



Running a Tight Ship

From Near-term to Long-term

SAILing Lesson – May 10, 2023

Agenda



1

Welcome

2

Running a Tight Ship

3

Letter of Intent

4

Breakout Session

5

Wrap Up & Adjourn

SAILing Lessons – Survey

Survey for topics
to include at
future SAILing
Lessons
+
Call for
Volunteers



SAILing Lessons Questionnaire

1. What topics would you like to be presented at upcoming SAILing Lessons?
 - a. Direct Support Staff & Staffing Agencies
 - b. Budgeting
 - c. Assessing potential locations for housing models
 - d. Partner Family and roommate assessment
 - e. OTHER: _____

2. What are your 3 biggest concerns about your loved one moving into an independent living situation?
 - a. _____
 - b. _____
 - c. _____

3. SAIL is a volunteer organization that would graciously accept and appreciate any member involvement. Please let us know if you are able and willing to:

<input type="checkbox"/>	Become part of SAILing Lessons, SAIL's mentorship and educational initiative
<input type="checkbox"/>	Become part of Friendship Connect, SAIL's effort to connect people to people
<input type="checkbox"/>	Become part of a work group to evaluate and develop new resource documents for the SAIL website
<input type="checkbox"/>	Assist with SAIL Marketing and Communication
<input type="checkbox"/>	Interested in serving on the SAIL Board
<input type="checkbox"/>	
Name and email	

SAILing Lessons – where to get the material?

