

YOUR DSP HANDBOOK

What Makes Me Unique

Everyone has strengths and weaknesses. Often people with intellectual and developmental disabilities struggle to explain their needs and what makes them unique. Being open about who you are and what works for you makes you a good selfadvocate and will help your new staff support you. If you need help explaining anything, your Care Manager can help.

Download Tip Sheet

Life Plan Goals | Staff Action Plan

When was the last time you read your life plan and/or staff action plan goals? It is important for members and their families to review the life plan with new staff members. Ask your Care Manager to explain anything that is confusing. Knowing your goals helps you interact with your staff so they can better support you.

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Communication | Emergency Contacts

Good communication with your new staff member is critical to the success of your relationship. Do you text or prefer phone calls? Do you email or use Facebook Messenger? Sharing your contact information, your preferred method of connecting, as well as emergency contact information information, with your staff are best practices everyone needs to provide.

Download Tip Sheet



Staff Guidelines Make Good Teams

Cell phones. We love them and we hate them, especially when they are being used during the hours when staff is working with members. Don't be afraid to set up guidelines with your new staff. Be clear about what is important to you. In the end this will make you a good team.

Download Tip Sheet



Diet | Exercise | Unique Needs

Many with food allergies or medical needs require a special diet, specific exercise programs, or sensory therapy. These unique needs are important and may require special training or documentation for your new staff to better understand and help you. Your Care Manager can provide you with guidance. Ask your medical professional for additional resources.