

April 2025

SELF-DIRECTED SUPPORT

TOOLKIT



300 Jefferson Blvd.
3rd Floor
Warwick, 02888



RIPIN
ripin.org/selfdirectedsupport



RIPIN

Founded in 1991, RIPIN is a 501(c)(3) nonprofit organization that helps thousands of Rhode Islanders each year with health care, special education, and healthy aging. RIPIN uses a model of peer professional support—more than three-fourths of RIPIN's staff are caregivers of a loved one with special health care or special education needs. For more information about RIPIN and its mission, please visit the organization's website at www.ripin.org.

What is Self-Direction?

Self-Direction is a service model for adults with intellectual and /or developmental disabilities (I/DD) who have been found eligible for funding from the Division of Developmental Disabilities of Behavioral Healthcare, Developmental Disabilities, and Hospitals (BHDDH).

Self-Direction allows the person and their family or trusted allies to manage their budgets, hire their staff, and set their priorities, based on the individual's unique support needs and goals.

About RIPIN's Self-Directed Support Program

The goal of the Self-Directed Support Program (SDSP) at RIPIN is to guide and support families and individuals in navigating the systems and supports available to them when they choose self-direction.

We do this through training and education, the sharing of resources and information, peer support, referrals, and collaborating with partner organizations and agencies.

NAVIGATION



To find the section or resource you are looking for, please click on the underlined link.

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SCHEDULING



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- [Weekly Task Checklist](#)



Self-Directed Support Toolkit

Section 1

CALENDARS & PLANNERS



Example of a monthly calendar

Calendars and planners are a very useful tool for scheduling, activity planning, and even documentation records if you choose.

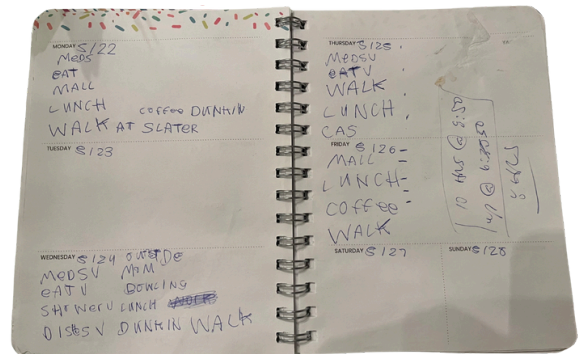
You may wish to purchase one you like in a certain format or style, but you can also download and print many different types of calendars and planners online for free.

One example is www.calendarpedia.com

They offer them in **PDF**, **Word**, and **Excel** files to download, print, and/or edit on the computer.

There are MANY options and formats to try.

- **You could use calendars and planners:**
- **By the hour/daily**
- **The Week**
- **The Month**
- **Or all or some of the above**



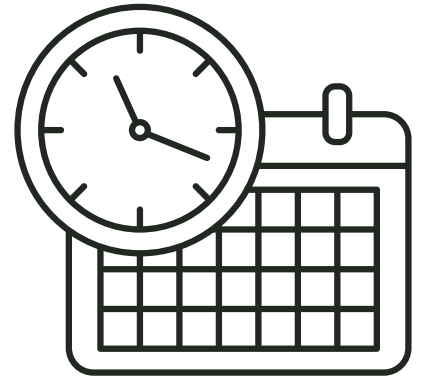
Example of a weekly calendar

You can also use one of their schedule designs.

TIP: For people who may need help practicing writing, remembering the month or date, practicing numbers, etc. Choosing a blank undated calendar (as opposed to one specifically for a certain year) can be a great way to work on these skills with their staff.



SCHEDULING EXAMPLES



Using Spreadsheets

- Making spreadsheets in Excel, Google Drive, or other similar programs/apps can be a great tool to customize a quick and visual schedule.
- If you're not a computer person, mapping out a graph of scheduling on printed paper could be better for you.
- You can print out the following grids and make them your own.
- You can make it easier and more fun to read with highlighters or other markers!
- We have also included examples to show you how others may use this tool for their own schedules.



EXAMPLE WEEKLY SCHEDULE

Individual's Name: _____

Date: _____

TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00		MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	MORNING ROUTINE	
	30							
9 am	00	MORNING ROUTINE						MORNING ROUTINE
	30							
10 am	00							
	30		WORK	WORK	ART STUDIO	WORK	WALK	
11 am	00							
	30	WALK						GYM
12 pm	00							
	30							
1 pm	00	LIBRARY						
	30							
2 pm	00							
	30							
3 pm	00	WORK ON PUZZLE	LIBRARY	READING	LIBRARY	WORK ON PUZZLE		READING
	30							
4 pm	00		WALK					WORK ON PUZZLE
	30							
5 pm	00							
	30							
6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00	NIGHTTIME ROUTINE						
	30							

WEEKLY SCHEDULE

Individual's Name: _____

Date: _____

TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 am	00							
	30							
8 am	00							
	30							
9 am	00							
	30							
10 am	00							
	30							
11 am	00							
	30							
12 pm	00							
	30							
1 pm	00							
	30							
2 pm	00							
	30							
3 pm	00							
	30							
4 pm	00							
	30							
5 pm	00							
	30							
6 pm	00							
	30							
7 pm	00							
	30							
8 pm	00							
	30							8

