



It's All About The Plan!

The Individual and the
Individual Support Plan

Facilitator Handbook

September 2014



FRITZ & O'HARE ASSOCIATES

Funded by:
The Nebraska Planning Council on
Developmental Disabilities

Table of Contents

- About the Course 2
- Handbook and Individual’s Guide..... 3
- Customizing for Different Audiences 4
- Beginning the Session..... 4
- Introductions 5
- Icebreaker Activity 5
- Part 1: Choices and a Full Life 6
- Part 2: Services 7
- Part 3: The IFM & ISP 8
- Part 4: Preparing for Your Meetings..... 9

About the Course

It's All About the Plan! is a course designed to provide information to assist individuals with disabilities, their families and guardians in meaningfully participating in the process of planning for the services and supports provided through the school or the adult intellectual/developmental disabilities (I/DD) service system.

The course contains four modules:

- The Student and the Individualized Education Program (IEP)
- The Parent and the Individualized Education Program (IEP)
- The Individual and the Individual Support Plan (ISP)
- The Family/Guardian and the Individual Support Plan (ISP)

It's all About the Plan! was developed by Fritz & O'Hare Associates and Southeast Community College (SCC) in Lincoln, Nebraska. The course is offered online through Southeast Community College's Continuing Education Division.

To register for the course:

Contact SCC's Continuing Education Division

402-437-2700

**For information on obtaining course materials
or participating in a group session, contact:**



FRITZ & O'HARE ASSOCIATES

lloyafritz@windstream.net

maryohare7@gmail.com

Handbook and Individual's Guide

This Facilitator Handbook is designed to assist a facilitator in leading a group through the e-learning module, *The Individual and the Individual Support Plan (ISP)*. While the module may be viewed individually, there may be benefit to watching in a group setting where participants can discuss the content and their questions with a facilitator and each other.

This handbook is designed to assist a facilitator in leading a group in viewing the module and discussing the material. Information is organized to match the outline of the module and includes:

- VIEW TIME** Viewing time for each part of the module
- REVIEW** A summary of topics discussed in the module
- DISCUSSION** Suggested questions to facilitate group discussion
- GUIDE** References to information found in the *Individual's Guide to the Individual Support Plan*
- ACTIVITY** An activity for completing worksheets is provided at the end of the session

Customizing for Different Audiences

The training should be tailored to individuals' needs and interests, such as for those transitioning from high school to adult services and for those who have attended many ISP meetings in the past. When planning to present the training, think about the audience's priorities, abilities, needs, and schedule. The focus of the presentation may be modified by spending more or less time on certain sections. The module may be presented in one session or broken up for sequential sessions. Facilitators will know their audience best; therefore, final decisions regarding customization are left to their discretion.

Beginning the Session

Supplemental information for the course is provided in *Individual's Guide to the Individual Support Plan*, referred to as the Individual's Guide throughout this document. Each participant should be given a Guide to utilize during the session and to keep as a resource for future use.

Before beginning the session, the facilitator should review the module purpose with participants. The facilitator may also want to remind participants that, while the content may be review for some, it may be new to others.

The *Individual and the ISP* module has three parts:

- Part 1. Choices and a Full Life
- Part 2. Services
- Part 3. The IFM & ISP
- Part 4. Preparing for Meetings

The purpose of the *Individual and the ISP* course is to provide information to assist individuals in meaningfully participating in the ISP process.

Introductions

Begin the session with an introductory activity. This may be modified depending upon the facilitator's familiarity with the individuals and the familiarity of the individuals with each other. In a session where the facilitator and individuals already know each other, the facilitator may wish to use a different icebreaker activity.

Icebreaker Activity

1. Ask each individual to introduce him/herself, answering the following questions:
 - What is your name?
 - Where do you work?
 - Where do you live?
 - What activities do you like to do?
2. Ask if everyone knows what an ISP meeting is and whether they have attended one.
3. Ask for a volunteer to share what they know about ISPs with the group.

Part 1: Choices and a Full Life

VIEW TIME

6 Minutes

REVIEW

1. Choice is about how you want to live your life.
2. You must remember to speak up when people use words you don't understand.
3. You can make choices about:
 - a. What job, training, or schooling you want
 - b. Who you want to be with during your free time
 - c. Who you want to be your provider
 - d. Where you want to live
 - e. Who you want for your doctor, counselor, or other professionals who work with you
4. Your team is there to help you make choices and create a plan.
5. You have the right to:
 - a. Ask for a different Service Coordinator, provider, living situation or service.
 - b. Be at your meetings.
 - c. Tell people what you want and need.
 - d. Be a part of your community – not just in places or groups for people with disabilities.
 - e. Get information in a way you can understand before you make decisions.

