

Personal Focus Worksheet

Individual Name: _____ Start Date: _____ End Date: _____

Section I: Describes what is important to this person from his/her perspective

Question 1

Who are the person's favorite people to be around at home, at work, or at school? Who does the person try to avoid? Why? Who are people, other than staff, that the person would like to be around? How does the person keep in touch with his or her favorite people? (visiting, letters, email, phone online, etc)

Describe the relationships in this person's life: _____

Agenda Question: Are there any relationships that should be developed or changed? _____

Question 2

How does the person like to spend his or her free time? What has been the person's favorite job or work around the house? Where are the person's favorite places to go around town? What about out of town? Where does the person have most fun? What hobbies does the person have? Does the person have a favorite holiday? What is it? How does he or she celebrate it? What does the person talk about when asked about work or school? What is important to the person about work? If the person could have any job, what would it be? What does the person like to do in the Spring or Summer or Fall or Winter?

Describe what this person enjoys and list his/her interests: _____

Agenda Question: Which of these interests are not happening as much as the person would like? From the team's perspective, which of these interests, if any, need to be limited? _____

Question 3

What jobs or chores does the person avoid? What activities does the person decline? Why? What supports (daily living, medical, behavioral) does the person disagree with? What makes the person sad? What makes the person frustrated?

Describe what this person dislikes: _____

Agenda Question: Which of these dislikes needs to be explored, changed or stopped? _____

SIGNATURE.....**NAME**.....**DATE**.....**TIME**.....am/pm
Note:- Required fields are marked with an asterisk (*)

Question 4

What kind of job does the person want? Does the person want to advance in his or her current job? What places does the person want to go to? What does the person want to learn? What is something that the person would like to purchase? Where would the person like to live? How would the person like to be living?

Describe what this person wants to accomplish in the future: _____

Agenda Question: What steps could be taken over the next ISP period to move toward these goals? _____

Question 5

Are there any themes from answers in this PFW that are most important to the person? What are things the person doesn't want to live without? What makes the person most happy, most content or really enjoy in their life? Has the team learned anything new around what's most important to the person from other planning sessions or team meetings (PATH, ELP, SIS, etc)? What is most important to the person about his or her job?

List and describe what is most important to this person from his/her perspective: _____

Agenda Question: What is most important to this person that is not happening or needs to be strengthened? _____

Section II : Describes what is happening in this person's life from anyone's perspective

Question 6

What do you and others like about this person? What do you and others admire about this person? What does this person get complimented about? What has this person taught you? (about anything in life) What do you like to talk about with this person? How does this person contribute to his/her community?

Describe what people like and admire about this person: _____

Agenda Question: Could any of these qualities be strengthened? _____

Question 7

What supports, if any, are needed while interacting with others? What types of environments does this person enjoy (large, small, quiet, noisy, etc.)? How important are friends to this person? Do they have as many friends as they would like? How does this person ask to change jobs?

Describe how this person interacts socially with others: _____

SIGNATURE.....**NAME**.....**DATE**.....**TIME**.....**am/pm**

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Agenda Question: Does anything about this person's social interactions need to change or be enhanced? _____

Question 8

What type of church or temple (or other) does the person like going to? Who are the people that the person is connected to at their church or temple (or other)? What type of church or temple (or other) did this person grow up with? Are these considerations different than family ideas? Are there other spiritual or cultural events that mean something to this person?

Describe any of this person's spiritual, religious, and/or cultural considerations: _____

Agenda Question: Are there any spiritual, religious, or cultural considerations that need to change or be enhanced? _____

Question 9

What does this person like about his or her current living situation? What does this person not like about his or her current living situation? Are routines around the home important to this person? Describe these routines. What does this person like doing around the house? What helps this person have a good day when arriving home from work or school?

Describe this person's living arrangements: _____

Agenda Question: Is there anything about this person's living arrangements that needs to change or be enhanced? _____

Question 10

Does the person's job match his or her desires, strengths and interests? Do activities and school programs match the person's desires, strengths and interests? What helps this person have a good day when at work? Is there something at break or lunch time that is most important? If so, be specific. What jobs or task should change? How does this person make money? Is this person making as much money as he or she wants? What does an average day look like? What should continue? What should change? What jobs are bad matches? What jobs does this person like to do best?

