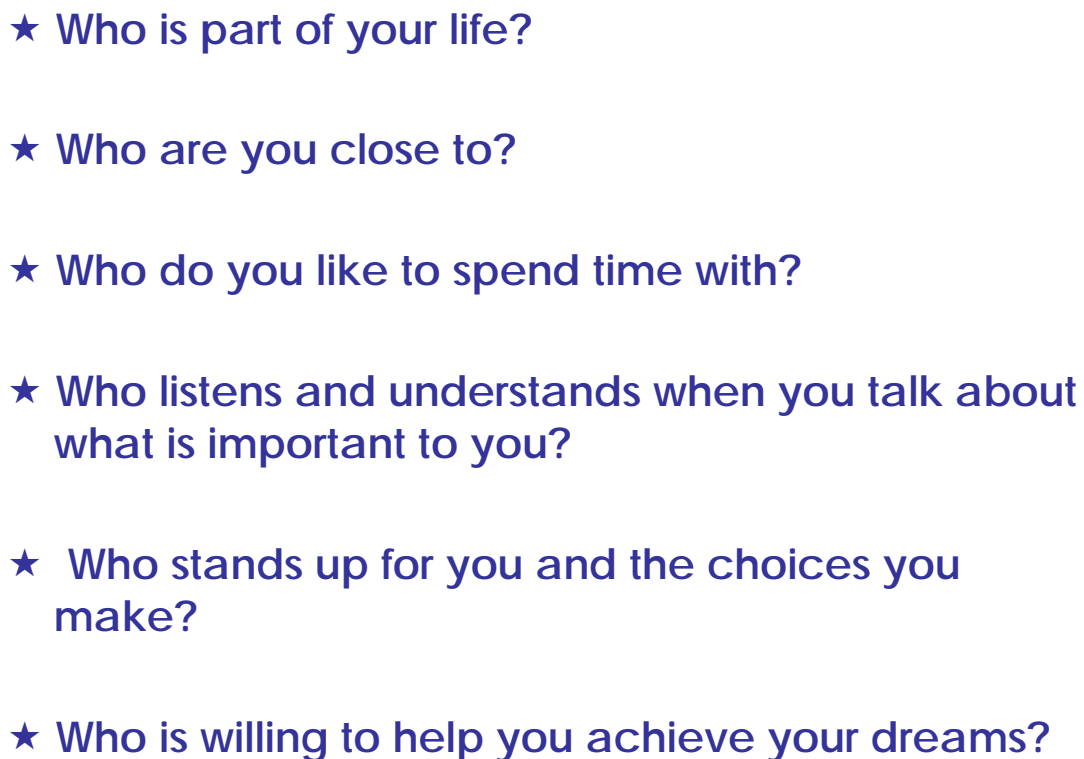
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# Getting Ready for Person-Centred Planning

Many people decide to have a planning meeting.

Some people prefer a large group and other people prefer to have a few people. *The choice is yours.*

- 
- ★ Who is part of your life?
  - ★ Who are you close to?
  - ★ Who do you like to spend time with?
  - ★ Who listens and understands when you talk about what is important to you?
  - ★ Who stands up for you and the choices you make?
  - ★ Who is willing to help you achieve your dreams?

## Whom do you want to invite?

Check as many as you want!

<input type="checkbox"/> Friends	<input type="checkbox"/> Neighbours
<input type="checkbox"/> Family members	<input type="checkbox"/> People you volunteer with
<input type="checkbox"/> Co-workers	<input type="checkbox"/> Someone from your church or place of faith
<input type="checkbox"/> Service provider	<input type="checkbox"/> Another family who knows about person-centred planning

Is there someone else or another place you know?

<input type="checkbox"/>	<input type="checkbox"/>
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**Do you speak a different language than English at home?**

**Is there someone who speaks that language that you want to invite?**

**Do you want an interpreter?**

## How will you invite everyone?

- Send a letter or an invitation card
- Telephone
- Email
- When you see them
- Can you think of another way?