<https://sailhousingsolutions.org>



Solutions for
Adult
Interdependent
Living

Home

SAILing
Lessons

Housing
Guide

Housing
Guide
Resources

Friendship
Connect

About
Us

Calendar

Join
SAIL

Login

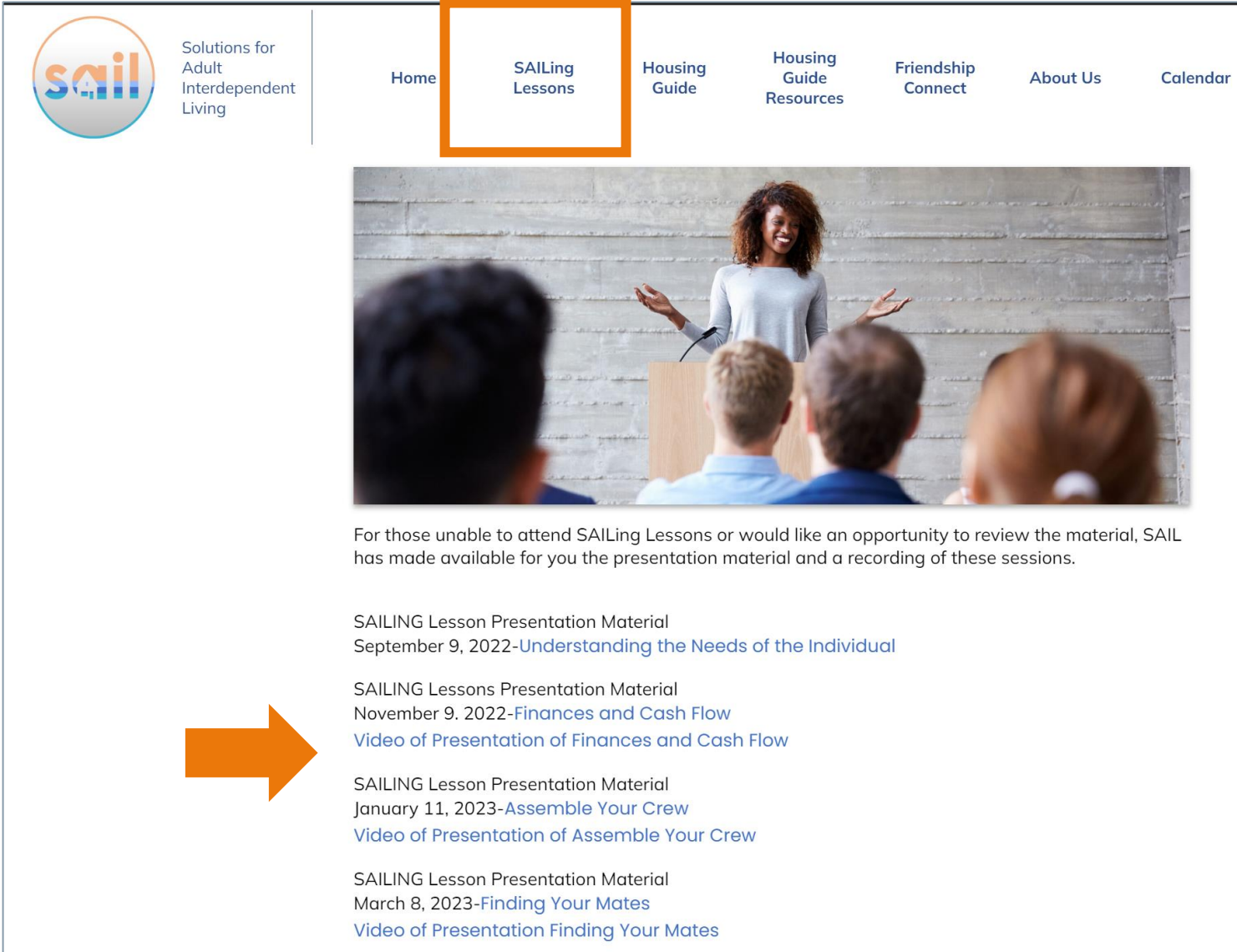
SAILing
Lessons
Past
SAILING
Lessons



We dream of a day when all individuals, with their unique abilities and talents, can enjoy lives of interdependence, empowerment, and purpose in the community of their choice.


SAILing Lessons – where to get the material?

<https://sailhousingsolutions.org>



Solutions for Adult Interdependent Living

Home **SAILing Lessons** Housing Guide Housing Guide Resources Friendship Connect About Us Calendar



For those unable to attend SAILing Lessons or would like an opportunity to review the material, SAIL has made available for you the presentation material and a recording of these sessions.

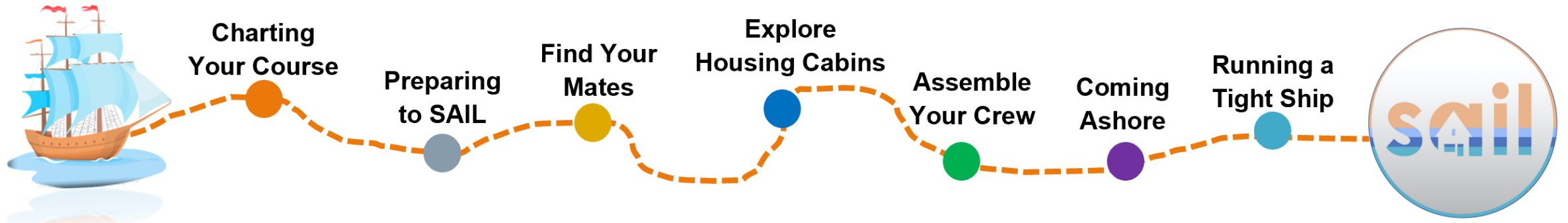
SAILING Lesson Presentation Material
September 9, 2022-[Understanding the Needs of the Individual](#)

SAILING Lessons Presentation Material
November 9, 2022-[Finances and Cash Flow](#)
[Video of Presentation of Finances and Cash Flow](#)

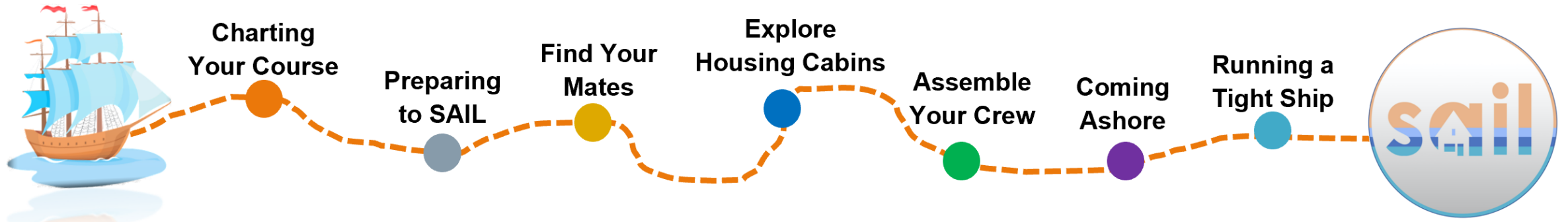
SAILING Lesson Presentation Material
January 11, 2023-[Assemble Your Crew](#)
[Video of Presentation of Assemble Your Crew](#)

SAILING Lesson Presentation Material
March 8, 2023-[Finding Your Mates](#)
[Video of Presentation Finding Your Mates](#)