EXAMPLE STAFFING PLAN

Name _____

Week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
6 AM								
7 AM								
8 AM								Staff #1
9 AM								
10 AM								Staff #2
11 AM								
12 PM								
1 PM	Staff Name #1	Staff Name #1	Staff Name #1	Friend Name	Staff Name #1	Staff Name #2		Friend
2 PM								
3 PM								
4 PM								Family
5 PM								
6 PM	Staff Name #2			Staff Name #2				
7 PM								
8 PM								
9 PM								
10 PM								
11 PM								
12 AM								

STAFFING PLAN

Name _____

Week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
6 AM								
7 AM								
8 AM								
9 AM								
10 AM								
11 AM								
12 PM								
1 PM								
2 PM								
3 PM								
4 PM								
5 PM								
6 PM								
7 PM								
8 PM								
9 PM								
10 PM								
11 PM								
12 AM								

Self-Directed Support Toolkit

Section 1

CONSUMER-FRIENDLY PLANNING TOOLS



The following pages of this section will provide tools that can be helpful to individuals self-directing to prepare for their days and new experiences.

Summary:

The First/Then Board

- A visual tool for assisting someone in doing an activity or task. It helps regulate behavior or emotions, especially during transitions.
- Example: First: Make Bed/Then: Coffee.

Checklists

- Visual aides for an individual to know what comes next
- Help to know the schedule
- Can reduce anxiety
- Track activities and progress towards ISP goals
- Reflect on what was done during the day
- Help to know tasks and activities are **DONE!** when you check them off the list.
- Celebrate what was completed at the end of the day

Remember

- Start each day with these tools
- These tools should be created and used regularly and consistently to be most beneficial.
- We encourage these to be created in collaboration with the individual's input and direction and based upon their needs and preferences.



FIRST

THEN



DAILY CHECKLIST

☐

1

☐

2

☐

3



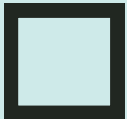
MY DAY

Date: _____

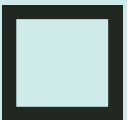
WITH Staff's Name: _____



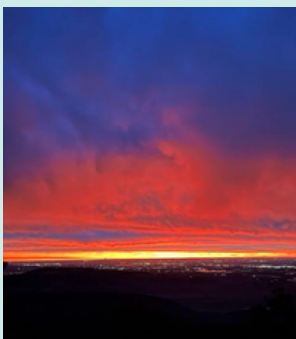
Morning Routine



Community








Chores



Evening Routine

Picture schedules

		Get out of bed.
		Get dressed,
		Eat breakfast
		Go to work.
		Go home.





WEEKLY TASK CHECKLIST

WEEK OF _____

Morning Routine	M	T	W	Th	F	Sa	Su
Brush teeth							
Make bed							
Eat breakfast							

Afternoon	M	T	W	Th	F	Sa	Su
Eat lunch							

Night Time Routine	M	T	W	Th	F	Sa	Su
Eat Dinner							
Brush Teeth							

ACTIVITY AND SOCIAL PLANNING



To find the resource you are looking for, please click on the underlined link.

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- [Accessible Events Page](#)
- [What can I do right now...or soon?](#)
- [Weekend Plan Worksheet](#)

[Social Stories](#)

[Conversation Starters](#)



Link With Your Community

The “Link With Your Community Guide” is an interactive PDF designed to help you find real places, events, and activities you can do in Rhode Island and inspire you to explore more.

It is designed to appeal to everyone. It includes many interests and needs and covers all of Rhode Island’s geographic locations.

It can be a great way to get involved in your community, try new things, make social connections, and more!

Explore the guide to find new things in your neighborhood, town, and the whole state!

We know you’ll find something new and exciting to do if you take a look!

[View the Guide](#)



ripin.org/resources/linkwithcommunityguide

Accessibility Information



If you require accommodations to visit or participate in any of the activities or locations shared in this guide, many locations and events will share this information on their websites.

If not, try contacting them directly by email or phone for more information and ask if they can meet your needs.

Below we share information about some information on popular events and places that clearly share this information and offer many accessibility sensory-friendly opportunities.

[Audubon Nature Center and Aquarium](#)

[Providence Performing Arts Center \(PPAC\)](#)

[Rhode Island Historical Society](#)

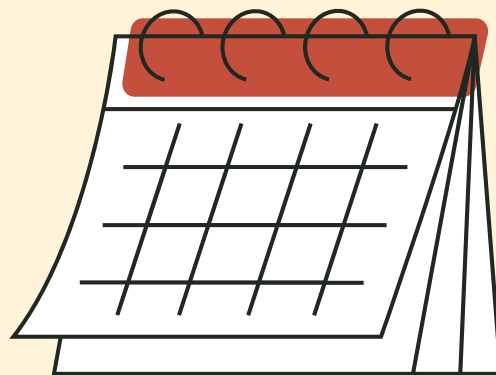
[RI State Park Accessibility Information](#)

[Roger Williams Park Zoo](#)

[Trinity Rep Theater](#)



WHAT CAN I DO RIGHT NOW? ...OR SOON?



