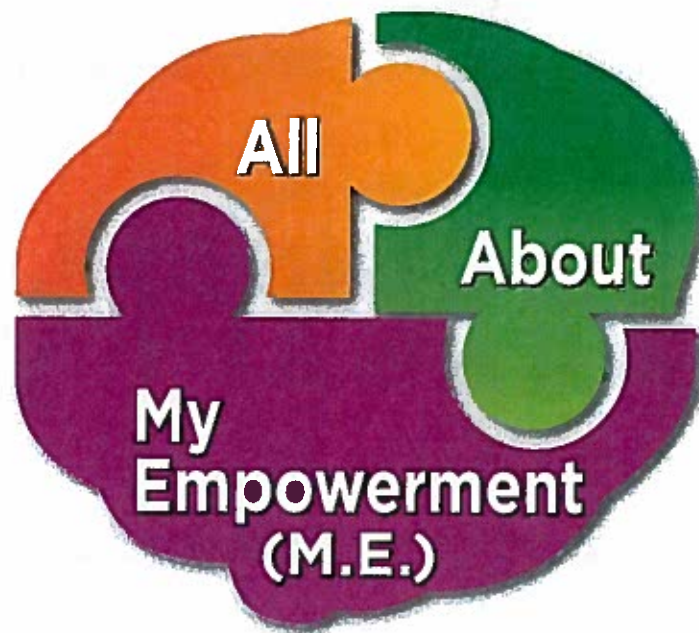


# All About MY EMPOWERMENT M.E.



WORKING TOGETHER TO  
CREATE A PLAN WITH

**my choice,**

**my voice**

**and my dreams**

A special thanks to:



Hawaii State Council on Developmental Disabilities

This toolkit was created by the members of the **Hawaii Self-Advocacy Advisory Council (SAAC)**.

SAAC members spent three years working on learning to how to lead their own meeting and have a voice in what is important to them.

The group worked with their families, friends, case managers, and community programs and businesses, to develop a circle of support and a person-centered plan.

# Purpose

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The purpose of the **All About M.E.** toolkit is to help people have a voice in what they want in their life.

This means having the tools and learning to take charge of decisions that can help someone have a better life.

## **WE BELIEVE PEOPLE CAN:**

- ▶ Have a voice.
- ▶ Be in control of their lives.
- ▶ Work together.
- ▶ Live a life of self-determination.
- ▶ Be confident in their life.
- ▶ Have a good life.
- ▶ Contribute to their community.
- ▶ Work through challenges and be successful.

# What is Civic Engagement?

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Civic engagement is being involved and working together to make a positive difference in your community. Knowing how to run your own meeting allows you to be heard and plan ways to achieve your civic goals.

## **Examples of Civic Engagement:**

- ▶ Vote.
- ▶ Volunteer or join a club that is working on issues that are important to you.
- ▶ Participate in a blood drive (or other organizations in your community). Donating blood is not the only way you can participate. Volunteering, passing out flyers or organizing a blood drive are some other ways to participate.
- ▶ Support awareness groups that are important to you.
- ▶ Participate in beautification events like beach clean ups, adopt a park or think of other ways to improve your community.



SAAC Member, Herman's civic activities this year included organizing a Christmas Caroling event for the long-term care patients at Wahiawa General Hospital and organizing a car wash to raise funds for the hospital.

# What is a team meeting?

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Bathey



A team meeting is when a group of people come together to talk about important things.

This can include:

- Home
- Family/Friends
- Transportation
- Housing
- Work
- Social Activities
- Budgeting
- Civic Engagement

