



MyFILE: Take Charge. Be Prepared. Develop Independence.

About MyFILE

What is MyFILE?

My *F*older of *I*nformation of *L*ife *E*xperiences (MyFILE) is an adaptation of the *Folder of Information of Life Experience* (FILE) recordkeeping tool that South Dakota Parent Connection has been distributing to families for many years. FILE was developed for use by parents/caregivers of children with special health care needs. MyFILE was developed for use by individuals with special health care needs.

MyFILE is a compact, portable organizer for personal records. This tool can assist in a variety of ways—organization of important records, learning the value of keeping key documents, and applying for services and supports. MyFILE is designed to keep current information available as youth/individuals go to appointments, apply for a job, keep track of medications and many additional activities.

Why was MyFILE developed?

- MyFILE was designed for youth preparing for transition to adulthood to begin to take responsibility and be engaged in the tracking, handling and organizing of important information about his/her life. Like any skill, youth need the opportunity to practice growing independence in a safe and supportive environment.
- MyFILE was designed to support use by individuals through adulthood, improving organization of important documents and increasing self-advocacy and independence.
- MyFILE was developed through collaboration with families, youth in transition, consumers, and professionals to address a need for tools to teach, and support, self-advocacy and independence.

Why is MyFILE in a messenger bag?

- Assists in accessibility and ease of transfer. It can be carried across the body so hands are free, strapped to a wheelchair or walker, or carried as a briefcase.
- Having information in one place is time-saving, reassuring and builds independence.
- Important records are protected and securely fastened.

How is MyFILE structured?

Eighteen separate folders have a suggested list of records that may be kept in each as well as one blank line to support customization. Three blank folders support further individualization. Each folder contains a business card holder to capture contact information and support communication. Please refer to [MyFILE Folders/Content](#) document for more information.