EVENTS:



At the Libraries

At State Parks



Here are some websites to check for local events and activities:

Arts Now RI

Beyond the Nest

PVD EYE

Rhode Island Monthly

Visit Rhode Island



Want to get an email with ideas for planning your weekend? Sign up for the:

Rhody Weekender



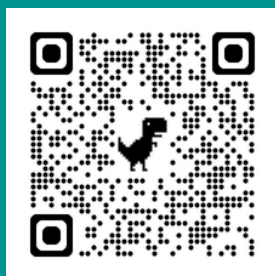
This page has been taken and adapted from the Link With Community Guide which you can find at ripin.org/linkwithcommunityguide !



Where do you look for events?
Email us at linkwithus@ripin.org!



_____’S



Link With Your Community WEEKEND PLANS

Pick a new place or event
to go to this weekend!

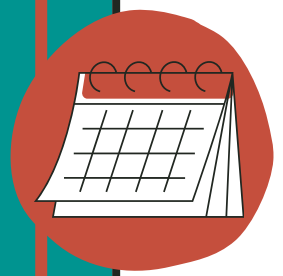
ripin.org/linkwithcommunityguide



What is the name of the event or place?

Where is it? What is the address?

What day is it on? What time is it at?



Who am I going with?

How will I get there? How will I get home?

What will I do there?



Why do I want to go there?



Social Stories



What are Social Stories?

- Short, simple, positive stories.
- Prepare a person for what will happen, what is expected of them, and why certain behaviors are essential.
- Use pictures and/or symbols in addition to words.
- Are best when personalized.
- For some, it can be effective to only have one thought/step with an associated image per page.

What can Social Stories do?

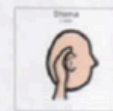
- Explain and help individuals understand social situations, routines, and expectations.
- Address a wide range of social skills, including communication, problem-solving, managing difficult emotions, and changes in their routine.

How to use Social Stories:

- It is recommended that they are read multiple times before a new routine or activity and right beforehand.
- Once the routine/activity has become comfortable, the social story can be used when needed.

PJ's Basketball steps

Listen to my coach & my buddy for instructions



Wait for my turn with the basketball
When it is my turn I will:



wait

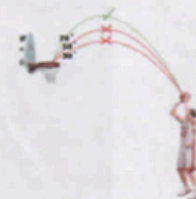
Dribble



Pass



Shoot the basketball



We are Going to A Museum

We are going to the Pinball Museum today!

I am very excited!!

There are a lot of pinball machines.
It will be loud.

The pinball machines have loud bells and other noises.

They have bright lights.

I may have to wait my turn for a pinball machine I want to play.

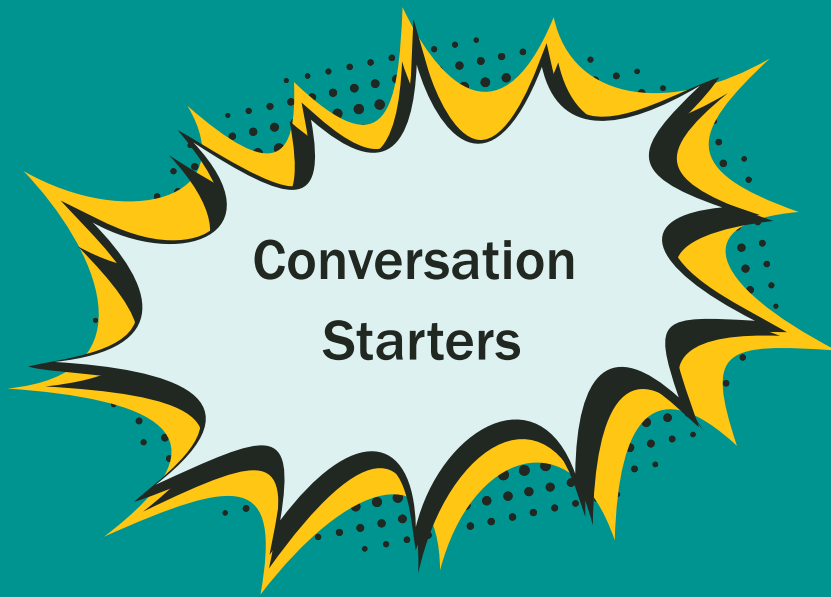
That's okay, I know how to wait.

Sometimes waiting is hard, but I can do it.

If I need a break, I can ask my worker.

We will have fun!!!





This is a tool to help staff, family, and peers engage in conversation.

To access the resource, use the QR code or [click here.](#)



DOCUMENTATION



To find the resource you are looking for, please click on the underlined link.

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- [Supporting & Documenting Needs and Changes](#)
- [Shift Notes Template](#)
- [Using Google Forms as Documentation](#)
- [Daily Reflection](#)
 - [Daily Reflection Worksheet](#)

Required Documentation

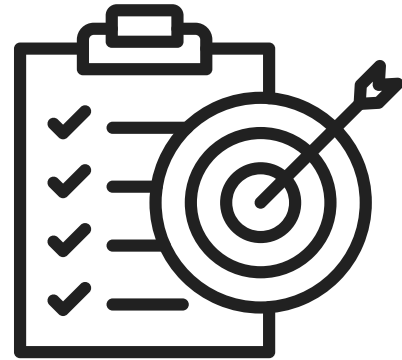
- [Employment and Earnings Reporting](#)
- [Benefits Counseling](#)
- [SSI Earnings Reporting](#)



Self-Directed Support Toolkit

Section 3

DAILY DOCUMENTATION



Daily Documentation is the practice of recording or tracking daily activities, tasks, events or other information at the end of a shift that a Direct Support Professional completes with a consumer.