Use this space to write down people you want to invite:

Name	How will I invite this person?	Will they attend?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**What do you want to put in the invitation? Some ideas are ...**

- Tell some of your ideas and ask them to think about them before you develop your plan
- Say something about what you want - like a job or new place to live
- Ask them to think of ways you can get help with your plan

**You can add some other ideas to the invitation.**

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**Where do you want to make your plan?**

- At home
- At my family's home
- Another place I like

**When?**

Weekday

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Weekend

- Saturday
- Sunday

Time of day

- Morning
- Afternoon
- Evening

**My Person-Centred Planning session is:**

**DATE**

**TIME**

**PLACE**



Make some **notes** for yourself here:

Who is a good person to help you develop your plan? This is someone who:

- Understands your values
- Knows about person-centred planning
- Has the skills to keep the focus on you and your dreams
- Can help you turn your ideas into actions
- Encourages everyone to participate



Think about things that are important for your plan. Write them down here.

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Check the person will help you with your person-centred plan?

- ONLY ME
- My Family Members
- My Friend(s)
- My Caregiver, Support Worker or Service Provider
- CLBC Facilitator
- Someone else?

## Who Am I?

Your unique history is part of what makes you who you are today.

I was born:

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DATE

PLACE

*Do you have a picture of yourself you could put here?*

I am a ...

Sister or brother

Son or daughter

Uncle or aunt

Neighbour

Girlfriend or Boyfriend

Friend

Volunteer

Employee

Student

Parent

Life partner

Wife or Husband

What else?

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Where I have lived in British Columbia?

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**Mark the places you have lived on this map of BC with an X.** You can also mark the places where your family and friends live with an O.



Where I went to school: High School

College

What I liked most about high school or college:

Very important things have happened in my life.

Examples

- I graduated
- Moved into a new neighbourhood
- Made a new friend
- My family changed (someone moved away, someone got divorced)
- ?
- ?
- ?
- ?
- ?
- ?
- ?
- ?
- ?

**Celebrations that are important to me!**

**Important events, people or times in my life!**

## Thinking About Myself

What are your strengths and gifts?

Use words or pictures for your answers.

Use this page and the next one for your answers.

### Some things I am good at:

- helping a friend
- speaking out
- ?
- ?

### What I like about myself:

- I am friendly
- I am a good dancer
- I am a good listener
- ?
- ?

### My way of communicating:

- Talking
- Writing
- Sign Language
- Communication Board
- Or \_\_\_\_\_

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# My Health Checklist

It is very important to think about your health as you plan.

✓ Check the ones that apply to you:

- I see my doctor when I need to.
- I eat well.
- I like the weight I am.
- I take medicine to help with my health.
- I feel good about myself.
- I look after my health.
- I brush and floss my teeth and visit my dentist.
- I know about sexual health and relationships.
- I get enough sleep each night.
- I exercise often.
- I know about birth control and diseases like AIDS.

What else is important about your health?

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# My Life

Circle the things you like to do. Add your own on the next page.

Some things I like to do:

- Grocery shopping
- Take photos
- Go on vacation
- Play Sports
- Relax at home
- Walk my Dog
- Go to church, temple or synagogue
- Be with other people
- Work in the garden
- Play video & computer games
- Go to concerts or plays

Use this space to add activities that you like:


What are some important things that you need money for?

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Do you have a job, or volunteer somewhere that you really like?

Is there a job you really want to get someday?

What hobbies would you like to try?

Knitting? Painting?  
Making jewellery?

What are your ideas?

What do you like to do for fun?

Who are the people you live with?

Is there anyone you **want** to live with? Is there anyone you **don't want** to live with?

Do you like where you live? Why? Why not?

Would you like to move to another place? Why?

Who helps you at home?

Who helps you at work or during the day? Do you like the way they help you?

Do you need reminders? (For example: taking pills, paying your bills on time)

How do you like to be reminded?

Here are some questions to help you think about your life. **Answer the ones that apply to you.**

1. Who has helped me in the past?
2. Who knows what I like?
3. Who introduces me to other people?
4. Who believes in what I want to do?
5. What groups, clubs, and organizations do I belong to?
6. Do I get together with other people who share common interests?
7. What self-advocacy groups do I belong to?

