

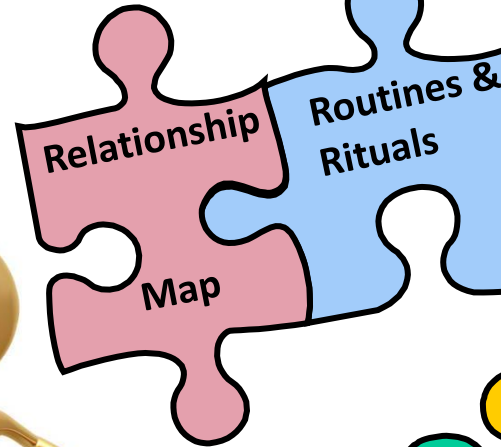
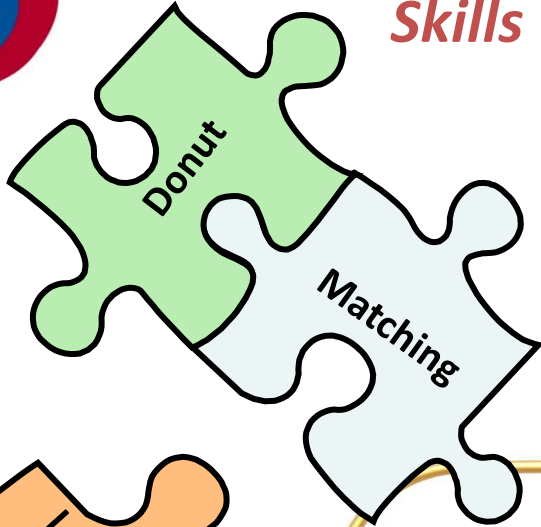
My PCT-IDS Toolkit



- ✓ PCT skills puzzle pieces
- ✓ How do I know what is important to the person I support
- ✓ What do I include in Rituals & Routines
- ✓ PPP
- ✓ FAQs
- ✓ I need training & support

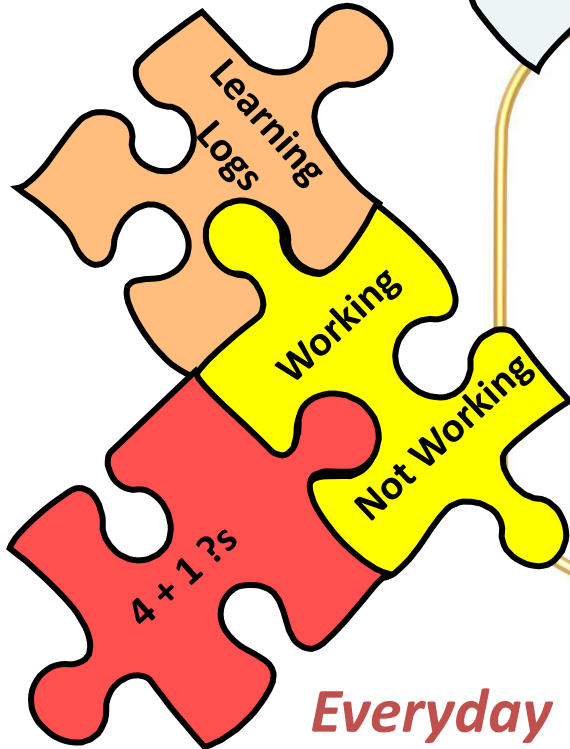


Management Skills

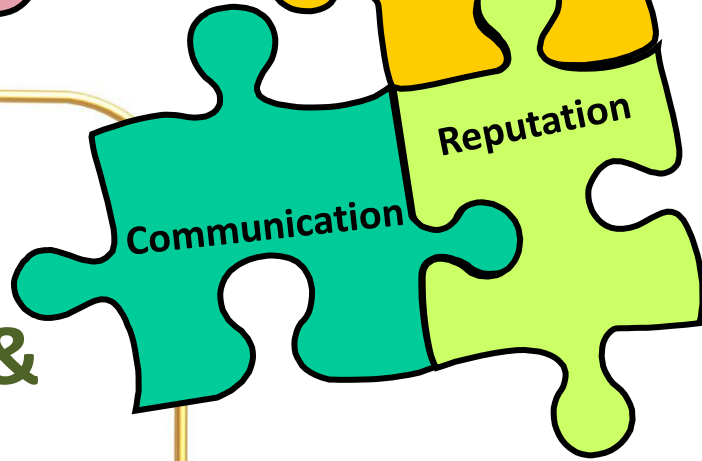


**Important To
Important For &
The Balance
Between**

*Discovery/
Listening Skills*



Everyday Learning Skills



How do I know what is important to the person I support?

<p>Like and Admire</p> <p>What do people like and admire about the person? What are the good things they say about him or her? How would the person like to be introduced?</p>	<p>What things do I like to do?</p> <p>What things do I like to do? At home? At work? At program? At college? For fun? Around town? On vacation? What kind of music does he or she like?</p>	<p>What things do I dislike?</p> <p>What are the things that bug me? Spend time during the day? Around town? On vacation? At home?</p>
<p>Good day/Bad day</p> <p>What makes a perfect day for you from the time you get up until bedtime? What makes a not so perfect day? What happens when everything goes right? What happens when everything goes wrong?</p>	<p>Morning Rituals</p> <p>Do you have any specific things that need to be done in the morning?</p>	<p>Rituals/Routines</p> <p>Do you have any specific things that need to be done after work or before bedtime? Are certain holiday activities important to you? Other rituals?</p>

Provide details about the person's preferences, choices, relationships, autonomy, and routines of the day. This is written in person first language unless you are quoting what the person is saying. Only then is it acceptable to use the word "I". Information learned using the tools should be transferred into all applicable areas of the ISP (i.e., My routine supports, home life, relationships, etc.)