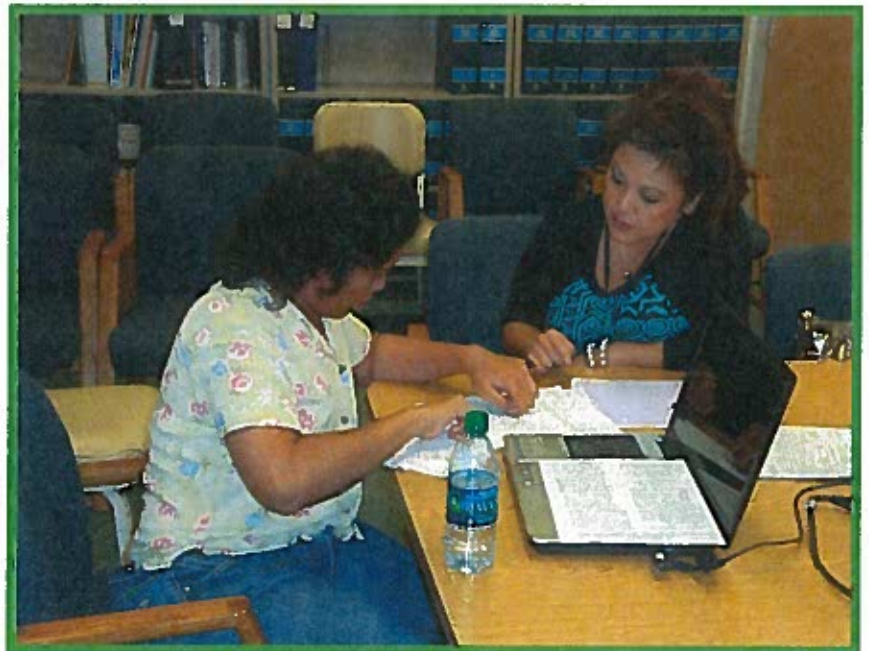


# Why is having a team meeting important?

A team meeting is important because the group talks about what is important FOR you and TO you.

This can include your interests, your challenges, your life, and your goals.

You can talk about what paid supports and services you can receive including natural supports.

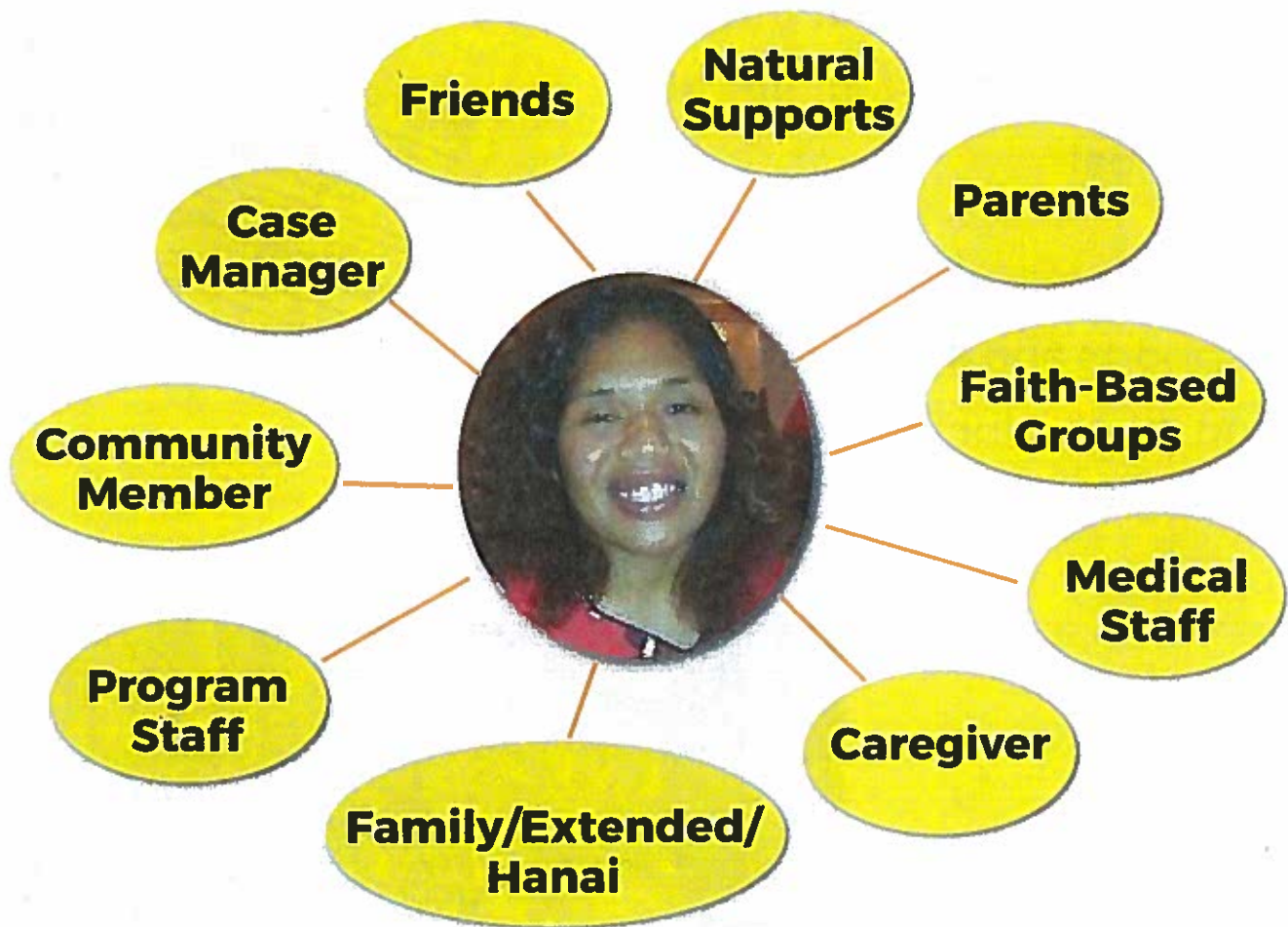


Bathey and Janelle planning a meeting.

