

General Instructions

This package is composed of many measures, scales, instruments, and interview items. Practically all of the information collected in this package is related to quality of life. In order to complete the package, you must have access to:

1. The person (to attempt a direct interview of any length, usually 5 to 15 minutes)
2. Whoever knows the individual best on a day to day basis (about 30 to 60 minutes)
3. The person's records, including medical records (about 5 to 10 minutes)
4. Sometimes, a health care professional familiar with the person (about 5 to 10 minutes)

Multiple informants, or respondents, are perfectly OK if they are willing to give their time. With access to these four sources of information, and after some practice sessions, you will probably be able to complete this package within the range of 45 to 95 minutes. The first time out, however, will probably take well over 2, and possibly even 3, hours. After that, the process should speed up. One key item to remember is that many of the questions explicitly contain the word "ABOUT." In these cases, estimates are fine. You need not spend a long time looking for documentation on such questions.

Sample Introductory Statement For Visitors (May Be Paraphrased As Needed)

I am _____, and I am working on a project for the [Agency]. We are working to track the well-being of people when they get involved with self-determination, individual budgets, and person-centered planning. Today, I am visiting _____, and collecting information about his/her situation and qualities of life.

I will need about 5 to 10 minutes privately with the person, and about an hour to an hour and a half with whoever knows the person best on a day to day basis. I will also need access to records, and possibly will need to talk very briefly with someone who knows finances, and/or a knowledgeable health care professional.

By conducting these visits and collecting information about the person's life, we will be able to scientifically document changes in the person's qualities of life during the years to come. Areas of quality include many factors, such as the person's satisfaction, family satisfaction, types and amounts of services and supports, health, health care, progress toward increased independence, self-determination, productivity, integration, and quality of home and work settings.

Any questions about this project can be directed to *[Insert local coordinator name and phone]*.