


**PERSONAL FOCUS
DAY ACTIVITIES SECTION
TIP SHEET**

Day activities include work, school, volunteer work, participation in community activities, utilization of community resources, participation in retirement activities and skill acquisition.

Work must be considered as a first option for all adults who are not in school. Employment helps the person develop friendships, relationships and acquaintances, helps the person develop an “identity”, helps the person feel meaningful/useful, helps the person develop self esteem and improves their economic situation. If the person does not work, the plan must describe why work is not being pursued.

If the person is not going to be involved in work, day activities must be appropriate, purposeful and suitable to the person’s age and desired lifestyle.

School to work transitioning must be addressed for all people who are seventeen (17) years of age or older who are currently in school.

 These are suggestions of what to consider when completing the “Day Activities” section of the Personal Focus. Inclusion in the ISP should be based on the unique characteristics, needs and preferences of the person. There is no expectation or requirement that all areas be specifically addressed in the ISP.

A. Column One (The Person’s Current Situation and What is Important to the Person):

1. How the person spends his/her time during the day.
2. What the person does.
3. Who the person spends time with and what they do together.
4. Post-secondary educational activities the person is involved in.
5. If the person is retired and the retirement activities he/she is involved in.
6. Any help the person needs with completing daily activities at home, work, at the day site or in the community such as:
 - ☐ What the person does independently;
 - ☐ What the person needs help with;
 - ☐ How much help and the kind of help the person needs; and
 - ☐ The things that someone else must do for the person.Activities of daily living include grooming, dressing, meal preparation, eating, oral hygiene, toileting, ambulation, housekeeping, shopping and social activities.
7. Include any medical, therapeutic, behavioral or mental health issues that affect work or day activities and how they are affected.

8. When the person can be at home, work, the day site or in the community alone and under what circumstances (will also have to be included in the “Risk” section of the Action Plan).
 9. Risk issues related to work or day activities.
 10. What things the person needs to be safe during the day; including any safety equipment is needed at the job site.
 11. The choices and decisions the person makes regarding work or day activities.
 12. Durable, medical, mobility, adaptive or assistive technology, equipment or supplies needed including:
 - ☐ When it’s used;
 - ☐ Where it’s kept;
 - ☐ Is it available; and
 - ☐ Is it in good repair?
 13. Any environmental accessibility adaptations needed by the person in the work site, day site or to participate in day activities.
 14. Life altering events such as the loss of a job, lay off, termination, job closing, critical incident at work, etc.
- B. Column Two (What the Person is Dissatisfied With and What Needs to Be Changed):
1. What the person wants to be different, if anything;
 2. Anything the person wants to learn how to do;
 3. Any new needs related to health and safety issues; and
 4. Any new risks that need to be addressed.