SAILing Guide Roadmap – Running a Tight Ship



SAILing Guide Roadmap – Running a Tight Ship



Roommates living Interdependently



Parents

SAILing Lesson – May 10, 2023

Agenda



1 Welcome

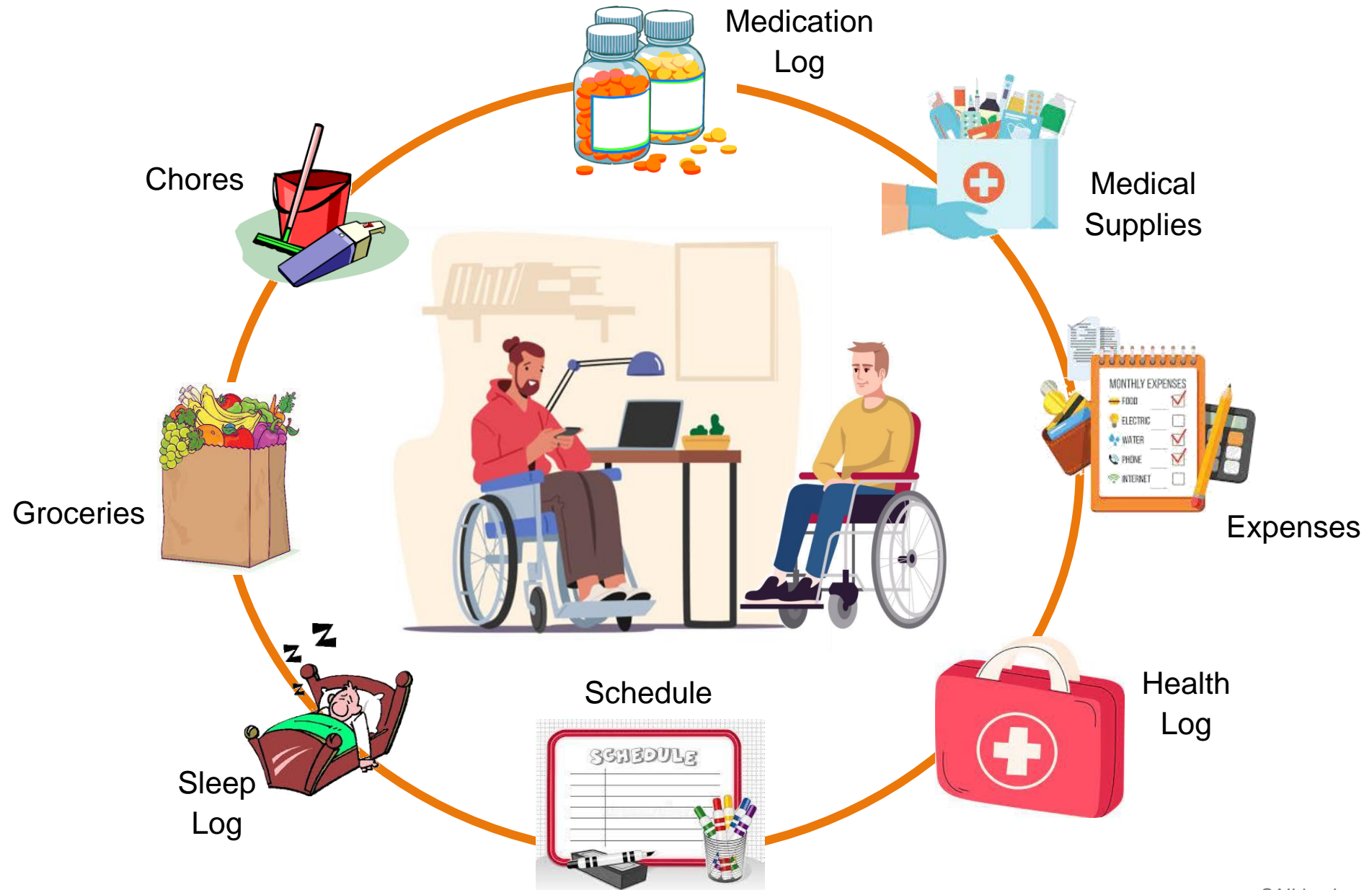
2 **Running a Tight Ship**

3 Letter of Intent

4 Breakout Session

5 Wrap Up & Adjourn

Running a Tight Ship – Day to Day Necessities



Running a Tight Ship – House Workbook example

Monthly Expense Log



Shared Household Expenses													
Whatever model you choose to develop, you will need a method to address shared living expenses. When the process is developed and agreed to at the onset, disagreements over money can be avoided. This document will give you guidance as to what might be considered a shared expense.													
Bill Tracking Form	monthly estimated cost	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
EXPENSES													
Rent													
Water / Sewer													
Trash													
Pest Control													
Service Fee													
Gas Heat													
Electrical													
TV Streaming Services													
Technology Monitoring Fee													
Cable (Comcast)													

- Shared Monthly Expenses
- Rent
- Utilities
- Trash service
- Internet ...

Running a Tight Ship – House Workbook example

Medication Log



MONTH: _____

REGULAR SCHEDULED MEDS				Additional Medications Given				
CG Init	Date	Time Given		Notes	Medication	TIME	DOSAGE	REASON
		AM	PM					
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							

- Daily Medications
- Additional Medications
- Dosage amount
- Date & Time
- Notes ...