Why is Daily Documentation important?

- Establishes a baseline of an individual's strengths and needs
- Accuracy and Accountability
- Continuity of Care/Service
- Transparency and Trust
- Tracks evidence of trends and patterns (both positive and challenging)
- Measures progress towards goals

While this documentation is required to be taken, the format and manner in which it is taken and stored is completely flexible and up to you.

Employers (Individuals and/or caregivers) are responsible for keeping this documentation and ensuring that their staff is filling it out every shift.

Please keep in mind that this documentation should be kept for a minimum of 7 years in case of an audit.

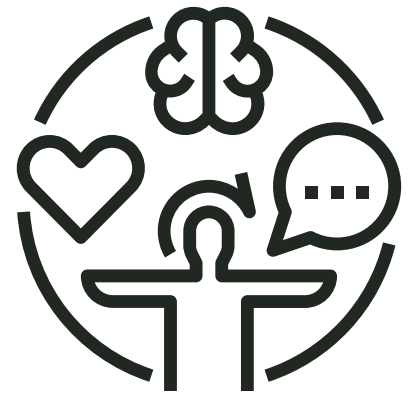
TIP: It is encouraged that the individual being supported should be involved in this process. Such as taking time to reflect on or recount the day with staff.

Some Ideas for daily documentation:

- Keep a paper notebook with a brief summary or keywords that describe what was done during the day
- Keep an online Word or Google document similar to the above (reduces the need to store paper)
- Fill out [Shift Notes Sheet](#)
- [Create and use a Google Form](#)
- Upload or print pictures from the day that show the activities and goals done together that day. Keep them in a document and/or folder.



SUPPORTING & DOCUMENTING NEEDS AND CHANGES



It can be helpful to note any observations that indicate changes in a person, both positive and challenging.

WHY?

- To **show evidence** of why current **support levels** are necessary
- To explain **why** someone may need **more support**
- It can be helpful at **plan meetings and assessments**
- It can help to **observe growth and success!**

HOW?

Keep a **notebook** or **online document**.

Record:

- The Date
- Time
- What **happened**
- What was happening **leading up to the event?**
- **Why** was it **unusual?**
- **How many times** it happens or continues to happen

Examples of what to make note of:

Safety Concerns
Communication Needs

Changes in Memory
or Mobility

Decline in Hygiene
or Self-care



SHIFT NOTES

Employee Name:

Date	Notes

Using Google Forms As Documentation



Example Google Form

1. Email
2. DPS Worker's Name:
3. Date:
4. Start Time:
5. Where are you working:
☐ Community
☐ Option 2
☐ Workplace/Volunteer
6. Practice money skills at retail stores: cash, credit, & gift cards. Mark only one circle:
☐ Yes
☐ No
7. Independently take care of personal needs (reduction of prompts). Mark only one circle.
☐ Yes
☐ No
8. Continue to try new activities in the community. Mark only one circle.
☐ Yes
☐ No
9. Add any additional notes:

Submit
Never submit passwords

Making a short documentation form for your staff to fill out every day can be a fast and convenient way to get and store your data.

You and your staff will need a Gmail account to use this method.

It's nice because staff can do it on their cell phones before leaving for the day.

The answers will automatically populate a spreadsheet for you with the answers once they've been submitted.



[Click Here or Use the QR for a Google Forms Tutorial on Youtube](#)

	A	B	C	D	E	F	G	H	I	J
	Time	1. Email	2. DPS Worker's Name	3. Date	4. Start Time	5. Where are you working	6. Practice money skills at retail stores: cash, credit, & gift cards. Mark	7. Independently take care of personal needs (reduction of prompts). Mark	8. Continue to try new activities in the community. Mark only one	9. Add any additional notes
1										
2	4/3/2025	Blank@notreal email.com	Laura	3/26/25	9:00 AM	Community	No	No	Yes	She did a great job "going with the flow" today when we realized that the museum was closed today. We went to the zoo instead.

Example of a Response by Staff

Reflections



How did today go?
How did today make you feel?
What was the best part of today?
What wasn't?
What did we achieve today?
What goals did we work on?
Did something challenge us today?
How can we do better?

As documentation



These are all good questions!

Having a practice of self-reflection and reflecting with others can be a nice way to think about your days. It could also be part of daily documentation.

It can look and be whatever you'd like it to be.

It could be a talk with family when you get home from work.

Your staff could help you write some notes or ask you questions when they do their daily documentation.

You could draw or find a picture to describe the day.

You could circle an emoji.

You could rate the day a number 1-5.

You could give a sign: "thumbs up"!

You could set a goal in the morning and see how you did at night.

[Check out the next page for a blank reflection worksheet.](#)



MY DAILY REFLECTIONS

What went well? What didn't?
How can you learn from today?

Completed With
(Staff name):

Date:

What is your focus for today? How do you want to feel?



List three things that went well today.







What challenged you today?

How did you feel today?



What is one thing you learned today?

Write any other notes or thoughts about today here:



Circle how you felt about today overall.



REQUIRED DOCUMENTATION



There is some essential documentation that is required to be completed regularly and consistently in order to maintain your benefits and services.

