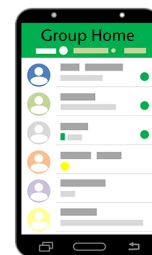


PLANNING AND COMMUNICATION FOR GROUP HOMES

A Helpful Guide from The New Jersey Self-Advocacy Project, a program of The Arc of New Jersey since 1983
Contact Us: 732-749-8514 / NJSAP@ArcNJ.org or visit www.njselfadvocacyproject.org

Make sure to have multiple contacts at each program, just in case of last minute changes or cancellation, staff turnover, or call outs.



Plan events early and remind everyone often, in multiple ways: email, phone, in-person. A verbal reminder every time you see them can also be helpful, ie. "See you next week at X Meeting".

Ask staff to confirm receipt of your messages or to provide information, such as a headcount, before events.



8 people attending

AGENCY 1

Email:
Phone:
Extra Reminder:



AGENCY 2

Email:
Phone:
Extra Reminder:



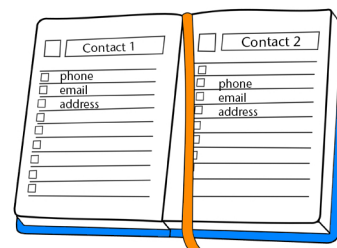
AGENCY 3

Email:
Phone:
Extra Reminder:



Learn the preferences and habits of the agency and your contact person. Know which groups need a verbal call and which groups are fine with an email. Eventually, you'll get to know which houses or programs need the extra reminders the week before or even the day-of.

Bring contact lists to all meetings and events to make sure you have the most accurate phone numbers and emails.



When folks are attending meetings or events, have copies of the meeting calendar (planned at least 1 year in advance) and any upcoming events in that area.

If they don't already use one, create a communal system of information that all staff and residents have access to, like a group calendar. If staff forget, the self-advocates interested in an event or meeting can reference the calendar and remind everyone. Visuals are always helpful.