Running a Tight Ship – House Workbook example

Medical Supplies Reorder Log



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Reorder/Purchase Log												
2													
3	Date	ITEM	how much is left now?	Reordered (DATE)	Delivery Date								
4		Diapers											
5		Wipes											
6		Gloves											
7		Shampoo											
8		Body Wash											
9		Acne Pads											
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

These cards should be placed on the 2nd to last package of supplies

This card indicates it is time to reorder this item

Please add this item to the reorder list.

Household Items to have on hand:

- Diapers
- Wipes
- Gloves
- Shampoo
- Body Wash
- Acne Pads
- Aveeno

- Medical Supplies – status
- Reorder Date
- Delivery Date
- Necessary Household Items
- Reorder Card

Running a Tight Ship – House Workbook example

Care Giver Staff Shift Log



	A	B	C	D	E	F	G	H	I	J
6										
7										
8	Bedtime Health & Hygiene	Medication Given								
9		Teeth Brushed								
10		Face/Hands Washed								
11		Face Shaved (evening after bath)								
12		Bath/Shower								
13		Lotion applied								
14		Finger/Toenails Clipped								
15			<i>Sample</i>	<i>Sample</i>						
16	Toileting	Time	9a	10a						
17		Accident (y/n)	n	n						
18		Attempt (length and type)	15 mins sitting	30 secs Standing						
19		BM (y/n)	n	N						
20		Urine (y/n)	n	Y						
21										
22	Mood	Circle all that apply - add additional in notes				NOTES				
23		Happy	Agitated	Crying (real)						
24		Cooperative	Whining	Obsessive Behavior						
25		Communicative	Babbling	Didn't feel good						
26										
27	Activities	Cost	Description							
28										
29										
30										
31										
32										
33										

- Hygiene & Personnel Care
- Toileting

- Mood
- Activities

Running a Tight Ship – House Workbook example

Sleep Log



SLEEP LOG MONTH OF:

CG Init	Date	8:30 PM	9:00 PM	9:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM	Midnight	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM	3:00 AM	3:30 AM
	1															
	2															
	3															
	4															
	5															
	6															
	7															
	8															
	9															
	10															
	11															
	12															
	13															
	14															
	15															
	16															
	17															
	18															
	19															
	20															

- Care Giver initials
- Date
- Sleep start & awake

Running a Tight Ship – House Workbook example

Night Shift Log



A	B	C	D	E	F
1 To be completed at the end of each Night shift					
2					
3 Caregiver Name:					
4 Date:			5 Time in:		
6			7 Time Out:		
8					
9 Overnight Household	Laundry Washed/Folded				
	Dishwasher Emptied				
	Toys put away, house picked up				
	Kitchen Clean				
	Bathroom Clean				
	Devices on chargers				
Receipts scanned					
Sack Lunch Packed (Sun-Thu)					
7					
			Notes		
8					
9 Morning Health & Hygiene	Toileted?				
	Medication Given				
	Teeth Brushed				
Face/Hands Washed (nails scrubbed)					
12					
13 Waking Up	Out of Bed (time)				
	Awake or had to wake him?				
	Diaper wet/soiled?				
Bed wet/soiled?					
17					
18 Circle all that apply - add additional in notes NOTES					
19 Mood	Happy	Agitated	Crying (real)		
	Cooperative	Whining	Obsessive Behavior		
	Communicative	Babbling	Didn't seem to feel good		
22					
23 Snacks	Sample				
	Time	7am			
		2 waffles, 2			

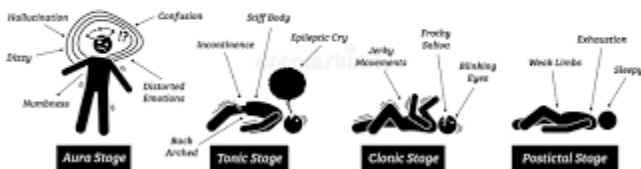
- Household chores
- Morning health & hygiene
- Wake Up Time

- Mood
- Meals & Snacks

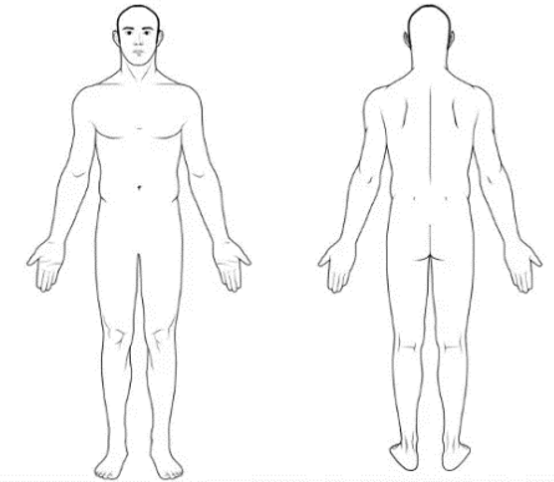
Running a Tight Ship – House Workbook example