8. What Boards or Committees have I been on?

9. When do I feel happiest?

10. What makes me unhappy?

11. What makes me angry?

12. What am I great at doing?

13. What things do I do that help me to meet other people?

14. What am I really good at doing?

Write the dates of special days you like to celebrate.

Include what you like to do on special days.

Ask for help if there are some dates you can't remember.

Special days for me are:

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Birthdays

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Holidays

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Vacation

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Other Special Days

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## My Dreams

What are your hopes and dreams for the future?

Some ways to think about this:

**Ask yourself:**

What do I wish for?

How do I make a difference in the world?

What makes me happy?

**Finish these sentences:**

I have always wanted to...

I feel great when I...

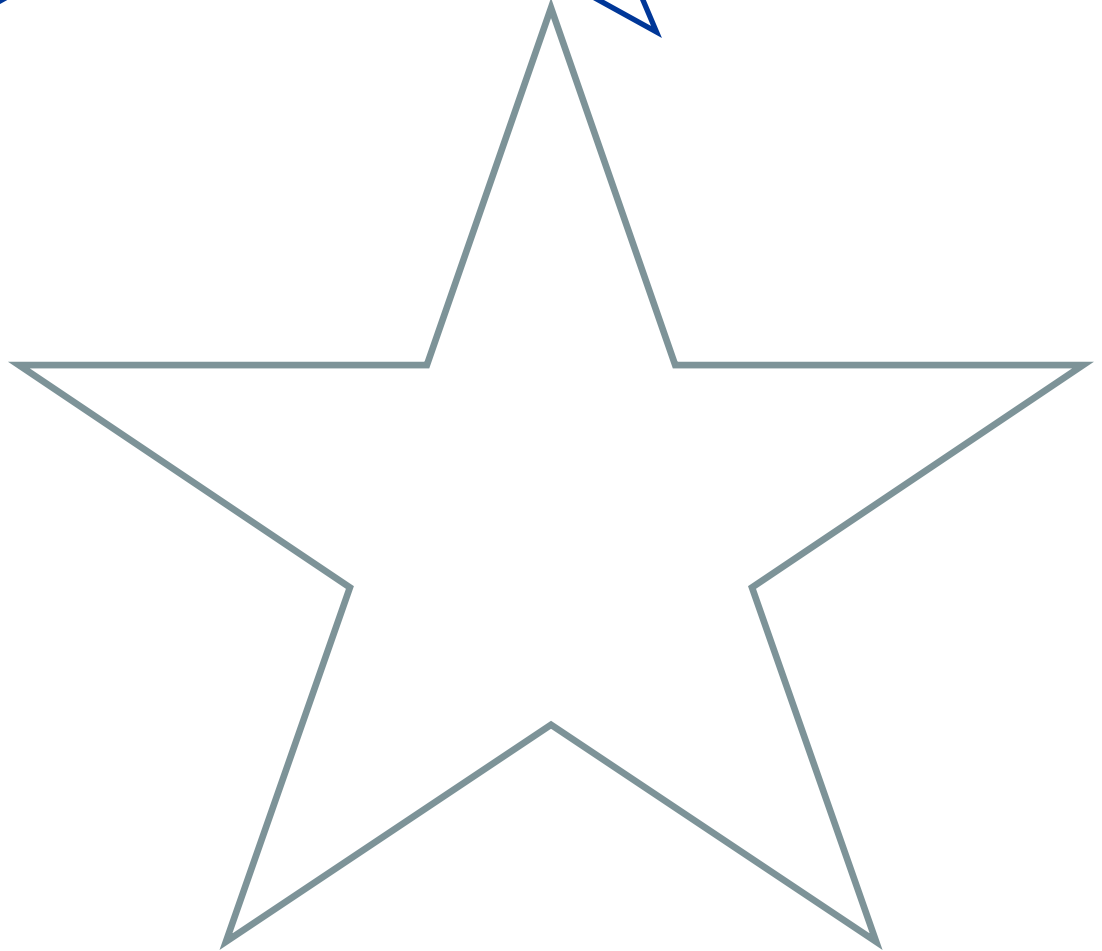
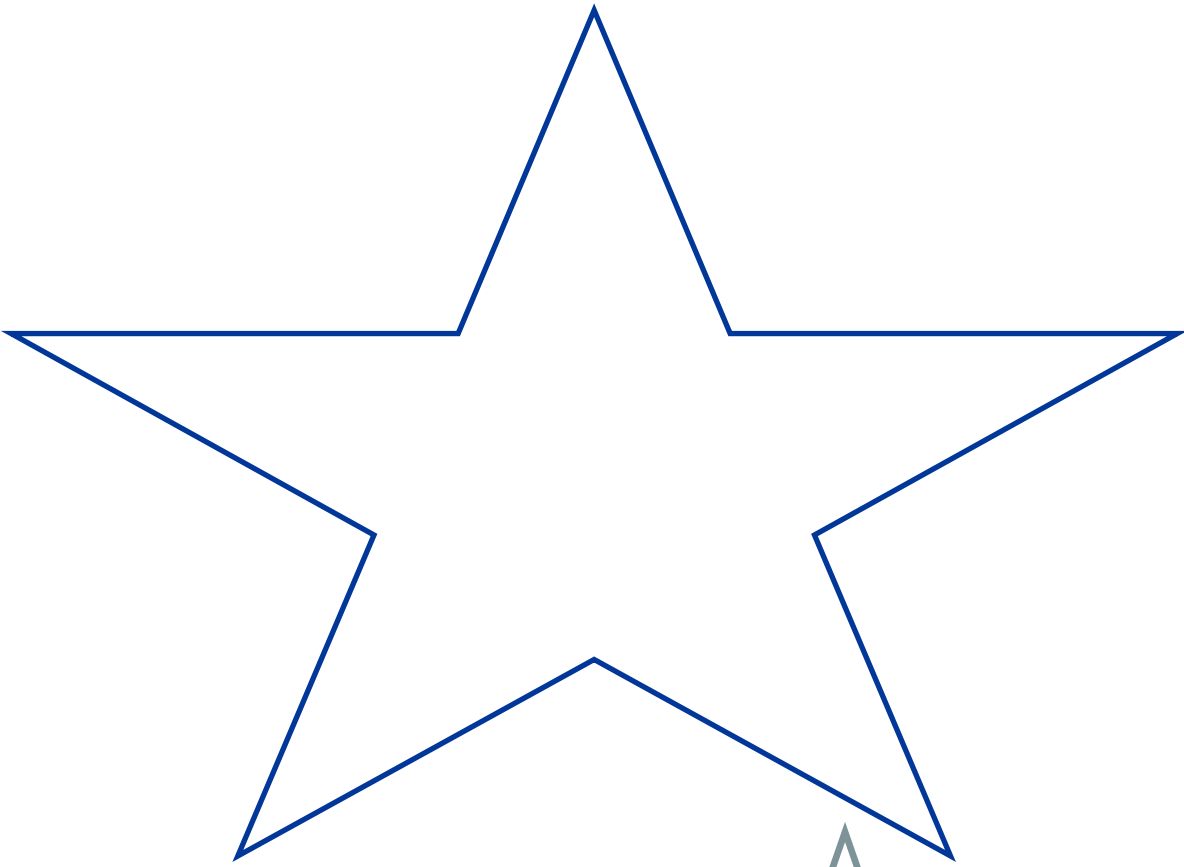
I am always excited to....