It is critical to document to ensure that consumers who receive state and federally funded services follow the necessary rules and regulations that may be required for audits, inspections, and certifications.

This documentation includes but is not limited to:

- **Employment** and **Earnings** Reporting
- Requesting **Benefits Counseling**
- **Monthly SSI Earnings** Reporting

These reports and their associated services are outlined in the following pages.



Self-Directed Support Toolkit

Section 3

EMPLOYMENT AND EARNINGS REPORTING



STATE OF RHODE ISLAND
Department of Behavioral Healthcare, Developmental Disabilities and Hospitals
DEVELOPMENTAL DISABILITIES SERVICES
14 Harrington Rd
Cranston, RI 02920
TEL: (401) 462-3421
FAX: (401) 462-2558

EMPLOYMENT AND EARNINGS REPORTING FORM

This form is used for the required reporting of earnings, income, and employment changes to BHDDH and Medicaid (Dept of Human Services). You only need to submit it to BHDDH. BHDDH will send it to DHS. The information in this form is used to calculate any income disregards. An Income Disregard is a portion of the income you earn from your job when determining your benefits. Without the income disregard, you may be required to pay a portion of your cost of care. This form will also be used to make referrals for Benefits Planning. Please complete all sections of the form. If you have any questions, please contact your BHDDH social caseworker.

Use this form to report 1) a new job, 2) any change in position, hours, or wages; or 3) when you leave a job. Please email this form to BHDDH.ICE@bhddh.org. If you are working for an agency, please use [Therap S-Comm](#). Encryption Required if emailed. See instructions on last page.

Please note: This form is used for BHDDH and Medicaid only. If you receive SSI/SSDI, you must report earnings to Social Security directly. If you have other benefits such as housing, report your income as those programs require.

Name _____ Submission date _____
Address _____ Effective date _____
Date of birth _____ SSN _____ Reason for submission (check one)
Medicaid ID _____ Start job Hour/Wage Change Ended job
Agency _____ If Job Ended, Reason for Leaving Job _____
I self direct and this agency is my FI _____

1) Employer name _____
2) Employer address _____
Town _____ State _____ Zip code _____

3) Type of paid work (select one)
Competitive Paid Job Self-Employed Government-Sponsored Employment/Enclave
Other _____

4) Is this a job under the Source America (Ability One) federal program? Yes No

5) Job category (select one from drop down menu)
The job category relates to the job, not the employer industry. For example, a job in a cafeteria in a school would have a job category of "food service", not "education".

6 Title of Position _____

7) Weekly hours worked _____ Hourly wage _____ (Provide 1 month backup)

7) Do you want to work more hours per week? Yes No

8 If yes, how many hours per week do you want to be working? _____

9) Type of BHDDH-funded employment supports provided to the individual for this job (Check all that apply)
Job Retention Job Coaching Job Transportation Adaptive Employment Device
Average hours per week of all BHDDH employment supports related to this job _____

BHDDH Form Employment and Earnings Reporting Form 2022 1

The Division of Developmental Disabilities (DDD) has developed a streamlined process of employment/income reporting, Benefits Counseling referrals, and Income Disregard submission through the completion of one form called the Employment and Earnings Reporting Form.

You can find the online version of the form [here](#) or by using the QR code above.



PERSONAL SUPPORT BUILT ON PERSONAL EXPERIENCE

BENEFITS COUNSELING



It is important for people to learn how working will impact their health insurance and cash assistance benefits. This will help people make informed decisions.

Benefits Counseling is a free service that can help people learn about how work will impact their benefits.

BENEFIT COUNSELORS WILL HELP YOU...

Learn more about work incentives.

Pick out the work incentives that are best for you.

Find out how SSDI or SSI benefits will change if you start working.

Complete paperwork to sign up for work incentives.

Figure out how to manage SSDI or SSI benefits while working.

People can connect with a Benefits Counselor in a few ways.
Some places to start searching for a Benefits Counselor include:

1. BHDDH Office: ask your social caseworker or email Jay MacKay at Gerard.MacKay@bhddh.ri.gov
2. The Sherlock Center: Call 401-456-4733 or visit the [Sherlock Center Work Incentives Benefits Counseling website](#)
3. Social Security Administration (SSA): Call the toll-free number 1-800-772-1213 or visit the [SSA Website](#)
4. Social Security Ticket to Work Help Line: call 1-866-968-7842 (V) or 1-866-833-2967 (TTY) or visit the [Social Security Ticket to Work Website](#)

Do you receive SSI payments?

Report Earnings monthly

1. Report by phone, or
2. Report by mail, or
3. Report online.

Note: sign up for reminder emails or texts.



You can submit your wages online, by phone, or mail.

You can submit your wages using the SSA Mobile Wage Reporting App, available in the Apple App Store or Google Play.

You can sign up to receive an email or text message every month reminding you to report your wages.

[Sign up to get reporting reminders here](#)

Automated telephone wage reporting is also available 24 hours a day, 7 days a week.

Call 1-866-772-0953

STAFFING AND RECRUITING



To find the resource you are looking for, please click on the underlined link.

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[Sample Interview Questions](#)





HIRING TIPS



1

THINK ABOUT A SCHEDULE

- What days, times and hours do you want them to work?
- How will you handle time off for the staff?
- Will they be expected to work holidays?