Incident Seizure Log

Stages of a Seizure



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CONCERN/INCIDENT/SEIZURE REPORT												
2													
3	Caregiver Name:												
4	Date of Incident:												
5													
6													
7	Type of Event (circle one)		Physical Concern	Injury	Seizure								
8	Start Time:												
9	End Time:												
10													
11	Location Where Incident Occurred:												
12													
13	Was Seizure Protocol Followed?				Yes	No							
14	Paramedic Called?				Yes	No							
15	Emergency Contact Notified?				Yes	No	Who was contacted? Time?						
16	First Aid Administered?				Yes	No	Describe:						
17													
18	Description of concern or event:												
19													

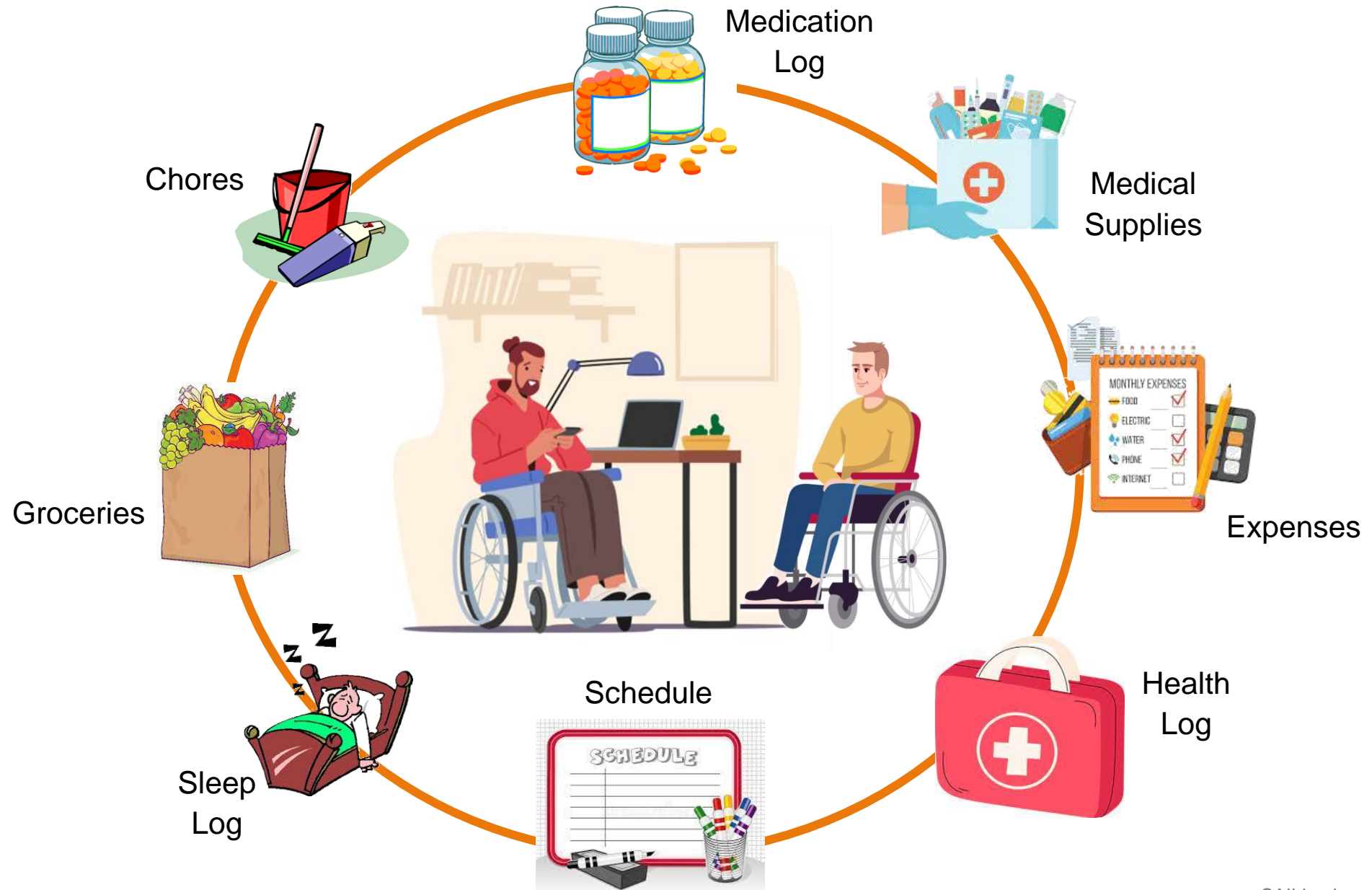


Please circle location of injury or concern.

