

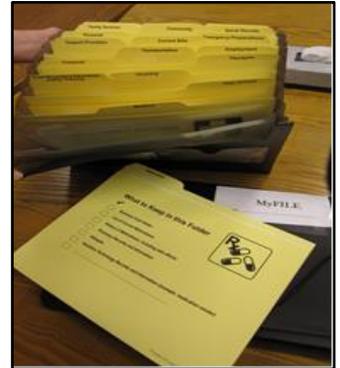
MyFILE

(My Folder of Information of Life Experiences)

Keeping records is an essential part of life. Keeping organized records will help youth become more independent. The MyFILE system was developed through a collaborative effort to help young adults maintain and organize information. The MyFILE is a compact, portable storage system for keeping important records.

This recordkeeping system helps sort and retrieve information related to these topics:

- High School
- Medication
- Medical
- Post-Secondary Education and/or Training
- Housing
- Therapies
- Financial
- Transportation
- Employment
- Support Providers
- Current Bills
- Emergency Preparedness
- Personal
- Community
- Social Security
- Family Services
- Pets
- Tax Returns/Legal Papers
- 3 blank folders for topics important to youth.



Parent Tips - Assisting Your Son or Daughter to Fully Utilize MyFILE

Providing support for the initial use of MyFILE by your son or daughter is important. Youth who use MyFILE will likely need assistance and support to practice putting materials into MyFILE. Once routine is established, the ease and accessibility of having MyFILE available will assist your son or daughter to take initiative to add necessary information, fostering self-advocacy and independence.

Protecting confidential information/records is a very important skill for young adults to develop. Parents are understandably concerned that their son or daughter may disclose or lose confidential records. Use of the MyFILE allows parents the opportunity to discuss privacy issues, have their son/daughter practice maintaining safety and privacy of documents, and rehearse responsible and appropriate disclosure of confidential information.

Take advantage of opportunities to help your son/daughter use their MyFILE. Through direct practice and experience, youth will understand the benefits of using MyFILE and continued use will be supported.

You and your son/daughter may wish to prioritize information to be gathered using the checklist on each folder. Making copies of important documents for MyFILE (while parents maintain original copies) is appropriate and supports direct practice and experience while youth develop competence in maintaining these documents independently.

Discuss with your son/daughter the reason for keeping certain types of forms and information - while having (or assisting) youth to file those items in the various folders.

Share personal real-life examples of times you have needed some of the papers or copies listed on the folders. This will help youth plan for life experiences and times when MyFILE will be useful.

Each folder contains a business card holder to note and keep track of individuals who have been helpful. Often times, it is more comfortable to deal with the same professional in repeated interactions to establish a relationship. Support your son/daughter to develop the habit of asking professionals for their business cards and placing into MyFILE.

Folders that do not apply at the current time may be moved to the back of MyFILE while those that are most frequently used can be moved forward.

Use the same process for completion of each folder to provide repetition that will help your son/daughter generalize the information and build competency in use of their MyFILE.

Encourage your son/daughter to utilize MyFILE on their own to help develop initiative and independence. Emphasize the importance of adding new information to MyFILE as soon as it is received. This will assist in establishing a pattern or habit that will keep MyFILE current.

Emphasize the importance of taking MyFILE along to doctor appointments, emergency room/hospital visits, work, school, vocational rehabilitation, or other meetings. Documents and information it holds may be needed at the meeting, and any new materials can be added promptly.

This process allows a chance to discuss and prepare for the supports, systems and changes your son/daughter will face in the future. Although a folder or checklist item may not apply currently, or your son/daughter does not recognize the importance of some of the items, they may likely need to have the information in the future!

We welcome your additional Parent Tips for supporting youth in their use of MyFILE as a tool to achieve greater independence as they transition into adulthood.

Please let us know if you would be interested in receiving information on parent or youth trainings related to MyFILE and the transition to adulthood.