# STRATEGIES TO SUPPORT REAL LIVES FOLDER

## TEMPLATE GUIDELINES

### ABOUT THE RESOURCE FOLDER

Missouri Family to Family is celebrating ten years of providing information to individuals and families with developmental disabilities and special healthcare needs through the MOF2F Network Folder! The folder was created in collaboration with statewide and regional agencies and individual organizations that support families. With each new edition, the network folder has fostered the ongoing commitment of the partners to individuals with disabilities and their families.

The folder has grown along with the movement to provide quality information and support families in Missouri, building on existing initiatives focusing on providing information and assisting families to navigate the system. The network folder unlocks access to needed services and supports, including information and emotional support.

### CUSTOMIZING THE TEMPLATE

Building the folder is a process that MOF2F has refined over the course of a decade.  From start to finish, there is a lot of work to do to come up with a finish product that is both user-friendly and aesthetically pleasing (and uses the principles of universal design and usability).

Things to consider in the creation of a life course folder include:
- Staff capacity and knowledge
- Usability and accessibility
- Budget for printing
- Dissemination planning and tracking
- Storage space

Depending on how comfortable your organization is with the practice of creating professional print products, we can support you through the process.  Some organizations may only want the template and guidelines and wish to develop the folder themselves, others may just want to assemble all of the content to put inside the folder and let someone else handle the design of the folder.

MOF2F is glad to share the template for our resource folder.  In order to use the template, groups must agree to:
1. Allow MOF2F to review the final draft.
2. Send MOF2F copies of the finish product!

### MODIFYING THE LIFE COURSE FOLDER

#### OVERALL ELEMENTS THAT CAN BE CHANGED/TWEAKED:

- Folder color—we can come up with a color scheme that fits more with your group's current branding or materials.
- Fonts used—any fonts may be used for the content in the inside of the folder and potentially on the back of the folder as well.  We prefer that the look of the front of the folder stays somewhat consistent.
- Icons—the colors of the life category and life stage icons may be changed. We can develop new icons if you have categories that do not fit into the CLC framework, however we would like the icons to remain consistent in size, shape and design.  Or, conversely, if your team prefers to leave the icons off that is acceptable as well.
- Organization of content— you have complete control over how the actual content of the folder (the resources listed inside and the content for the back) are organized and appear on the folder.  However, please note, we

strongly recommend keeping the resources that connect people to organizations that support individuals with I/DD and their families on the bottom inside panel of the folder.

- The back of the folder— Some states may choose to highlight key resources in their states and recognize their funders or supporters on the back of the folder. Others may want to use the back of the folder to tell the user more about their organization or cause and how to connect with them (or both). The back of the folder is pretty much a blank slate!

## SPECIFIC ELEMENTS THAT MAY BE CHANGED OR TWEAKED

Front:
- The "catchphrase" in the colored bar underneath Strategies to Support Real Lives.
- Photos: your organization will need to identify six photos featuring individuals and/or families throughout the life course. We recommend choosing photos that are consistent in color (ie: all photos are black and white or all photos are in color).
- Organization/contact information placement—it can be placed underneath the catchphrase banner or at the bottom of the folder.

Inside:
- Organization of resource categories and appearance of listings (ie: name of organization all caps or regular sentence case)
- The NOTES section is optional.

Back:
- Social media banners, QR code are optional
- Funders section is optional
- Keeping the white space and content on the back are optional

## TEXT GUIDELINES:

The font selected for the inside of the folder must be a sans serif font because it is easier to read. The font size may not be decreased smaller than 10 pt. or it will be too difficult to read.

Phone numbers and URLs should remain consistent. For example, if you list one phone number with the area code in parenthesis, you should keep them all the same way (800) 444-08121 or 800-444-0821. We recommend linking to websites and not specific pages, as URLs are constantly changing.

We recommend keeping the entries as uniform as possible with grammar to make it easier on the reader. Also, there are words extra words that are often used in descriptions of resources that can be eliminated to save on printing.

MOF2F is glad to work with your organization to develop your folder. To inquire about how we can help you develop a product that will be useful to families and helpful in promoting your organization or group, please contact us! The following page(s) include examples from groups that have developed a resource folder.

Here are examples of two different states' resource folders and the different designs they created:

## Missouri Family to Family's resource folder

## Connecticut CoP State Team's resource folder

STRATEGIES TO
**SUPPORT REAL LIVES**
RESOURCES & SERVICES ALONG THE LIFE COURSE
1-800-444-0821 • MOFAMILYTOFAMILY.org

STRATEGIES TO
**SUPPORT REAL LIVES**
RESOURCES & SERVICES ALONG THE LIFESPAN

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**MISSOURI FAMILY TO FAMILY RESOURCE CENTER**
UMKC INSTITUTE FOR HUMAN DEVELOPMENT | UCEDD

Se habla espanol
Alternative formats available at:
www.MOFAMILYTOFAMILY.org
1-800-444-0821

FRIEND US
FOLLOW US

Scan the above QR code and stay connected
through your smart mobile device

### GENERAL DISABILITY RESOURCES

**UMKC INSTITUTE FOR HUMAN DEVELOPMENT**
The UMKC-IHD is celebrating over 35 years of creating partnerships for effective social change. IHD's work focuses on increasing the self-determination and social capital of all of our citizens. As Missouri's University Center for Excellence in Developmental Disabilities (UCEDD), IHD provides research, education, and support around issues that affect people with disabilities across the lifespan and across the health, education, employment, and social service systems - creating a better community for everyone.
www.ihd.umkc.edu | 1-800-444-0821