- Care Giver on hand
- Date & Time
- Duration

- Description of incident
- Incident protocol followed

Running a Tight Ship – Summary



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Letter of Intent for Intellectual Developmental Disabled child

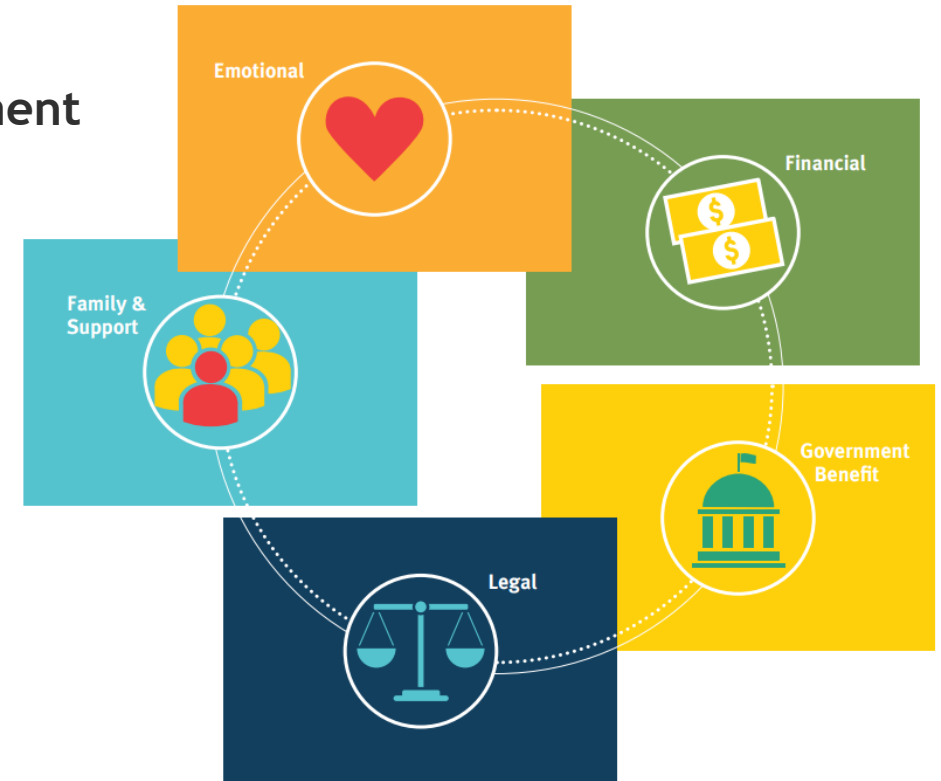
Defines how you want your child to be cared for when you are no longer able to care for your child.