# Person-Centered Team

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“I am in the center.  
My team is all around me.”

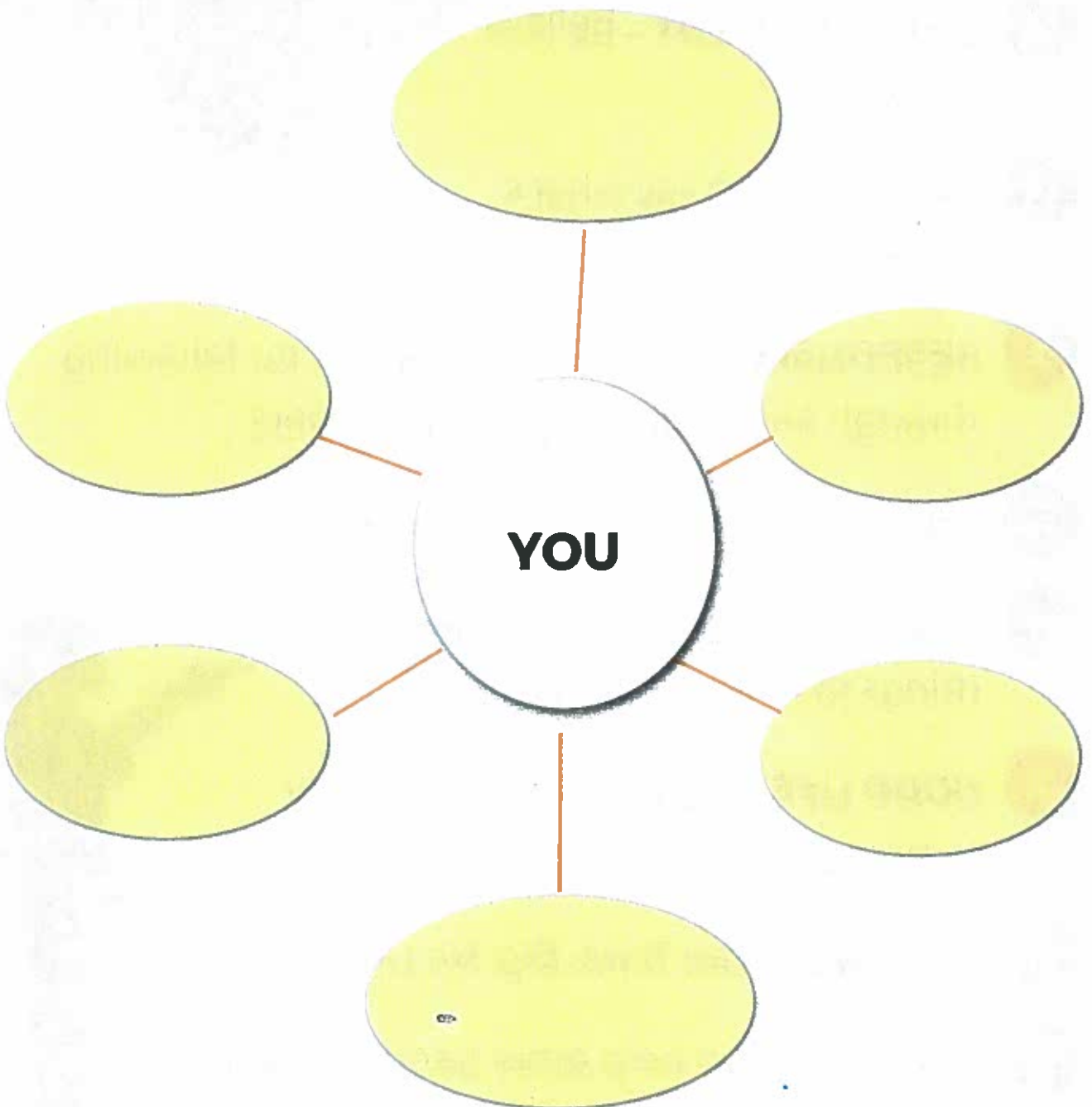


“I am the leader of my  
own team meeting.”



