**Individual Name: Date:**

| **Discussion Questions** | **Support Plan: Notes and Team Decisions** |
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| **How does the individual best receive information?** * Reading single words? Phrases? Sentences?
* Icons?
* Photographs?
* Objects?
* Does he struggle to process verbal information? When and How?
* Is the use of technology – tablets and smartphones – a preference for the individual?
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| **Understanding Daily Routines*** Can the individual process a full daily schedule presented at once?
* Does he prefer only segments of the day? Morning, Afternoon, Evening?
* Or does he prefer to only know about what is happening right now and then what is next?
* Does the individual also need assistance to remember the steps of an activity or task within the schedule?
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| **Where will the supports be used?*** Does the schedule need to portable across rooms, buildings, home, outside, during transport or other locations? Or will this be focused on primarily a constant location? Or both?
* Will the schedule be used in places where it may get wet, dirty, hot, cold, etc.?
* Will there need to be duplicates supports developed?
* If a high-tech option is used, can a low-tech back up option be available for ‘emergencies’?

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| **Who will teach and facilitate the use of the schedule to the individual and are they prepared?*** Who be involved in teaching and supporting the person to use the selected tools? Consider all environments and all possible staff involved.
* How comfortable are the support staff with developing schedules and supports for communication of the daily routine and tasks?
* Do support staff understand the importance of developing and using supports to communicate the daily schedule, daily routines and situations?
* How comfortable are the support staff with technology (devices, smartphones, tablets, etc.)?
* Is there anything currently being used or available that is a match with the person that could be used as the foundation for support development?
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| **Who will oversee the development, ongoing use and updating?*** Who will be assigned to monitor the development and facilitation of the schedules and other communication supports?
* How will the schedule materials be maintained?
* Who will collect needed data to determine the effectiveness of the supports implemented?
* Who will communicate to the team about the progress and use of the supports?
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| **What are the recommended tools to develop this individual?*** Staff practices in use of voice, gestures and cues
* Visual Schedules. What Type?
* Visual Routines. What Type? For which routines?
* Visual Choices. What type? For which choices?
* Social Narratives. To address what issues?
* 5-Point Scales. For what issues?
* Timers and Calendars. What type? When?
* Jigs and Color Coding. For which tasks?
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