**Individual Name: Date:**

| **Discussion Questions** | **Support Plan: Notes and Team Decisions** |
| --- | --- |
| **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? |  |
| **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? |  |
| **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’? |  |
| **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? |  |
| **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? |  |
| **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? |  |