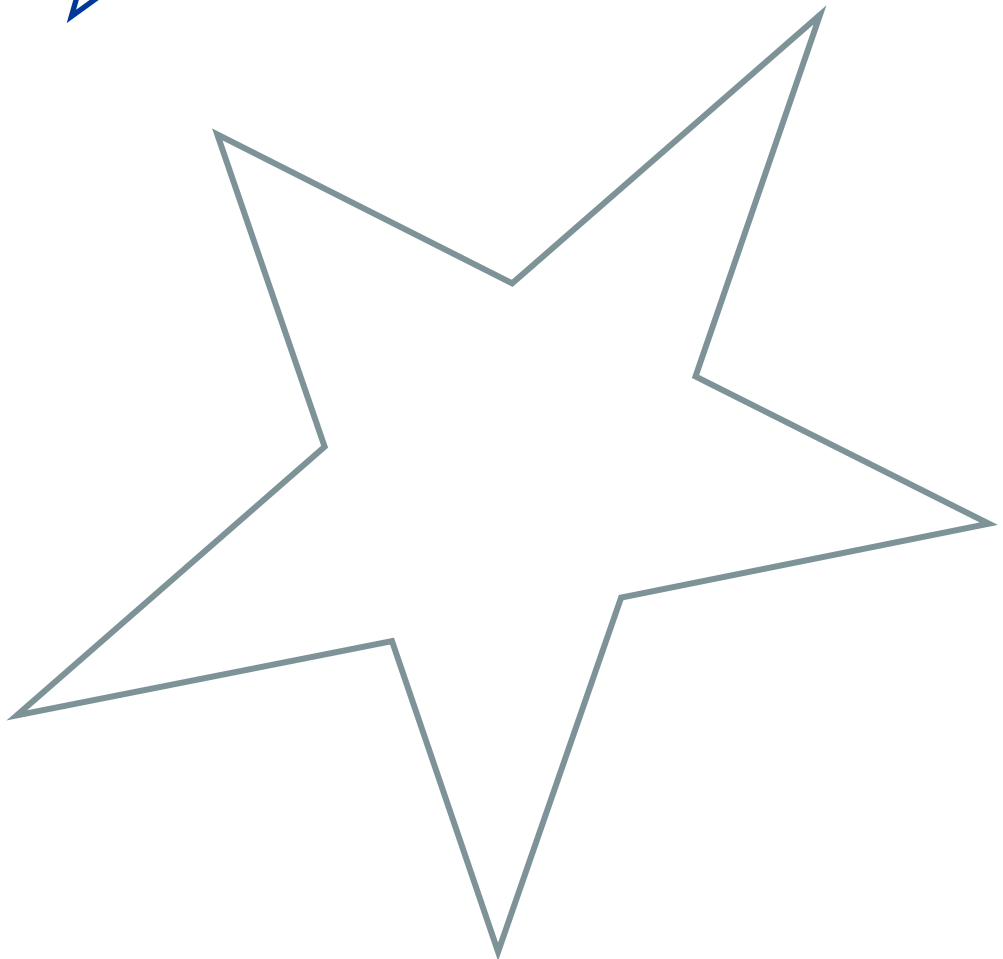
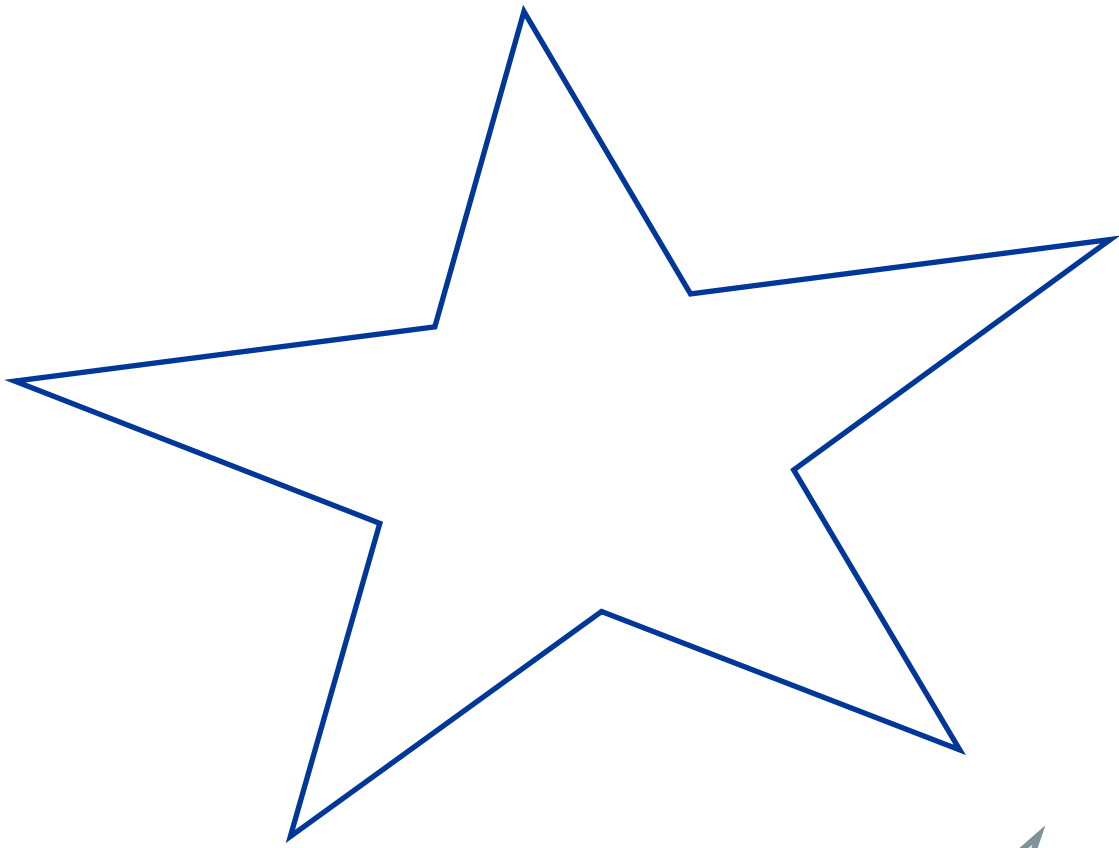
I am really good at...