1 The Letter of Intent (LOI) is **NOT** a legally binding document

2 Details of your child's daily life

3 Sharing your vision for future care givers

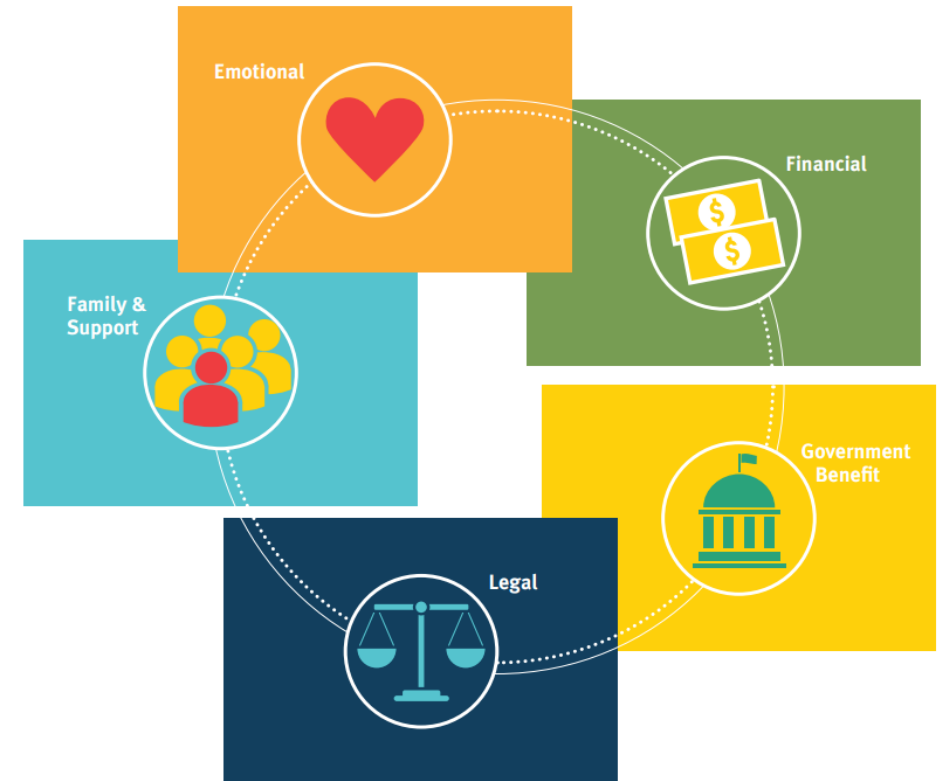
4 Great catalyst for planning



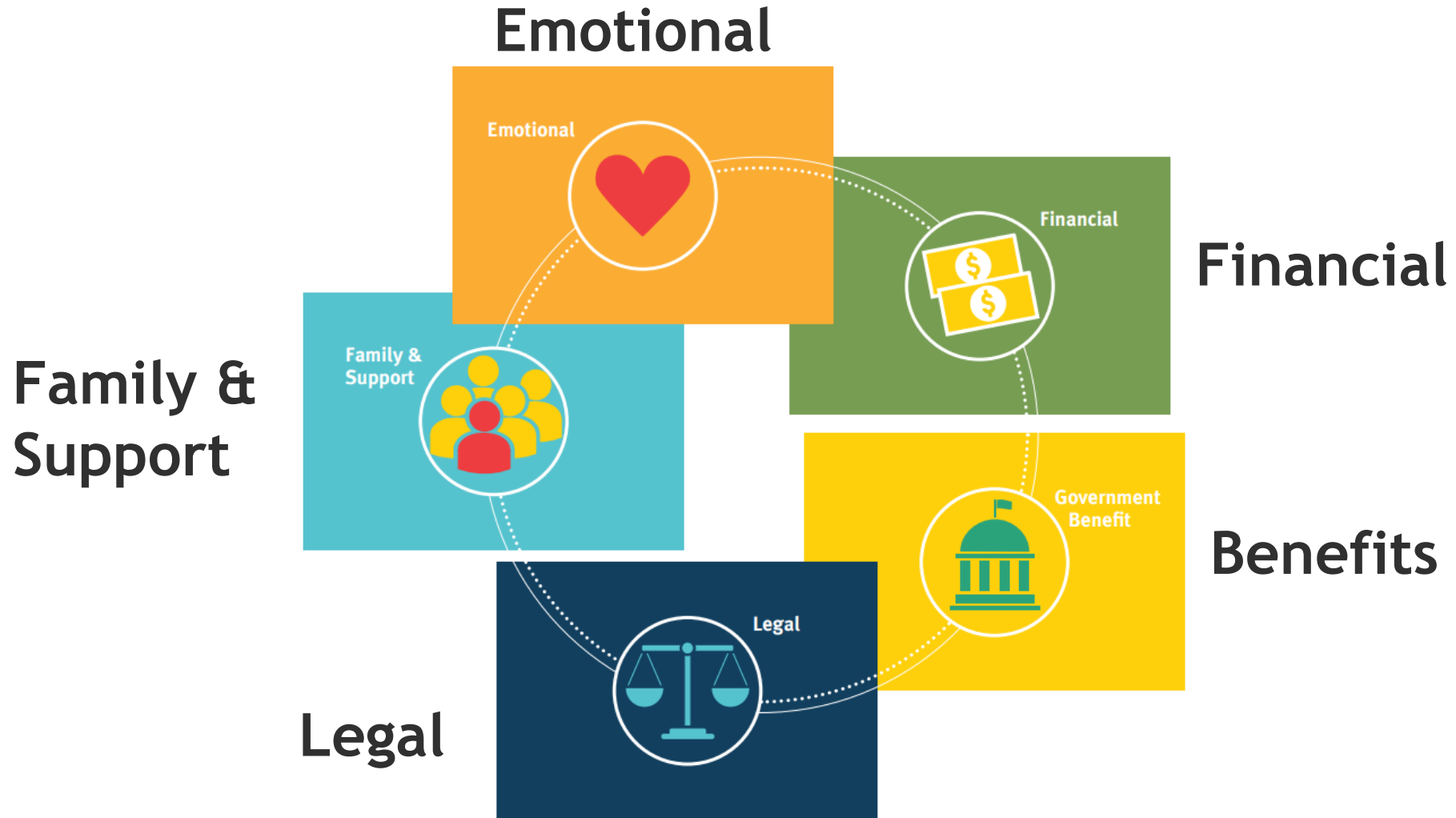
Letter of Intent – Some Important Reminders

Helpful reminders about the Letter of Intent

- 1 Every child is unique, and your LOI will be unique.
- 2 It should be flexible, clear, and personal.
- 3 Share it with people in your and your child's lives today and make it a living document.
- 4 Do not leave it up to others to try to figure out what's what after you are gone



Letter of Intent – Five Factors of comprehensive special needs planning.