What do I include in Rituals and Routines?

- Morning
- Going to bed
- Mealtimes
- Transition
- Birthday
- Cultural/Holiday
- Not Feeling Well
- Spiritual
- Vacation
- Comfort
- Celebration
- Grief/Loss

The person I support wants to work





Positive Personal Profiles

- Use the PPP for someone who wants to work but doesn't have formal employment experiences
- Complete the PPP with input from the PCT skills, assessments, and the support team
- FAQs and the Discovery training handouts are very helpful if you're not sure what to put in each section of the PPP
- Coaches are available to help draft the PPP

Frequently Asked Questions



Where do I find information needed for the Positive Personal Profile (PPP)?

Each person in the Evans class has Person Centered Thinking Skill Sheets. These sheets are completed by the circle of support and available from the person's Service Coordinator.

How do I figure out a person's dreams and goals, what they are interested in, and what they dislike?

Many people don't have an answer when they are asked what their dreams and goals are. This is especially true for people who have been in institutions or a segregated setting most of their life. To answer this you should look at What is important to me, Good day/bad day, and What things do I like to do. What is important to me will let you know what needs to be present and absent for a person to feel fulfilled, content, and satisfied. Good day/bad day describes what a perfect day or moments look like or what will totally through off their day. What things I like to do explores what a person enjoys and what makes them happy. These skills also tell you what a person dislikes and what needs to be absent from his/her life. The Communication Chart is a great place to find out what a person dislikes. The Communication Chart is a tool that tells us how a person communicates in different settings, what we think it means, and what we should do.

FAQs cont'd.



Are there tools to help me identify a person's Talents, skills, and knowledge?

The PCT skill Like and Admire is a great way to learn more about what people are good at along with What things do I like to do. The Learning Log is another place where this information may be documented. Like and Admire is the place where a person's positive reputation is written down. People who know them are able to share what is great about the person like determined, great with his hands, meticulous, a computer whiz, etc. When you know what a person likes to do you can think of additional skills and talents they may have. A person who loves beading must be very skilled in fine motor skills. A person who enjoys using clay or paint to create something new is artistic and creative. Someone who plants in the garden or mows the grass is knowledgeable in horticulture or lawn care. As people experience new things we document that in the Learning Log. We are able to capture talents, skills, and knowledge we did not know the person had.

How do I know what a person values?

Morning Ritual, Rituals and Routines, Good day/bad day, What is important to me, and What is important for me all give you a window on what a person values or views as their life philosophy. Whether it be praying before a meal, taking off their shoes as soon as he/she comes home, or calling friends/family on holidays and birthdays the PCT skills tell us a lot about a person's value system.

FAQs cont'd.



Will I be able to know a person's Learning Style?

Everyone learns in a way unique to them. To find out how someone learns using the PCT skills look in the Learning Log. You will be able to determine what worked and didn't work when a person experienced something new or learned a skill. Good day/bad day is another useful skill. If it makes for a bad day to have a support person repeat steps in completing a task over and over we know that a person may not be an auditory learner. If we read "I feel good about myself after you show me how to clean the counter top and then I do it by myself" we know the person is a visual learner. If we read in the Communication Chart a person storms off and slams the door when step-by-step directions are not given. We can be fairly certain that he or she learns better with step-by-step instructions and they get frustrated if that doesn't happen.

What about environmental preferences?

The environment in which a person prefers to be can be found throughout all of the PCT Skills mentioned above. Environmental preferences go hand-in-hand with all of the PPP components. Someone who is outgoing and likes a change of pace would probably be unhappy in a job where he/she works in an isolated office space doing redundant tasks. On the other hand working in a fast paced, social environment would make for a great day for him/her. If he/she places value on being a socially conscious, environmentally responsible citizen finding a job where they can contribute to the environment or work in an eco-friendly atmosphere would be a great place.

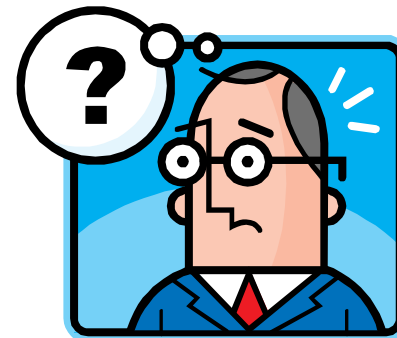
FAQs cont'd.



What do the PCT skills tell me about someone's Positive Personality Traits:

The PCT thinking skills Like and Admire and What things do I like to do will give you details of the positive personality traits someone exhibits. You should see things that are positive and can be useful in the working world such as; detailed, focused, and dedicated. You may need to think of traits in a different way. A person labeled as manipulative is actually a natural leader and resourceful; perseverates is determined and doesn't give up easily; stubborn is persistent and tenacious; another way to say compliant is to say follows through and completes tasks. You can also find out a lot about a person's traits by looking at what they like to do. If person loves beading you could expect that they are detail oriented, pays attention to fine details, creative, and patient. A person who enjoys painting is creative and sees things from various points of views.

I need training and support



DDA continues to regularly offer PCT training and will do so at a provider location. If you would like the PCT training offered at your location, please be sure you are able to have at least 20 people participate. You can also join with other providers to meet the minimum attendance requirement. To schedule PCT training, please call the DDS Training Institute at 202-730-1535.

Additionally, PCT trainers are available to consult with support teams, as needed. The service coordinator for the person you support can help you arrange this.