**Strategies to help involve the person in their Individual Planning**

We work with a great variety of people with different strengths and needs. Not any one strategy will work with everybody. The intent is to try to get the person interested and active in their planning for their life as much as possible. While for some that participation may be limited, the goal is to build upon any success each year. Be creative and try to make it fun for the individual as well as the team. Teams are finding that the more creative and visual they can be the more people respond during their meeting or even just stay longer than they have in the past. This work needs to be done before the IP meeting as much as is possible.

* Family, providers, friend, or case manager sits down with the person and helps them to identify and articulate their feelings and desires and complete the first two pages of the IP, the One Page Profile and Vision page. Whoever the person is most comfortable with and who knows the person well enough to assist them can be the one to do it with them. Teams should discuss with the individual who they would like to do it with.
* The individual may come up with other ideas relevant to their Profile and Vision that can be added at any time during the meeting.
* This information needs to be reviewed and discussed at the start of the meeting and referred to throughout the development of other areas of the plan.
* Ask the person where and when they would like to have their meeting. If they are more comfortable they may participate more.
* Use pictures to help explain concepts or subjects discussed in planning.
* Provide the larger forms to individuals who would like to write or draw on the Profile and Trajectory pages. These are available from your supervisor or they can be accessed on line at: <https://portal.ct.gov/-/media/DDS/lifecourse/CT_IP_Portfolio.pdf>
* Collect pictures of the individual doing things they enjoy. Can these be used to convey their feelings about different activities or desires? The focus should be on the positive but the same process can be used to convey things the person doesn’t like or does not want in their life if they choose. If it is too difficult to add the pictures into the correct spots on the IP form a separate one can be put together to include as an attachment and replacement of those sections.
* Involve the person in making a collage to be used to express themselves at the meeting or convey their thoughts on the things they like or want. This could be set up for the team to view and refer to throughout the meeting.
* Develop a video showing the person doing the things they like, with the people they love, being productive at work or at home, etc. How does the person want to present themselves? How can the team help them do that?
* For those that are difficult or reluctant to take part can you find a common interest or game they enjoy and shape your gathering of information from them around that? Would they be more involved if they felt they were part of a game show rather than an interview or meeting?
* Plan ahead. Start trying to gather information and teach the individual about person centered planning throughout the year. Don’t just leave it till a couple of weeks before the meeting date. Are there things that can be done during the year to help explain concepts to the person? Look for teaching moments. Help them to build a list or journal throughout the year for their use at planning time. Utilize the Charting the Life Course “Tool For Developing a Vison – Individual”. This is listed on line along with a vison tool for Families at: <https://lifecoursetools.com/wp-content/uploads/Vision-Planning-Tool-updated-february-2017.pdf> The Individual one is on page 2.
* What do you do if show up at the meeting and no prep work has been completed??
	1. Do you have the option of rescheduling the meeting? If so, clearly identify who will assist the person. Speak to the individual about what is being requested of them for this task.
	2. Case manager helps the person complete the information at the meeting.
	3. Put an action step in place for next year to identify who will assist the person or what steps can be taken throughout the year to help the person complete this prior to the meeting.
* There can be many other creative ways to do help the person be more involved in their planning. What ways have you and your teams come up with?