**Ask other people what they think you are good at!**

**Put your answers in the stars on the next two pages.**







## My Future

If you could have the perfect life ... Imagine what it might look like.

Where would you like to live?

- Live by myself
- Live with my family
- Live with a friend or two

Some other place?

What is important for you to do in your future?

# Where do you want to spend your time?

At Work?

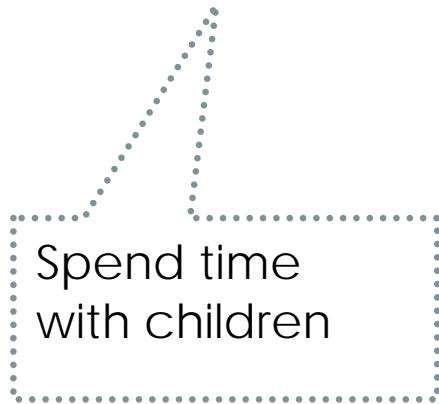
Volunteering?

In the community?

At Home?

# My Perfect Weekday

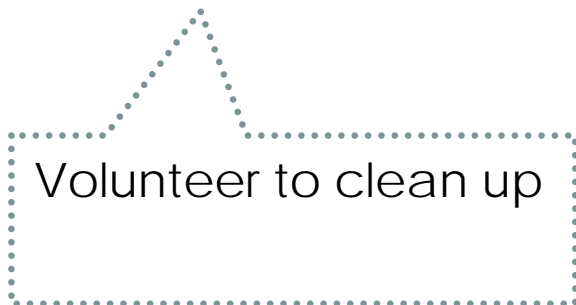
What do you want to do? Why do you want to do it?



Spend time  
with children



Go to an Office



Volunteer to clean up



Work in a store

### **My Perfect Weekend**

What do you like to do on your days off?

Who do you like to do things with?

### **My Perfect Special Day**

What do you like to do for fun on your special days?

Visit with friends?

Go out for dinner?

# Decision Making

Person-centred planning involves asking and answering many questions; and then making decisions. **Decisions are about making choices.**

This page has some questions you may need to think about to make your plan.

## Big Decisions

These are some of the big decisions that all of us make at different times in our lives.