**MO DEVELOPMENTAL DISABILITIES COUNCIL**
Federally funded, 23-member council, appointed by the Governor. Its mandate is to plan, advocate for, and provide guidance concerning programs, supports, and services for children and adults with developmental disabilities and their families. The Council strives to assist the community to include all people with developmental disabilities in every aspect of community life.
moddcouncil.org | 1-800-500-7878

**MO PROTECTION AND ADVOCACY SERVICES (MO P&A)**
Federally funded and mandated program which protects the rights of persons with disabilities through legal-based advocacy and legal services. MO P&A provides assistance to children and adults with all types of disabilities, as well as their families, to access education, community living, health care, employment, housing, transportation, and voting and other civil rights.
moadvocacy.org | 1-800-392-8667

**MO DEPARTMENT OF HEALTH AND SENIOR SERVICES, SPECIAL HEALTH SERVICES**
Provides statewide healthcare support services, including service coordination, for children and adults with special health care needs who meet eligibility requirements. Programs include: Children and Youth with Special Health Care Needs, Healthy Children and Youth, Medically Fragile Adult Waiver, and Adult Brain Injury.
health.mo.gov/living/families/shcn/
1-800-451-0669

**MO HEAD START COLLABORATION OFFICE**
Operates through a contract with DESE, and supports the development of multi-agency and public-private partnerships at the state/local levels. These partnerships strengthen collaboration between Early Head Start, Head Start, and other programs designed to benefit low-income children from birth to school entry. The Office promotes the "Special Quest" training program designed to ensure the inclusion of children with disabilities in Head Start programs.
moheadstart.org | 573-884-5078

**MO DEPARTMENT OF MENTAL HEALTH (DMH)**
MO Department of Mental Health has two divisions:
• Developmental Disabilities (DD) serves individuals with developmental disabilities such as intellectual disabilities, cerebral palsy, head injuries, autism, epilepsy, and certain learning disabilities. Such conditions must have occurred before age 22. Services are coordinated through 11 regional offices.
• Behavioral Health (DBH) delivers services to children and adults with mental illness and to persons with substance abuse disorders and addictions. The Division divides Missouri into 25 service areas and each area has a Community Mental Health Center that provides services and acts as the division's administrative agent. The Division provides funds for prevention, outpatient, residential, and detoxification services in community-based programs, provides technical assistance to these agencies, and provides professional training and certification.
dmh.mo.gov | 1-800-364-9687

**FIRST STEPS**
Funded through the MO Department of Elementary and Secondary Education and offers coordinated services and assistance to young children (0-3) with special needs and their families. First Steps is designed for children who have delayed development or diagnosed conditions that are associated with developmental disabilities. There are ten regional System Point of Entry offices around the state that help enroll families in First Steps.
dese.mo.gov/se/fs/ | 1-866-583-2392

OUR FUNDERS

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CONNECTICUT
COMMUNITY OF PRACTICE
FOR SUPPORTING FAMILIES

**MISSION**
To discover, design and deliver effective supports for families who have a family member with a disability.

**FOUR YEAR VISION OF SUCCESS**
360 degrees of support. Families feel surrounded by support. This can't be done by just shifting the buckets of money! It must be done by engaging with communities.

**FAMILIES FEEL BETTER ABOUT THEIR LIVES BECAUSE THEY HAVE ACCESS TO:**
• **MENTORING** to increase their Personal Power. Each individual in the family feels greater confidence in their individual role (parent, sibling, grandparent, self-advocate, etc.).
• **FAMILY GROUPS** to increase their Family's Power. Families feel more powerful because they are able to support one another through groups and community connections.
• **COMMUNITY COLLABORATION** to increase their Civic Power. Most family issues (health, safety, social, home, school, employment, etc.) are addressed in common ways in their communities just like any other citizen –unique needs are met as needed for only as long as needed.

**VALUES**
• **COMMUNITY**: Our job is to help people with disabilities be part of the larger world, not just the disability world. Community needs to be a central feature of all that we do.
• **LIFESPAN**: All of our work needs to be built upon a lifespan approach. We cannot do our work in isolated stages. Each lifespan stage is built upon what has occurred in a previous stage. We need to work together across all ages.
• **STRENGTHS AND COMMONALITIES**: A focus on scarcity of resources or on fears produces short term solutions to the challenges we face. The discovery and building upon commonalities, strengths and "what works" will lead us to better, more sustainable solutions for the long term.
• **INNOVATION**: Innovation is good. Sustainable innovation is better. Scalable innovation is best. We need to make sure proposed innovations will work for many, not just a targeted few.
• **TEAMS**: It takes a team to create solutions to the barriers we face in designing more effective supports for families. We need architects to help use and/or design creative support models. We need contractors who can help us transform the design models into everyday practices. We need workers who can make sure the contractors ideas are implemented properly so that the design is a well-made structure. Families and individuals also need to modify and adapt what we do in ways that meet their individual needs. We need you.

**A COLLABORATION BETWEEN**

CT Council on Developmental Disabilities
ct.gov/ctcdd

DDS
Connecticut Department of Developmental Services
ct.gov/dds

**GET INVOLVED WITH THE COMMUNITY OF PRACTICE**

**CONTACT**
Robin Wood,
CT Department of Developmental Services
866-737-0330
Robin.Wood@ct.gov

Molly Cole,
CT Council on Developmental Disabilities
800-653-1134
molly.cole@ct.gov

**LEARN ABOUT THE NATIONAL CoP**

**VISIT**
supportstofamilies.org