2

KNOW WHO YOU WANT TO WORK WITH

- **What skills or abilities do they need to have?** Examples: CPR, ability to lift your weight, drive a wheelchair van, speak Spanish, ASL, etc.
- **What do you want your staff to have?** Examples: Experience, can work nights and weekends, has the same interests or hobbies as you, etc.
- **Can you train someone you have a good connection with but who doesn't have as much experience?**
- **What important skills will the person you hire need to learn?**

3

THE INTERVIEW PROCESS

- Confirm by phone that they understand the job description, meet your requirements. and know the nature of being a self-directed DSP (no paid time off or benefits). Sharing [this video](#) could be helpful.
- Decide what questions you will ask and know the answers you would not accept.
- Decide who will help you interview them (if you are a parent leading this process) or when you will get to meet them.
- Meet in public settings such as a library or coffee shop.



OTHER HELPFUL TIPS

- Ask for and check references yourself.
- Take notes during the interview.
- Keep in communication and be upfront with the candidates
- Give applicants feedback if you decide not to hire them, it may help them in their job search
- Ask to see their vehicle if driving is a part of their job.

Don't rush the process. Good staff is worth the wait!



PERSONAL SUPPORT BUILT ON PERSONAL EXPERIENCE



What Makes a Good DSP?

A good DSP...



- Looks and speaks directly to YOU!
- Does NOT change their demeanor or voice with you.
- Does NOT speak for you (unless you need them to).
- Knows you have the same rights as any other person.
- Treats you as the adult that you are.



- Lets you make mistakes and helps you learn from them.
- Doesn't talk about themselves too much.
- Lets you try things before they ask if you need help.
- Learns and knows the signs when you might need extra support.
- Respects your family, friends, home, and culture.



- Is a healthy role model for you.
- Is trained on your plan and keeps your goals in mind when working with you.
- Follows your behavior plan if you have one.
- Does everything they can to help keep you safe.
- Keeps up with their documentation and any important data tracking.

Knows that YOU are in charge!

They will support you in
living the best life you can have!





Recruitment Resources



Traditional Staffing Resources

Job Posting Sites

(Please note: Some of these sites may not be free or limited)

[Brown Community Jobs Board/Listserv](#)

[Care.com](#)

[Indeed.com](#)

Community Bulletin Boards

College Resource Center/Target Social Work or Healthcare Programs

Natural Supports: Friends, Family, Neighbors

Interest-Based Classes/Groups

Faith-Based Community Gatherings

Creative Recruitment Ideas

Make a Social Media Commercial

[\(Click here to see our example\)](#)

Pass Out a Personal Business Card / Ad

Add an “I’m Hiring” Message to your Email Signature

Volunteer/Network at Local Community Organizations

Investigate “Hybrid” Service Delivery Model



SAMPLE JOB POSTINGS

SAMPLE #1 PART-TIME JOB AVAILABLE

JOB DESCRIPTION:

Direct Support Professional-DSP

(Part-time daytime/evenings/weekends) \$20.00 (starting rate per hour)

POSITION SUMMARY:

The DSP will be responsible for assisting a delightful and charming young adult (Name) living in the (your community) area with autism to gain community access and participate in community events and daily living skills support. This position is funded through BHDDH (State of RI), and the consumer utilizes self-directed services to maintain their lifestyle.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide transportation and support for grocery shopping, going to the library, going to the YMCA, attending a movie, and other errands.
- Act as a role model for positive behavior, safety, and self-advocacy within the community.
- Track hours and communicate availability with the consumer and their family.

SKILLS AND ABILITIES REQUIRED:

- Interest in music, pop culture, Comicon, concerts, movies, reading, and socializing is a must.
- Familiar with current events and trends.
- Non-smoker
- Requires the use of various transportation, such as a safe, reliable, and insured vehicle with a safe driver's record and current, valid license.
- A high school diploma and/or at least two years of experience working with people with disabilities and their families (autism experience a plus).

Please email (your name) at (your email) or leave a message at 401-xxx-xxxx for more information.

SAMPLE #2 JOB TITLE: DIRECT SUPPORT STAFF

JOB DESCRIPTION:

We are looking for a part-time employee to work with a young adult with a developmental disability in the (city/town) area.

JOB REQUIREMENTS:

- Experience working with individuals with special needs is preferable but not required.
- Must be at least 18 years old and have obtained a High School diploma GED.
- Valid Car Insurance, Good DMV Records, Valid Driver's License & Clean Background Check
- Available 9-12 hours per week, preferably in the afternoon or early evening shifts.

JOB DUTIES:

- Transportation to the doctor and other appointments- Accompany (name) on community outings
- Provide learning opportunities through workbooks/worksheets/online programs
- Assist with social skills at home & in the community- Assist with exercise activities at the gym

COMPENSATION: Pay rate is \$20-\$22 per hour depending on experience.

