



Personal Support Plan Tools

Montana Department of Public Health & Human Services Developmental Disabilities Program

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Important To/Important For

For: _____

Contributors: _____

Important To	Important For
Instructions for supporters – what others need to know or do	
Still need to learn/better understand	

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Good Day/Bad Day

For: _____

Contributors: _____

Good Day	Bad Day

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_____’s Rituals

Contributors: _____

<u>List of Rituals/Routines</u>	<u>Description</u>
Morning (getting up) Rituals	
Nighttime (going to bed) Rituals	
Arriving at work, school, or training Rituals	
Arriving at home Rituals	
Sunday Rituals	
Regular Weekly Rituals	
Birthday Rituals	
Holiday Rituals	
Other Celebration Rituals	
Comfort Rituals	
Other Rituals	

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Reframing Reputations

For: _____

Contributors: _____

What is the reputation? _____

1. Are there ever circumstances where this can be positive? If yes, what is it called?

2. Does the “behavior” demonstrate or reflect something that is important to the person?

3. If the “behavior” truly is negative, what is the support strategy?

Then ask...

Given what we have learned:

1. Are there things that are present in the person’s life that need to change?
E.G. How the person lives; what the person is asked to do; who the person lives with?

2. Are there things that we need to do differently?
I.E. How the person is supported?

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Communication Chart

For: _____

Contributors: _____

Enter 2 nd or 3 rd	Enter 1 st	Enter 2 nd or 3 rd	Enter 4 th
What is happening? Or When this happens... (circumstance, context)	_____ does (observed action/words)	We think it means...	We should... (desired supportive response)

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Relationship Map

For: _____

Contributors: _____

	Family	
People who support the person at work, school, day services, retirement		People whose paid job is to support the person at home and other places
	Friends	
Notes:		

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2 Minute Drill

For: _____

Contributors: _____

It you only had two minutes to tell me the most important things for me to know when supporting _____ what would you say? What are your “top tips”.

Is there anything else I should know or do to make it a meaningful, safe, and enjoyable day for the person?

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Best Day/Worst Day – Without Limits

For: _____

Contributors: _____

Describe the Best Day Possible – Without Limits

- What would you do?
- What would the day be like?

Describe the Worst Day Possible – Without Limits

- What would you do?
- What would the day be like?

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Like & Admire – Talk To and Listen To

For: _____

Contributors: _____

What do you like about _____	What do you admire about _____	When's the last time you had fun together?

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Matching

For: _____

Contributors: _____

Supports wanted and needed	Skills needed	Personality Characteristics Needed	Shared common interest (would be nice to have)

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Donut

For: _____

Contributors: _____

Core Responsibilities	Areas to use judgment or creativity	Beyond the scope of our reasonability

Reference: Handy, Charles (1994). *The age of Paradox*.
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Decision Tree – Yours, Mine & Ours

For: _____

Contributors: _____

Areas for decision	Yours (Be specific, who?)	Mine (The person supported)	Ours (Shared decisions)
Medical care; including providers of medical, procedures, medications to take, etc.			
Finances: how to spend money, what to buy with extra money;			
What services will be accessed-			
Who I live with			
Other			

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Working/Not Working

For: _____

Contributors: _____

	What works/makes sense (the upside) Right now	What doesn't work/make sense (the downside) Right now
_____’s Perspective		
Family’s Perspective		
Staff’s Perspective		

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Learning Log

For: _____

Contributors: _____

Date	What did you do (What was the activity and how long did it last)?	Who was there? (Name of staff, friends, others, etc.)	What did you learn about the activity that worked well? What did you find useful about the activity? What would you do again?	What did you learn about the activity that didn't work well? What was not useful about the activity? What would you do differently?

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4+1 Questions

For: _____

Contributors: _____

1. What have we tried?	2. What have we learned?	3. What are we pleased about?	4. What are we concerned about?	Plus: What should we try/do next based on what we have learned?

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