DISCUSSION

1. What kinds of things does Yolanda do to help Korey?
Answer: Budgeting, cooking, and cleaning
2. What kind of help do you need?
3. Who helps you make choices?
4. What are your rights?

GUIDE

Page 4: *Services*
Page 5: *The Importance of Your Plan*
Page 9: *Rights*

Part 2: Services

VIEW TIME

5 Minutes

REVIEW

1. Services help you become independent as you live, work and do things in your community.
2. The state department who provides money for your services is called *DD*.
3. Services are paid for from your budget.
4. The DD services you get depend upon your needs and the money in your budget.
5. It is up to you and your team to decide which services you need and want.
6. Summary of steps:
 - a. You must be eligible for services.
 - b. DD will decide your budget for services.
 - c. Your team and you will decide how to set up services to meet your needs.
7. A team is a group of people who work together to make something happen.
8. The most important member of your team is you!
9. A Service Coordinator's job is to help you get the services you need and make sure you're okay. Your Service Coordinator arranges your meetings, writes your ISP, and makes sure your providers are helping you with the services you need.
10. Providers are people or agencies that help you with services.
11. You have two choices of providers – agencies or people you or your family hire.
12. Your team members include you, your Service Coordinator, your providers, and your guardian (if you have one). You may ask your parents or others you trust to be a part of your team.

DISCUSSION

1. What are Korey's needs?
Answer: taking care of his apartment, getting to work, going out to do fun things
2. Will Steffie's budget pay for new shoes? Why not?
Answer: No, the money is for services you need to live and work.
3. Do you have a Service Coordinator? If so, what is his or her name?
4. Do you have providers? If so, what do they do for you?
5. Who do you want on your team?

GUIDE

Part 3: The IFM & ISP

VIEW TIME

2 Minutes

REVIEW

1. You will have two meetings.
 - a. The first is the Individual Family Meeting (IFM).
 - b. The second is the Individual Support Plan Meeting (ISP).
2. The purpose of the IFM is to talk about what is important to you:
 - a. What do you want for yourself in the future?
 - b. What is important to you?
 - c. What do you like best about the past year?
 - d. What would you like to change about the past year?
3. Your Service Coordinator writes down what you talk about at the IFM and brings that to your ISP meeting.
4. Plans are finalized at your ISP meeting including deciding on your provider(s), when and where you get services, and other things important to you.
5. You and your team meet two times a year.

DISCUSSION

1. What surprised Korey at his ISP meeting?
Answer: All the choices he could make.
2. Who was at Korey's meeting?
Answer: Sister, provider Yolanda, and Service Coordinator
3. Have you been to an IFM or ISP meeting? What kinds of things did your team talk about?
4. If you haven't yet been to an IFM or ISP, what kinds of things would you like to talk about at your first meeting?

GUIDE

Pages 6-8: *Making Your Plan*

Part 4: Preparing for Your Meetings

VIEW TIME

7 Minutes

REVIEW

1. You can become a better self-advocate by talking to your team.
2. Tips for being a self-advocate:
 - a. Remember you might not get everything you want – that’s just life.
 - b. If you don’t agree with something, speak up.
 - c. Be polite and listen to what others have to say.
 - d. Tell people what you want and think.
 - e. Ask questions when you don’t understand.
3. Your team needs to know your strengths (what you do well) and your needs (what you need to become more independent). The biggest thing they need to know is what is important for you!
4. Worksheets are provided to help you figure out what’s important to you regarding:
 - a. Your Relationships
 - b. Your Interests
 - c. Your Dislikes
 - d. Your Future
5. Completing the worksheets before your meeting may help you tell your team what is important to you. You don’t have to do these. It’s your choice!

DISCUSSION

1. What saying did Korey use to describe self-advocacy?
Answer: Nothing about us without us.
2. Did Korey like working as a cook? What did he do to get another job?
Answer: No, he talked to his team to help him get another job.
3. Who did Korey ask to help him get ready for his meeting?
Answer: Yolanda
4. Who will you ask to help you get ready for your meetings?

ACTIVITY

Review the worksheets in the Guide with the group (beginning on page 16). Help the individuals make a plan to complete these. This plan should include identifying someone to assist them and determining when or how they might work on them.

Note: If the individual is registered for the module through Southeast Community College and completes the worksheets online, their responses will be e-mailed. If individuals complete the module via DVD or through a group session, the facilitator or person assisting them will need to provide worksheets.

Once the individual has completed their worksheets, they will need to make a plan to take this information to their team. Discuss with them how they might do this.

GUIDE

Pages 16 - 23: *ISP Worksheets*