Describe this person's employment/alternative to employment program/school: _____

Agenda Question: Is there anything about this person's employment/ATE program/school that needs to change or be enhanced? _____

Question 11

How does this person communicate his or her needs, wants, and emotions? How do staff/others know this person is happy? What does he/she look like? When this person gets angry, what he or she needs most is? If this person uses words to communicate, are there supports needed to fully understand a request? What does staff/others need to know about how this person communicates?

SIGNATURE.....**NAME**.....**DATE**.....**TIME**.....**am/pm**
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Describe how this person communicates and the supports he/she needs with communication: _____

Agenda Question: Are there any supports that could change or be enhanced that would improve this person's ability to communicate with others? _____

Section III: Describes what is important for this person from the perspective of those who know and care about this person

Question 12

What about the person's routines (morning, work, afternoon, or evening) do others need to know that supports the person to be healthy and safe? What works best when this person goes to a doctor appointment? What does the employment/alternative to employment environment need to consider to keep this person healthy and safe? What environmental factors help this person stay healthy and safe? Describe any supports that assist this person in managing his/her medications or treatments. Has the team learned anything new from other planning sessions or team meetings (PATH, ELP, SIS, etc.)?

Describe what is needed for this person to be healthy and safe: _____

Agenda Question: Does anything about these supports need to change or be enhanced? _____

Question 13

Describe additional Medical/Health Information.

Health Information: _____

Question 14

Does the person need to consider making more money to participate in activities that are important to him or her? What type of staffing ratio is needed? Are specific staff characteristics needed? What type of transportation is needed? What supports are needed to be in a vehicle? What types of skills are needed to do specific jobs? What budget supports does this person need? What supports are needed for this person to carry money? Describe any adaptive equipment and related supports this person needs. Are there any special clothing considerations for this person?

Describe any supports this person needs to participate in activities that are important to this person: _____

Agenda Question: Does anything about these supports needs to change or be enhanced? _____

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Question 15

What would this person like to do independently but is not doing right now or needs support to do it? What type of assistive technology would be a benefit? For what? Are there other learning opportunities or education to be considered? Are there environmental adaptations to consider? At work? At home? At school? How can this person make more choices and decisions? About activities? About finances?

What could improve this person's ability to be independent? _____

Question 16

What activities does this person enjoy doing? Are there groups or clubs this person wants to join? If so, what supports are needed for him/her to participate? Does this person know what activities are available?

How could this person be more involved in activities or events in his/her community? _____

Question 17

** This question is not required for children under 18.

Are there new jobs this person wants to try? Is this person working as much as he/she wants? Are there job advancements to consider? What type of adaptive equipment could assist in increasing job duties? Does the person want to learn about different jobs? What gets in the way of this person being (more) productive at work? What are the barriers?

What would improve this person's ability to increase his/her income? _____

Question 18

Does this person want to see how other people make money? Does this person want to volunteer in his/her community? Are there spiritual or cultural events/considerations that the person may want to participate in? What gets in the way of this person being (more) productive around home or ATE? What could this person do in their home to contribute to the household? What adaptive equipment needs to be purchased, maintained, or updated?

What would improve this person's ability to contribute to his/her household and/or community? _____

Question 19

What does this person want to learn to have things that are important to him/her? What jobs has this person asked to learn? What activities or crafts has this person asked to learn? What jobs or activities has this person indicated he/she'd like to try?

What does this person want to learn? _____

Question 20

What would assist this person to be involved in his or her community? What does this person need to learn to work more independently? Could this person benefit from learning to create or manage a budget? Are there current health and safety supports that could be learned by this person, assisting in becoming more independent? Has the team learned from other planning sessions or team meetings (PATH, ELP, SIS, etc.) areas where increased skill or knowledge would benefit this person?

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What does this person need to learn? _____

Question 21

Are there things important to this person that is in conflict with his or her health and safety supports or being a valued member of the community? Is something important to the person that is not able to happen because specific health and safety supports are in place that prevents it from happening?

Describe any areas of conflict between health and safety supports and what is important to this person: _____

Section VI : Comments

Question 22

Describe any additional comments regarding this Personal Focus Worksheet.

Describe any additional comments: _____

People who contributed to this Personal Focus Worksheet

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