



# Understanding collaboration

A workbook for adults with  
intellectual and  
developmental disabilities  
and those who support them

## This workbook was created by:



**Breanna Boyd** is a student in the Department of Health Sciences at Lakehead University.



**Dr. Lynn Martin** is a Professor in the Department of Health Sciences at Lakehead University. You can reach her at [lynn.martin@lakeheadu.ca](mailto:lynn.martin@lakeheadu.ca)



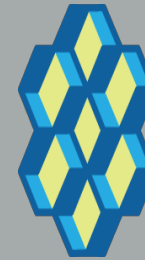
**Tori Barabash** is a student in the Department of Public Health Sciences at Queen's University.



**Dr. Hélène Ouellette-Kuntz** is a Professor in the Department of Public Health Sciences at Queen's University. You can reach her at [helene.kuntz@queensu.ca](mailto:helene.kuntz@queensu.ca)



## The following organizations supported the creation of this workbook:



**Canadian  
Frailty  
Network**

**Réseau canadien  
des soins aux  
personnes fragilisées**



### Suggested citation:

Boyd, B., Martin, L., Barabash, T., & Ouellette-Kuntz, H. (2020). Understanding collaboration: A workbook for adults with intellectual and developmental disabilities and those who support them. Thunder Bay, ON: Multidimensional Assessment of Providers and Systems.

# As we age, our needs start to change and we are at risk of becoming frail.

People who are frail have worse health, and may not be able to do what they used to do.

Because of this, they may need different kinds of supports from many different people. It's important that everyone works together.

This workbook will help you make sure that everyone is working together to support you.



# Know what you need



It is important to think about what you want and what you need.

It is also important that everyone knows these things.

## What are your goals?

For example, you may want to stay in your house, exercise more, or plan for the future.

---

---

---

---

## Who can help you with your goals?

For example, family, workers, or therapists.

---

---

---

---

## Do these people know about your goals?

☐ Yes ☐ No



# Find the opportunities



There are lots of supports and services that can help you. It is good to know about all the different options.

Think about the options that you have to get what you need.

## Ask yourself...

- ✓ Am I happy with my current services and supports?
- ✓ Are there new services and programs I might like?
- ✓ Can I change my program when I want?
- ✓ Who can help me if I want to change things?
- ✓ Can other organizations or people help me?
- ✓ Is there any funding that I can ask for?

# Build capacity



It is important to plan  
and make arrangements.

It is also good to think about  
how plans are working out,  
and to change things  
that aren't working.

## What are my plans and arrangements?

| Plans<br><i>For example...</i> | Help from<br>family/friends | Help from<br>workers                |
|--------------------------------|-----------------------------|-------------------------------------|
| <i>Swim on<br/>Mondays</i>     | <i>My mom drives me</i>     | <i>My worker meets<br/>me there</i> |
|                                |                             |                                     |
|                                |                             |                                     |
|                                |                             |                                     |
|                                |                             |                                     |
|                                |                             |                                     |

Are any arrangements not working?  
Are any changes needed?  
What do I need to help make changes?

# Develop relationships



It is important that you trust the people who help you.

Trust is built as you get to know people, and as they get to know you.

## Think about...

- ✓ What you want people to know about you.
- ✓ What you want to know about the people who help you.

## Tell people...

- ✓ What makes you feel respected.  
For example, you might feel respected when people ask you what you think.
- ✓ How you want to communicate.  
For example, you might like meetings better than phone calls.

# Plan and act on plans



When plans get made,  
everyone should follow them.

It is important to check in to  
make sure that people do what  
they said they would do –  
including you!

## What did everyone say they would do?

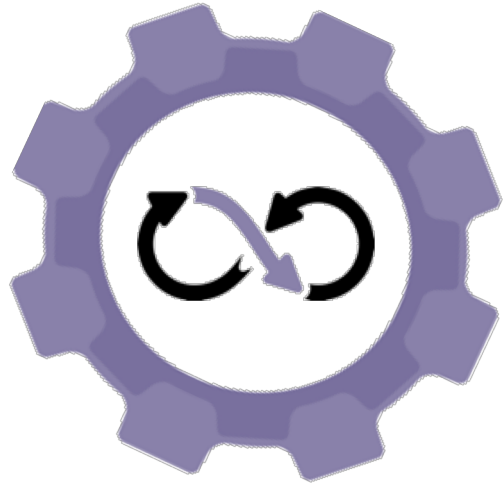
| Plans                                   | What I do               | What others do   |
|---|-------------------------|--|
| <i>For example:<br/>Swim on Mondays</i> | <i>Be ready on time</i> | <i>My mom drives me<br/>there, my worker<br/>swims with me</i> |
|   |                         |  |
|   |                         |  |
|   |                         |  |
|   |                         |  |
|   |                         |  |

Is everyone doing what they are supposed  
to be doing?

What happens if people don't do what they  
are supposed to do?



Don't stop, keep it going



It is important to celebrate the results and the success from all of your hard work!

[illegible][illegible]

Are there any other things that  
you want people to know?

---

---

---

---

---

---

---

---

---

---

---

---

Are there any other things that  
you want to know?

---

---

---

---

---

---

---

---

---

---

---

---

Are there other things that you  
want help with?

---

---

---

---

---

---

---

---

---

---

---

---

Who are the people who should  
see this workbook?

---

---

---

---

---

---

---

---

---

---

---

---

# More Research is Needed



Please visit our website to  
learn more about our work  
[www.mapsresearch.ca](http://www.mapsresearch.ca)

We are very  
interested in  
collaboration,  
aging, and  
frailty, and do  
a lot of work  
on these  
topics