- ✓ Are these the things I want to learn?
- ✓ Is this the kind of work I want to do?
- ✓ Is this where I want to live?
- ✓ How should I spend my money?
- ✓ Should I get married?
- ✓ Should I have children?

There are also smaller decisions that become a part of everyday life.

- ✓ Should I sleep for 10 more minutes?
- ✓ What should I wear today?
- ✓ Should I drink another cup of coffee?
- ✓ What should I watch on TV?
- ✓ Should I walk or take the bus?

Some decisions seem hard, but everyone wants to have the freedom to make our own decisions.



## Your Experience Making Decisions

Which decisions do you make about your day?

- What to wear
- What to eat
- When to go to bed
- What time to wake up
- Decide not to go to out if I feel sick
- Decide to call a friend or family member

Add more here if you want.

What decisions do you make about what you do?

- Going out to a movie
- Choosing an activity at the recreation centre
- Choosing friends or family to invite to your home

What else?

How do you decide to spend your money?

Does anyone help you with your money? If so, how do they help you?

Did you decide on your job or the program you go to?  
**Circle the one that applies to you.**

**YES**

**NO**

Do you get to decide when to visit friends and which friends you visit?

**YES**

**NO**

Did you decide where you live now and who you live with?

**YES**

**NO**

## My Priorities

Think about the things that are most important to you. You may want to ask for help in reviewing the ideas you have included in your planning book so far.

An important step in planning is to set your priorities.

Priorities are the things that are most important to you in your life and for the future.

Each person has different priorities!

To set your priorities, think about:

**Who Am I** on page 19 to 22

**Thinking About Myself** on pages 23 to 25

**My Life** on pages 26 to 31

**My Dreams** on pages 32 to 37

Your priorities are the things that are important to YOU.

Use the next page to write your priorities.

Things I really NEED in my life to be healthy and part of my community - for example

- A safe place to live
- Good health care
- Good food
- Clothing
- People who care about me

Things I really WANT to make my life better – for example

- A job
- Having a pet
- Living in a specific part of town

Things I would LIKE if possible. Such as:

- having a beach vacation or
- Buying a new TV

## Thinking About My Goals

Setting goals can help you to make a change in your life.

Goals are about choices you make.

Some goals are achieved in a short time.

Some goals like moving into your own apartment or getting married probably take longer.

Your goals say how you want things to look, feel, and be.

Goals should be based on your dreams and priorities.

Use the next page to think about some ideas about what your goals are.

**When you are making your goals, think about the different needs and wants in YOUR life:**

→ HOME

→ HEALTH

→ EDUCATION

→ FRIENDS

→ COMMUNITY

→ MONEY

→ WORK

→ FAMILY

→ TIME OFF

→ CULTURE

→ Can you think of something else?

What do you want to change in your life?

Do you want to keep some things the same?

What do you want to learn?

What is hard for you to do?

Why is this hard?

What do you do to make things easier?

## Next Steps

Now it is time to write your goals.

You might want to ask other people to help you.

You can use one or more of the goal planning sheets to write your goals.

If you have more than one goal you will need to fill out [pages 49-55](#) for each goal.

You can take these goal sheets to your planning session.

# My Goal Planning Sheet

What is my goal?

What is the first thing I will do to achieve this goal?

What is the second thing?



What I want to achieve:

## Who do I want to help me reach my goal?

Support from family or a friend:

Support from my worker or caregiver:

Support from someone else:

What I will do if something gets in the way of me achieving my goal:

- ✓ Try a different way
- ✓ Ask for help
- ✓ See what other people do
- ✓ Ask a friend
- ✓ Other

Or, change my goal to....

**When will I work on my goal?**

Each day?

Each week?

This month?

This year?

## How will I reach my goal?

Some ideas are:

- Take a course
- Join a club
- Ask my friend or family to teach me
- Find a tutor or support worker
- Learn at home
- Practice by doing
- Talk to others to find out how they did it
- Find some other ways?

How will I know when I reach my goal?

- I feel more independent
- I make more of my own decisions
- I get my needs met
- I finish what I set out to do
- Find some other ways:

Is this plan working?