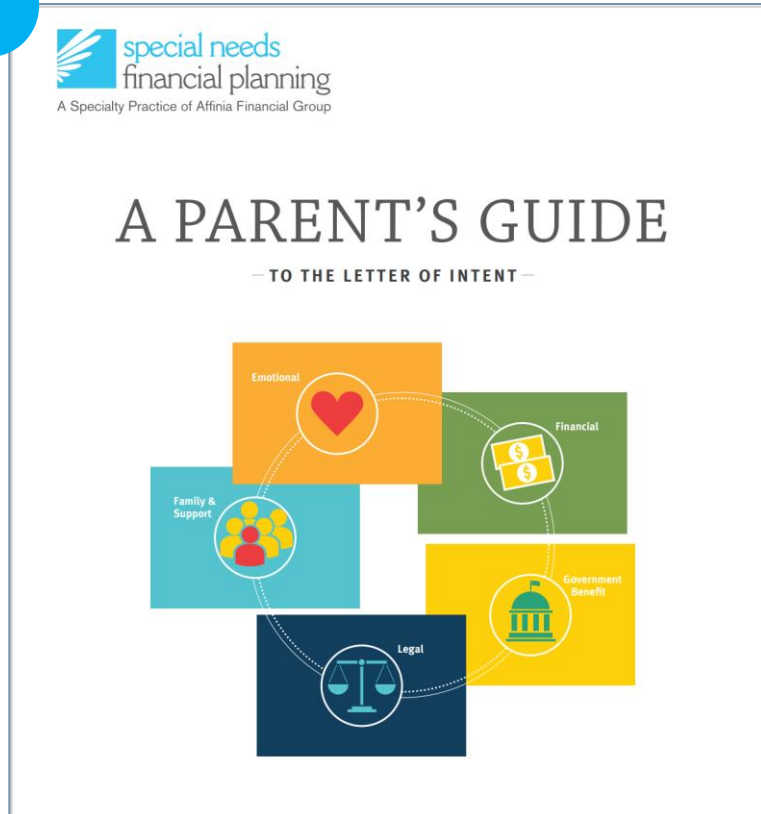
Letter of Intent - template



<https://www.specialneedsplanning.com/publications-and-resources>

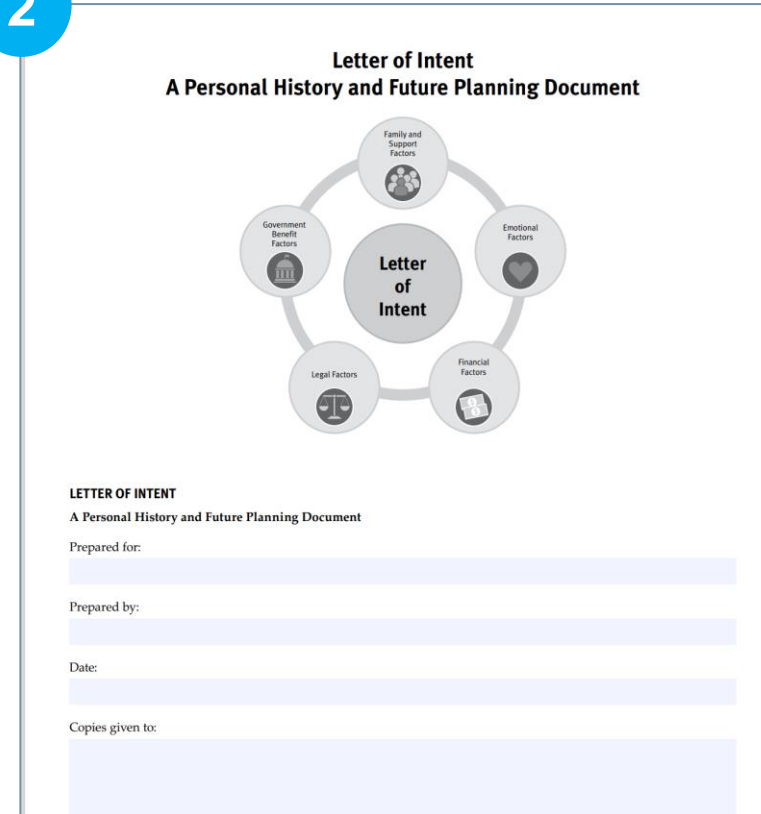
Parent's Guide

1



Editable pdf Planning Document

2



Breakout Session

- 1 Review with your group the **Create the Vision** worksheet
- 2 Select 1 or 2 questions to **discuss as a group**
- 3 Write down your answers or comments and **be prepared to share**
- 4 **100 Day Goal** - write down and discuss within your group a goal you want to achieve between now and our next SAlling Lesson (Fall '23). **Be prepared to share**

CREATE THE VISION

What is the vision that you have of your child's life *with* you?

What is the vision that you have of your child's life *without* you?

What is your vision of the role of your child's guardian or future care giver? What do you expect them to do for your child?

What is your vision for the role of your child's trustee? How should they make financial decisions?

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