

PREPARING THE PARTICIPANTS FOR THE MEETING

1. Notify all participants of the meeting time and location.
2. Collect neighborhood information - collect flyers, menus, schedules, and other information about neighborhood businesses; make a list of civic and community organizations within about 1 mile of the day habilitation building. Collect the same type of information within about 1 mile of the individual's home.
3. Assist in creating a personal message with the individual you support - make a collage, story, photo album, or other creative form to express what is important to the individual, what makes them unique, and where they want to go with their lives.
4. Ask participants to complete a Person-centered Assessment and Pre-ISP Questionnaire prior to the meeting. Have them fill in what they know. This helps them to begin really thinking about the individual as well as helps them identify areas where information may be lacking. Have them bring this to the meeting.
5. Have meeting participants share their hobbies and interests: create a format for participants to list and share the things they know! Include the following types of information:
 - a. How do you spend your time off?
 - b. What is your favorite place to go?
 - c. What are your hobbies?
 - d. What is your favorite form of exercise?
 - e. What would you most like to learn to do better?
 - f. What organizations, clubs, etc., are you a member of?
 - g. How do you celebrate your cultural heritage?
 - h. How do you maintain family traditions?
6. It would also be helpful for you as a facilitator to develop a resource file for your city, county, and/or state. Include information regarding seasonal activities, i.e., skiing in the winter, cherry picking, hiking in the summer, fiesta's, fairs, etc. This type of information can be very helpful during the planning process.
7. Ask the participants to BRING IDEAS!!!