What is different for me now?

What will I do when I reach my goal?

# Thinking About Safeguards

Everyone has risks in their lives. Safeguards are things or ways to reduce the risks in your life.

Safeguards are things you can do for yourself or that other people can do for you.

Safeguards can prevent bad things from happening, make something better, create something good, or help you be better prepared.

**Use this space to write or draw the answers to these questions**

What makes me feel safe?

What are the good things in my life I want to keep?

What do I worry about?

What makes me feel scared?

## **Safeguards to Help You Stay Healthy**

What do you do to stay healthy?

What do others do to help you stay healthy?

## **Safeguards to Help You Stay Safe**

What do you do to keep safe?

What do others need to know to help you?

What do you do in an emergency?

Who do you know you count on to help you?



## Finding Support for My Plan

After you write your plan, you may need some help to meet your goals.

You can give a copy of your plan to the people at CLBC who approve funding. At CLBC, the person to contact to help you arrange this is called a facilitator.

A facilitator can also help you find out about supports in your community.

You can also find help to achieve your goals in your community from these people

- Your family, friends and other self-advocates
- Your caregiver, support worker or service provider
- Local Associations for Community Living
- Sometimes clubs and groups can help you too

If you are requesting CLBC funded supports, return to **Page 48**.

Look at who is supporting you to reach your goal. What else do you need? Contact a CLBC facilitator to discuss the supports and services CLBC funds.

Turn to **page 59** to read about requesting CLBC funded supports.

## Request for CLBC Funded Supports

If you are requesting support from CLBC, you need to share information about:

- Areas of your life in which you need individualized supports
- Type and how much time for each support
- Who will provide the support
- Why you chose the particular type of support in your plan

If your needs are urgent, it is important to tell the facilitator at CLBC.

CLBC also has a document called **Developing an Individual Support Plan for an Adult**.

You, and the people you listed on page 16, will need to follow that outline if you are going to submit a request for funding to CLBC. The facilitator at CLBC can give you this document.

Facilitators can help you with planning and finding connections in your community.

They can also assist you with completing the planning process.

A plan submitted to CLBC still requires information on **Evaluation, Methods of Payment** and **Contact Information**.

After you get a CLBC facilitator to review your plan he or she will send it to a CLBC staff person called an analyst.

The analyst will look at your plan and approve some or all of the funding you asked for.

Sometimes you may have to wait for some of your requests.

CLBC has a policy called "Individual Support Planning". This policy can help you understand how CLBC can help with your person-centred plan.

This policy can be found on the web site - [www.communitylivingbc.ca](http://www.communitylivingbc.ca)

# Words and Meanings

## Word

## What these words mean

Action Plan

This is what you plan to do. Sometimes an action plan is written down on paper. Sometimes people just talk about what they plan to do.

Consent

This means saying it is OK with you to do something. Most of the time it means giving your OK to get information or give information that is private.

Crisis

This is a time when something goes wrong. It is a time when you are having trouble managing.

Decision

This means choosing between the things that are available to you.

Dreams

These are ideas, hopes and wishes you have about the future.

Goals

This is something that you want to achieve. Something you hope for.

Need

This is something that is important for you to have a good life.

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Person-Centred Plan	This is a plan that is all about you and what your strengths and goals are.
Preferences	This is what you like. It is also means the way you like things to be.
Priorities	This is what is most important to you.
Protocols	This is a plan to do something if needed. It is a way of being ready just in case something happens.
Request	To ask or apply for something.
Risk	This is something that may or may not work out well. It is taking a chance.
Safeguards	These are things you can do to protect "yourself".
Self-advocate	This is someone who speaks out for themselves about their rights.
Service Provider	This is someone who helps others live in community and learn skills.

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**Strengths**

These are the things that are good about you.

**Unique**

This is what makes you different from everyone else.

**Values**

These are the most important things that you feel are important to you.

**Vulnerable**

This means when someone may be at risk for something bad happening to them.

**Want**

This is something that you would like to have that you hope would make your life better.



If you have other thoughts, use this page to write down your ideas!