

Tips and Tricks

Person's Name: _____
One Page Profile for: _____ location

The location where the Profile was created or will be most used. Try: "work" or "home"

Preferred name: _____

Insert the person's photo here to make the one page profile more personal.

If the person would rather have pictures of favorite people, places, or things, go for it!

A one page profile is intended to offer a summary that people in the person's life can use to get to know them quickly or ensure that they are providing consistent support in the way the person wants.

The information comes from the person's perspective. Complete this page based on communicating directly with the person. If additional information is needed, include information from people who have direct knowledge of the person's perspective.

What people like and admire most about

- It is helpful to ask the person, friends, family, staff, co-workers, or others who know and care about the person what they like, love, admire, respect, appreciate, etc. about him/her.
- Make this a proud list of the person's positive qualities, strengths and talents. Only include what the person chooses to include—she can add items too!
- Avoid jargon. Think of how you would want to be introduced.
- Be clear and avoid using words such as "usually" or "sometimes."
- Be positive.

Common Error: Assuming that if it is important to others in the person's life (for example, staff or family), it must be important to the person.

What is most important to

- Include enough detail that someone who does not know the person could understand what matters most to him, and if you took the names off the profile he could still be identified.
- Add things about the person's whole life that are important to him (hobbies, interests, passions), as well as things that relate to what's important at work, home, school, or in the community.
- Add details that will help give people an idea of who the person is and what he values most.

Common Error: Describing what is important to the person in short, cryptic phrases that give an idea of what's important, but are easily subject to misinterpretation by the reader.

Instead of this:

Try this:

"Having fun"

"Having fun at work - I enjoy harmless practical jokes and time to sit and relax with people over lunch or coffee."

How to best support

This section includes information on:

- What is helpful? What is not?
- What others can do to help this person have more good days and avoid bad days.
- Specific areas the person wants to identify for support. For example, she may be working on being better organized and have specific things that others can do to support her.
- The help this person needs to create the best environment and outcomes for her.
- Be positive.

Common Error: The basics should be assumed, unless there is a history of their being absent.

Listing off food, shelter, clothing, safety, etc. should be avoided unless they have been absent in the person's life.