Begin Developing a Vision
Start with creating vision statements, a collage, or a personal profile to determine what your son or daughter might want to do in life based on his/her interests. When developing this vision, it is useful to look at the individual’s strengths, interests, and accomplishments.

As a starting point, the following areas should be addressed:
- **Communication** (style, responsiveness, use of technology/assistive devices)
- **Home** (living arrangement, setting, environment, supports/resources, equipment, medical needs)
- **Day** (life after graduation, ideal day, work)
- **Community** (fun, weekend, free time, volunteer, gym, local activities, restaurants, hairdresser, grocery store, library, parks, etc.)
- **Transportation** (walking, public transportation, rides with family and friends)
- **Relationships** (friends, socialization, family)
- **Other** (learn to dress, financial plan, order and dine in at restaurants, plan recreation activities, learn scheduling, learn about acceptable intimate/sexual behavior, develop housekeeping/cooking skills, and learn responsibility)

Person Centered Planning
Person Centered Planning is used to help people with disabilities create a vision and plan for the future. It is based on the needs of the individual, his or her interests, hopes, and dreams. This process is most effective when started before the transition plan begins.

To begin this process, the team is developed. This includes the person, parents/family members, teachers, peers, caregivers, and community members, along with a trained Person Centered Planning facilitator.

**Step 1:**
Develop the Personal Profile – personal life story of the individual. Things that should be included in this profile are background, medical issues, major events/developments, important relationships, etc. In this profile, quality of the person’s life should be described as well as the individual’s choices, rights, respect, community participation and competence.

**Step 2:**
Plan the meeting- where the team will review the profile, identify ongoing events, share visions, discuss obstacles/opportunities/strategies and take action steps to decide which services the person would benefit most from.

To achieve the most success, the team should have a clear and shared appreciation of the individual being served. The team will have a common understanding, will agree to meet regularly, will advocate strongly, will make connections within community, and will assume the necessary responsibilities. All of these plans will be made in the best interest for the individual.
Letter of Intent (LOI)
This is an optional, written, non-legal document that families can create to provide information regarding the individual’s past, present, and future endeavors. This is a tool that can be used to guide caregivers and to provide support over the lifespan. The combination of the Person Centered Plan and LOI can provide the most insight for coordination of care.

The LOI should reflect the person’s needs in every aspect of life, including:

- Summary and Vision – summary of person’s life, thoughts, hopes, and dreams
- Family History – information on birthdays and favorite stories and places
- Daily Routines – likes/dislikes on foods, music, activities, events, and abilities on activities of daily living
- Medical/Health Care – history, plan, current doctors, therapists, hospitals, frequency of these visits, current medications (how and why), and list meds that have not worked or have had adverse reactions
- Benefits (Financial and Legal) – current benefits such as, Medicaid, Medicare, SSI/SSDI, food stamps, housing assistance, and banking/special needs trusts. Make sure the contact information is located with renewal processes and dates.
- Employment – types and environments person might enjoy (volunteer, day program, supported employment), and list specific companies
- Residential Environment – living arrangements now and future alternatives; include level of supervision, location, male/female roommates, etc.
- Social Environment – activities individual enjoys, indicating spending money and limitations and support needed
- Spirituality/Religious Environment – beliefs, customs, place of worship, religious leaders, indicating whether religious participation is an interest
- Behavior Management – current management for behaviors – what works vs. what doesn’t
- Final Arrangements – planned services (funeral, cremation, burial, customs)

Sample LOI Formats:

School
Your child’s teacher is an important resource in planning for your child’s future. Be sure to reach out to them early on and discuss the following with them:

- IEP and Transition Planning form
- Educational rights
- Course requirements for your child’s entire education
- Personal learning style
- Access to technology
- Job interview practice
- Practice with decision making

Community
It is important to involve your child in their community early on so that they create lasting bonds with the community support system. There are numerous things that you can do for your son/daughter to get them involved in the community such as:

- Teaching them how to use public transportation
- Encourage them to volunteer
- Registering them to vote at 18
- Visiting work sites
- Join community gatherings such as a religious group, sports group or clubs