# Person-Centered Planning

“I can invite who I want to come to my meeting and decide where my meeting will be.”



# What I Want From My Meeting

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**1 TEAMWORK** – Everyone has a part.

**2 EMPOWERMENT** – Believe in myself.

**3 CHOICE** – I can say what's important to me.

**4 RESPONSIBILITY** – I am responsible for following through and so are my team members.

**5 VOICE** – I can speak up for myself.

**6 SUPPORT** – Having people and things to help me in my life.

**7 GOOD LIFE** – Having the opportunity to have what I want.

**8 DREAMS** – I can Think Big! No Limits!

**9 INSPIRE** – I can help other people to reach their dreams.



# BEFORE the Meeting

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- 1** Know what you are going to talk about.
- 2** For Individual Service Plan meetings, review your current ISP prior to your meeting.
- 3** Write down questions.
- 4** If you invite an ISP Mentor, meet with them before the meeting.
- 5** Set the date, time and place for your meeting. Create an agenda.
- 6** Ask people to come to the meeting.
- 7** If they can't attend, ask them if they would like to write something for you to share at the meeting.
- 8** Ask someone to take notes.
- 9** Make your own sign-in sheet.
- 10** Make copies of important documents to share with group.
- 11** Take a shower and groom.
- 12** Dress nicely so they know you care about yourself.
- 13** Bring a pen and paper for notes.
- 14** Other \_\_\_\_\_



# DURING the meeting

- 1** Ask people to fill out the sign-in sheet.
- 2** Start with introductions. Each person must:
  - A.** Say their name.
  - B.** Say how they know you.
  - C.** Say why they are at the meeting.
- 3** Introduce note taker. Have at least one person taking notes of important things at the meeting.
- 4** Friendly reminders:
  - A.** Ask people to turn off their cell phones.
  - B.** If you need to use your cellphone, go outside.
  - C.** Use words that are easy to understand.
  - D.** Speak up so everyone can hear you.
  - E.** Explain how people can help you during the meeting.
  - F.** Share what is comfortable. If the subject is personal I may want to speak privately to a trusted person.
  - G.** Be respectful of what is shared at the meeting.



## DURING the meeting (continued)

- 5** Share your person-centered plan. Present the things you prepared for the meeting and talk about them.



- 6** Speak up for yourself. Talk about what you want and don't want.

- A.** Explain why.
- B.** Give ideas on how to make it work – offer solutions.
- C.** Allow other people to offer ideas and suggestions.




- 7** Take breaks if you need to.

- 8** At the end of your meeting:
  - A.** Talk about things that need to be followed up on after the meeting.
  - B.** Thank everyone for coming and participating.
  - C.** Say this is the end of the meeting when it is time.

# AFTER the meeting

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- 1** Read over the notes from the meeting to help you remember what happened.
- 2** Have the people at your meeting review the notes to see if there is anything that was left out.
- 3** Remind people what they promised to help with.
- 4** Think about your meeting.
  - A.** Did you like your meeting? 
  - B.** Is there something you could change?
  - C.** What will work better next time?
- 5** There are things that might need to be followed up on.
  - A. THINK** – What do I need to do? Who can help me? When will I get it done?
  - B. PLAN** – Make a list of what you need to do and when you will do it.





# AFTER the meeting (continued)

## C. DO —

I will \_\_\_\_\_

\_\_\_\_\_

On my own I can \_\_\_\_\_

\_\_\_\_\_

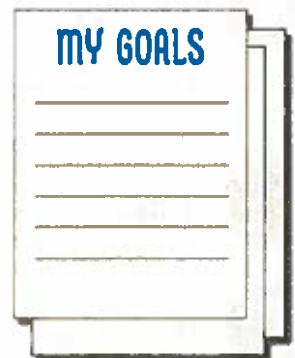
My helper will be \_\_\_\_\_

\_\_\_\_\_

I will have it done by \_\_\_\_\_

\_\_\_\_\_

- 6** Make sure you read and review your new updated goals.

