The Arc
of Somerset County

Achieve with us.

THE QUALITY NEWS

"Alone we can do so little; together we can do so much "

Helen Keller

Person Centered Planning & Thinking

I know that we say this each month, but it is always worth repeating that Person Centered Tools offer us different ways to listen *and* learn about what really matters to people; as well as offers us techniques on how to take that information and to create action steps to ensure that what really matters in a person's life *actually* becomes a part of their life.

GOOD DAY   BAD DAY

February brings us a tool called **Good Day / Bad Day.** Hey, we have all had them—we can all identify with what is our own definition of a 'good' day and unfortunately we all have our 'bad' days as well. There are things along the way that we know instinctively about ourselves and our own little habits and or rituals, that make our own 'day' unique to all of us. I am sure we all have experienced oversleeping in the morning….you wake up, realize the time, panic, jump out of bed, throw yourself together and out the door racing to wherever it is you have to go! The thought going through your head the whole time is …."*It's going to be a bad day*!". Of course, the other side, you get up bright and early, on time, no traffic, no problems, feeling good, find some extra cash in your pocket that you forgot you had there…"Oh yes, it's going to be a good day!". Thinking about what makes a good day for the people we serve and what constitutes a bad day is a way of learning more about the person, their activities, their routines, everything that really matters to that person and then trying to figure out how to have more good days and fewer bad days!

So what defines a good day? Of course this is a day which the person enjoys, finds meaningful, feels they have achieved something or connected with other people. It is a day where much of what is important to the person is present, and where they have stayed healthy and safe in a way that makes sense to them. A bad day is a day which the person does not enjoy or find meaningful, where they feel nothing has been achieved, where what is important to them has mainly not been present or where they have not been healthy or safe.

How to use the tool: (1) Think together with the person and the people who know and care about the person most about using the chart document:

- What makes a good day for the person?
- Who is usually there on good days?
- What kinds of things does the person do?
- What places does the person go?
- Are there any important objects or routines that help make up a good day?

(2) Then think about the same questions for a bad day

(3) Make a picture or a description together of what makes a really good day and what makes a really bad day

(4) Make a plan together about ways to have more good days, and fewer bad days—write this down. Make sure you know WHO will do WHAT by WHEN.

Often the difference of a good quality of life is sometimes in the small details of each of our own personal choices. Finding out what truly matters to a person and helping them achieve what is important can be the difference at the end of the day. Each one of us must learn to be exceptional listeners and we absolutely must follow through on what we say we are going to do to ensure that change is made….not just once but all the time. We all can focus on creating more 'good days' for the people we serve.

Therap Tips!

THERAP CALENDAR

The Therap Calendar enables users to better plan and manage different events for a program. The calendar provides users with an easy way to track and view scheduled appointments, save notes, mark dates for special staffing needs and any other day to day events. Therap Calendar also allows monthly, weekly and daily views of the calendar entries. It supports the entry of recurring events such as daily, monthly and weekly activities. Users do not need to make repeated entries for each occurrence of the event and will be able to enter the event once as the module will copy it to all the appropriate places! This module also supports a PDF version, so you could view and print calendar pages as needed. There are also different colors codes for entries regarding different modules. Entries related to different modules will appear in different codes on the calendar. There are currently five different calendar entries available: Staff schedule (light blue), appointment (lime green), day note (orange), event (darker blue) and other (darker green). There can be multiple entries in the same time slots. There can also be overlapping of calendar entries on a particular time slot.

How to create a calendar entry

- Find the Therap Calendar on the right hand side of the first page and click to open
- The Therap Calendar will open to the current date
- You will also see three calendars on the left panel for the next three months including the current month
- To view calendars for the previous or one of the preview months, click on the up and dwon arrows to select a date.
- Choose the start time for your entry by clicking on the row beside the time. You can enter data for the day in 1/4 hour increments.
- The "Create Calendar Entry" form appears.
- Select the type for your entry
- Select the begin date, end date and times.
- In the Summary field, type in a brief outline or description.
- To save the entry, click on save.