About the **MyFILE**

*(My Folder of Information of Life Experiences)*

Keeping records is an essential part of life. Keeping organized records will help individuals/youth to become more independent. The MyFILE system was developed through a collaborative effort to assist individuals and young adults in maintaining and organizing 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

The system also has 3 **blank** folders - to support users to customize their MyFILE to include topic areas that are important to them.

**Tips for Service Providers - Assisting Youth/Adults to Fully Utilize the MyFILE**

- Take advantage of opportunities to help the youth/adult use MyFILE. Practice and experience will assist the youth/adult to understand the personal benefit of using MyFILE and support continued use.
• The checklist on each folder can help determine what information/forms should be a priority to collect. The youth/adult can work on gathering information for a selected folder(s). When families are involved, they can assist the youth/adult to gather necessary records.

• Discuss the reasons for keeping certain types of forms & information - while having (or assisting) the individual/youth file those items in the various folders.

• Encourage the youth/adult to develop the habit of adding new information/records as soon as possible into the MyFILE to keep the folder current.

• It’s important to note individuals who have been helpful - and it’s often more comfortable to deal with that same professional in repeated interactions. The business cards holder in each section will help with keeping track of names and contact information. Support the youth/adult to develop the habit of asking for business cards and placing into MyFILE.

• Emphasize the importance of taking MyFILE along to doctor appointments, emergency room/hospital visits, work, school, or other meetings that may require some of the documents and information it holds.

• Use the same process for completion of each folder to provide repetition that will help the individual/youth to generalize the information and build competency in the use of their recordkeeping system.

• This process allows a chance to discuss and prepare for the supports, systems and changes the youth/adult will face in the future. Although an item on the checklist may not apply currently, or the youth/adult may not recognize the importance of each item on the checklist now, they may likely need to have the information in the future!

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