TO APPLY:

Please email your resume to XXXXX (your email)



SAMPLE JOB POSTINGS

SAMPLE #3: SOCIAL MEDIA POST

Looking for a Community Support Staff Person

I am looking for someone to work with my 35-year-old daughter, with (diagnosis) and an intellectual disability. She is fairly high-functioning and walks independently. However, she needs assistance walking on uneven surfaces & stairs. She also needs redirection regarding parking lot safety. She needs someone who is consistent and patient. I would need this person to work afternoons after 2 pm. Saturday hours are also available (up to 20 - 25 hours per week). She enjoys shopping, line dancing, eating at restaurants, music, and her Special Olympics team. Staff must have their own vehicle. It pays \$24 an hour and candidates must speak English.

Please reach out to me if interested.

Thank you,

Your name, your email

SAMPLE #4 JOB BOARD POSTING

Hi, I am posting this for my 24-year-old son, who lives independently in an apartment in (city/town). He owns a dog and hamsters.

Shifts:

Monday 10:30 AM to 3:30 PM

Saturday 11:00 to 4:00 PM

Job Duties:

- Light housekeeping, meal prep, cooking, vacuuming, budgeting and pet care
- Provide transportation and support for community outings

Requirements:

- Non-smoker
- Must be comfortable around animals
- BCI / valid Driver's license

If you think you would be a good fit please contact (your name) by email (your email)



RIPIN

PERSONAL SUPPORT BUILT ON PERSONAL EXPERIENCE

Sample Interview Questions for Direct Support Professionals (DSPs)

General Experience & Background:

- Do you have previous experience working with individuals who have disabilities/Intellectual/Developmental disabilities? Share a specific example.
- What inspired you to pursue a career in direct support services?
- Tell me about a time when work was challenging. What strategies did you use to stay positive?

Understanding the Role:

- What do you think are the most important qualities for a DSP to possess?
- How would you handle a situation where my son/daughter is frustrated or resistant to redirection?
- How would you support my son/daughter who struggles with communication?
- What is your understanding of confidentiality when supporting individuals with disabilities?

Behavioral and Situational Questions:

- Tell me about a time when you had to make a quick decision to ensure someone's safety and well-being.
- What was the situation, and what did you do?
- What type of experience do you have with managing a difficult or challenging behavior from an individual?

Communication & Relationship Building:

- How do you build trust with the individuals you support?
- What strategies would you use to keep my son/daughter engaged and involved in their ISP goals?

Problem Solving & Adaptability:

- If my son/daughter refused to participate in a scheduled activity, how would you encourage their participation?
- Give me an example of when you had to adjust a plan due to unexpected circumstances.

Self - Reflection and Development:

- What are some areas of personal or professional development that you are currently focused on?
- How do you deal with stress and prevent burnout in a demanding role such as this?
- How will you manage a work-life balance in a role that can sometimes be emotionally and physically demanding?

MORE RESOURCES



To find the resource you are looking for, please click on the underlined link.

TABLE OF CONTENTS

- [Fiscal Intermediary Information](#)
- [Support Broker Agencies](#)
- [Rhode Island Special Needs Emergency Registry Information](#)
- [The Division of Developmental Disabilities of Behavioral Healthcare, Developmental Disabilities, and Hospitals Website and Contact Information](#)
- [Our Partners](#)





FISCAL INTERMEDIARY INFORMATION

The Fogarty Center	https://fogartycenter.org/options/
J Arthur Trudeau Memorial Center	https://trudeaucenter.org/adult-services/fiscal-intermediary-works-for-me/
Perspectives Corporation	https://www.perspectivescorporation.com/services/adult/self-directed-services/
proAbility (The Arc of Bristol County)	https://www.arcnbc.org/what-we-do/proabilityri/propartnerships.html
ReFocus	https://www.refocusinc.org/programs-services-locations
Seven Hills Rhode Island	https://www.sevenhills.org/affiliates/seven-hills-rhode-island



SUPPORT BROKER AGENCIES



BEST LIFE RI



LAZO RI



RISDC

A Support Broker is the bridge between the person and the services and programs they use.

- **Helps find and identify resources.**

- **Takes all direction from the person**

- **Helps implement Self-Directed plans**

- **Supports the goals of the Individualized Support Plan (ISP).**



Rhode Island Special Needs Emergency Registry

3 EASY WAYS TO START GETTING PREPARED TODAY

1 Enroll in the Rhode Island Special Needs Emergency Registry (RISNER)

People who have disabilities and/or other special healthcare needs may need extra help during an emergency.

- Enrolling in RISNER lets police, fire, and other first responders in your community better prepare for and respond to your needs during a hurricane, storm, or other emergency.
- RISNER is HIPAA-compliant and your information is protected. The information you share with RISNER is only shared with local and state first responders and emergency management officials. Your information will only be used if there is an emergency and first responders need to know how to protect your health and safety.

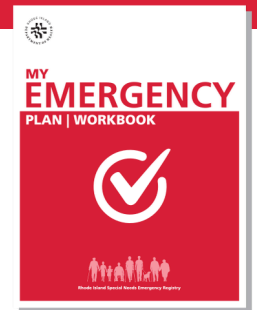
For more information and how to enroll, visit www.health.ri.gov/emregistry

2 Complete the My Emergency Plan Workbook

Emergencies can happen anywhere and at any time. Knowing the steps you can take to be better prepared can help reduce the risks you and your family may face during an emergency. The My Emergency Plan workbook is a tool for you to use as you start your emergency preparedness planning.

Find the My Emergency Plan Workbook at:

<https://health.ri.gov/forms/plans/MyEmergencyPlan.pdf>
or at the QR code below.