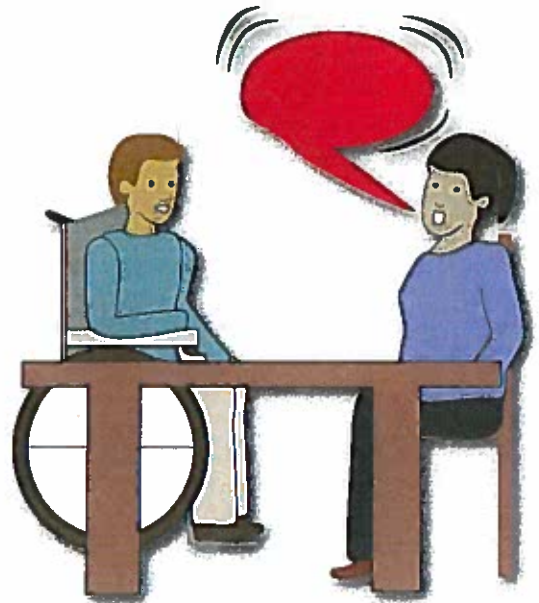


Evan M.

# Tips

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- 1 Use words people can understand.
- 2 Explain things in a way the person understands.
- 3 Keep things positive.
- 4 Be respectful when talking about problems or personal things. Ask if the person needs to talk in private.
- 5 The person has the right to choose what they want to share at their meeting.
- 6 Take a break when you need to.
- 7 If you do not understand, ask questions.

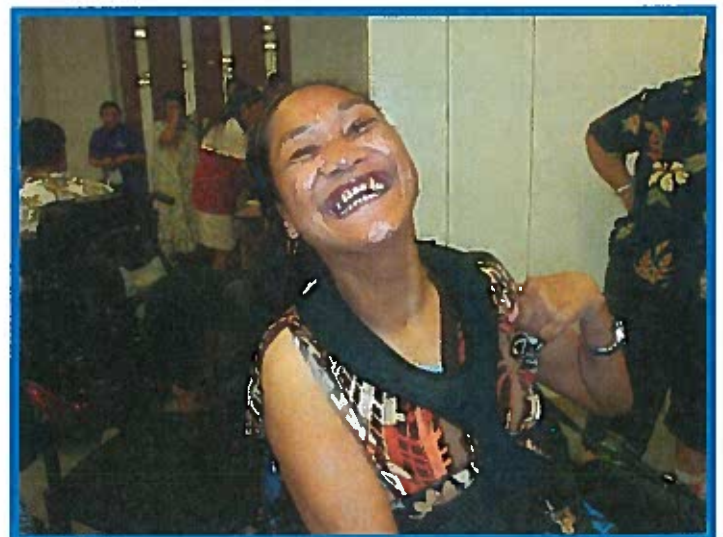


# Examples of Natural Supports for Empowerment

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Natural supports are family, friends and community supports in your life that are not paid to do things for you.

- 1 Church member giving the person a ride to services.
- 2 Spending time with your hanai (extended) family and friends.
- 3 Neighbor giving the person a ride to get groceries.
- 4 Community group activities and events.
- 5 Trusted people to talk to.



Vaipapa



# Meeting Situations

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## Sample Agenda

MEETING

Jan. 27, 2019

10:00 - 12:00

1010 Richards St., Honolulu, HI 96813

1. Introductions

2.

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3.

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4.

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*Add questions or things you want to talk about at the meeting.*

5. Closing

# Strategies for Support Workers

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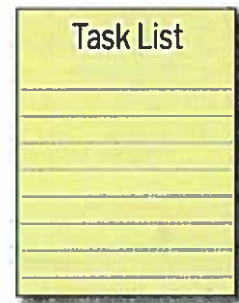
Listen.



Ask questions.



Break down tasks and assignments and highlight priority topics that were discussed.



Give positive support.



Use your phone to look up words you don't know.



Use your phone to show pictures to someone who doesn't read.

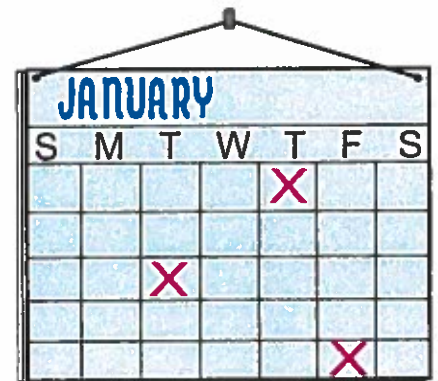


# Trainers Responsibilities

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- 1** Discuss the plan for the meeting and take notes.
- 2** Send your notes to the advocate to help with their meeting.
- 3** Teach how to use a calendar.
- 4** Teach how to find the phone number for your circle of support.
- 5** Teach how to request a meeting.
- 6** Review professional image.
- 7** Review materials and tools needed for meeting.

My Mission Statement



1. 1/2 = 0.5  
2. 1/4 = 0.25  
3. 1/8 = 0.125

Jan 3, 2019

1/2 = 0.5  
1/4 = 0.25  
1/8 = 0.125