



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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