3 Sign up for CodeRED Emergency Alerts

Rhode Island uses CodeRED, an emergency notification system, to reach people and businesses with information about local emergencies, like severe weather, power outages, fires, or floods. Signing up for CodeRED helps you stay informed during an emergency.

- CodeRED can send messages by phone, text, and/or email to entire communities or specific neighborhoods.

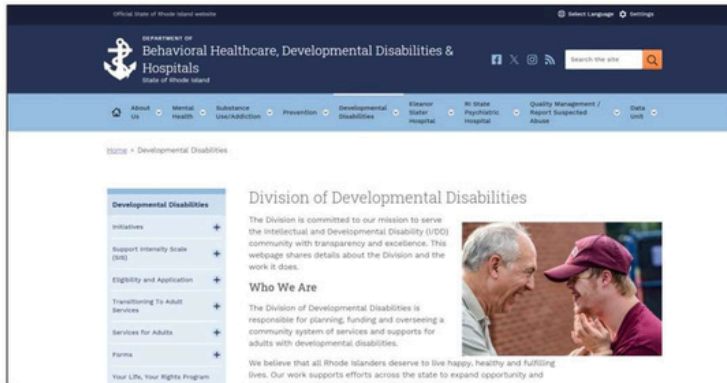
To register online, visit www.riema.ri.gov and click on the **CODE RED** icon at the bottom of the page.



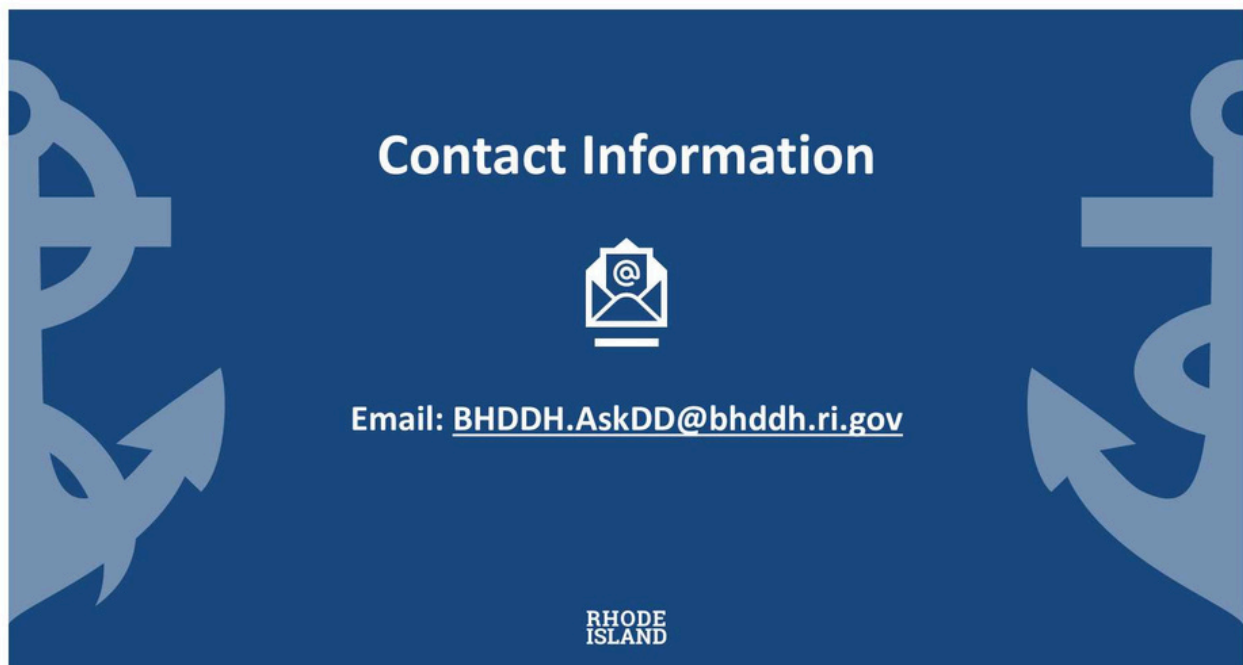
The Division of Developmental Disabilities of Behavioral Healthcare, Developmental Disabilities, and Hospitals

Division's Website

<https://bhddh.ri.gov/developmental-disabilities>



Learn more about their website from RIPIN's presentation with the DD Comms team [here](#).



Click to send an [Email Here](mailto:BHDDH.AskDD@bhddh.ri.gov).

OUR PARTNERS

Advocates in Action RI



Advocates In Action Website



Introduction to Self-Directed Supports

Thank You & Acknowledgements



The members of RIPIN's Self-Directed Support team would like to thank all the parents, consumers, and professionals who have experience with self-direction who have contributed helpful resources, materials, tips and tricks, and so much more to make this Toolkit as comprehensive and helpful as possible.

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We thank everyone for the time and energy they put into this resource and hope that those who receive it will find it useful.

This has been made possible by the partnership between the Developmental Disabilities Division of the Department of Behavioral Health Care, Developmental Disabilities, and Hospitals (BHDDH) and RIPIN.

Do you have feedback or suggestions for future versions of this toolkit?

Send an email to selfdirectedsupport@ripin.org.

ripin.org/selfdirectedsupport

