

Learn more about

Innovative **LIFE** Options 

To Inspire...To Innovate...To Include

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Our Vision

To Inspire...To Innovate...To Include

Our Mission

It is the mission of Innovative Life Options Inc. (LIFE) to provide each ICOF employer of In the Company of Friends and his/her support network with resources, information and guidance that will assist each ICOF employer in creating the life that he/she desires within the framework of valued and meaningful relationships.

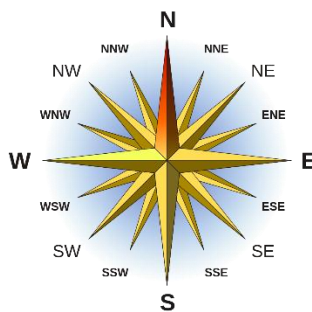
What is Innovative Life Options?

Established in 2000, Innovative Life Options Inc. (LIFE) is a province wide non-profit organization that serves as a resource hub offering information, guidance and support to individuals living with an intellectual disability and their supporters.

Engaging in a person-centered approach, **LIFE** empowers individuals to create the quality of life that they desire within the framework of valued and meaningful relationships. LIFE believes that relationships and community connections are integral to a person's success and satisfaction in their life.



LIFE also encourages individuals and their supporters to develop a vision for what a good life looks like to them. The LIFE team assists individuals and their supporters by facilitating a process of moving that vision to reality.



LIFE's staff are trained to utilize a variety of approaches to assist individuals in planning their lives and the supports that they will require to achieve their goals. Some of these approaches include:

- Making Action Plans (MAPS)
- Planning Alternative Tomorrows with Hope (PATH)
- Personal Outcome Measures (POMs)
- Person Centered Planning

The information, guidance, and support provided is different for each person with whom LIFE works, given that no two people are the same. Accordingly, the **LIFE** team is flexible and adaptable.

Governed by a board of directors and guided by an Executive Director, the LIFE team supports the In the Company of Friends funding model and offers a variety of workshops and program supports to individuals living with an intellectual disability and those that support them.

See Appendix for LIFE's Guiding Principles



LIFE SUPPORTS...

In the Company of Friends

In the Company of Friends (ICOF) is a unique model, which gives an individual with an intellectual disability the opportunity to live a life he/she desires. It is based upon a foundation of relationships and respect and individuals who choose this self-managed model receive support from a network of family and friends.

Individuals receiving ICOF funding, with support from their networks, are responsible for hiring and supervising their own staff teams. They are also encouraged to be involved in making decisions about their day to day life, such as how to spend their money, where they will live and what activities they choose to participate in.

LIFE assists to develop and maintain strong support networks and provides tools and resources that help the individual to create a meaningful life.

ICOF provides:

- Direct Funding
- Choices
- Self-Direction
- Flexibility
- Person Centred Approach



An individual who chooses ICOF as a model must receive funding through the Manitoba Department of Families, Community Living disABILITY Services Program

LIFE OFFERS...

Support Network Development

We all need support in our lives. A support network is a group of people you choose to assist you in your life. They may be family members, friends or other community members. A support network is in place to help assist individuals to make decisions, provide suggestions and give their support to individuals as they are making choices.

Developing a strong network can take time, but is worth the effort. **LIFE** has a team of experienced staff to assist in developing a support network.

We can:

- Connect and learn about the individual's interests, goals and dreams
- Identify, approach and invite friends, family and community members
- Facilitate meetings, gatherings and celebrations
- Guide network members to explore their role on the support network
- Provide inspiration and creative opportunities





Options for Services Program

Options for Services (OFS) is a program for individuals, networks, and families who manage their own services. It is available for individuals receiving ICOF funding as well as those who access self-managed day program or respite funding. OFS is available throughout the province on a fee for service basis.

When managing a budget and employees, there is administration involved to ensure financial and employer requirements are met. Sometimes, the administrative responsibilities can feel time consuming or complicated. OFS provides the option of having administrative tasks completed by its knowledgeable team.

OFS can design customizable administrative support agreements in the following areas:

HUMAN RESOURCES

- Developing or revising hiring documentation such as job descriptions, training plans, orientation checklists, policies and procedure manuals, staff schedules, or petty cash sheets.
- Placing ads, screening applicants, interviewing, conducting reference checks, and coordinating training.
- Reviewing job descriptions and completing orientation checklists with new employees.
- Coordinating and facilitating staff meetings or training opportunities.
- Assisting with the development or providing performance evaluations.
- Assisting employees or supervisors with goal setting.

PAYROLL AND FINANCIAL REPORTING

- Assisting with set up of a business and payroll (privately or with a company).
- Providing Mentorship regarding payroll processes or completing payroll processes.
- Ensuring employee files and payroll information is current and up to date.
- Assisting with the development of a financial reporting system.
- Providing information and connection to a bookkeeper or accountant.

COORDINATION

- Assisting with the arrangement and documentation of medical appointments.
- Keeping track of and ordering medical supplies.
- Coordinating the details of a move, vacation, or other event.

OFS strives to be creative and is open to exploring ideas outside of what is listed above.

OFS assists with ongoing planning, however, it is not an emergency on-call system and does not provide last minute shift changes.



We are flexible, creative and customizable.

LIFE ALSO OFFERS...

Workshops

LIFE offers professional training workshops for individuals living with an intellectual disability, family members, support network members and professionals.

SUPERVISORY TRAINING FOR TEAM LEADERS:

This workshop is designed to help identify and develop attitudes and skills conducive to building, motivating and supervising a strong support team; providing feedback to staff regarding their job performance and training specific skill sets.

Topics may include:

- Identifying the attitude and strengths required to supervise and build a strong team
- Self-evaluation to identify attitudes, strengths and desired areas for improvement
- Group practice of communication skills necessary in supervision
- Using empathy and delivering clear messages to staff
- Using job descriptions as a basis for progressive performance management
- Providing feedback to staff on performance
- Supervising, monitoring and training specific skill sets
- Time management and stress management
- Motivating staff

EFFECTIVE COMMUNICATION:

This training session focuses on developing skills that facilitate effective communication with individuals, their families and their support teams.

Topics may include:

- Communication Style Self-Assessment and Interactions
- How to Effectively Communicate with Staff, Families and Support Network Members

FINANCIAL KNOWLEDGE WORKSHOPS:

A series of workshops offered to individuals and their supporters to help improve their financial knowledge and increase their capacity to make responsible financial choices.

Topics may include:

- Creating and maintaining a budget
- Distinguishing between “wants” and “needs”
- Saving money and keeping it safe
- Maintaining online safety
- Preventing identity theft
- Facilitating supported decision making
- Financial responsibility

LIFE is able to offer other trainings as requested



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The Guiding Principles of LIFE

- 1. We know relationships are the spirit of life.**
We will nurture meaningful connections based on what is important to you.
- 2. We believe in choices.**
We guide a process of informed choice through avenues of supported decision making. We do this by offering information, guidance and resources.
We believe choices are individualized, unique and result in opportunities for growth and reflection.
- 3. We take the time to listen.**
We listen by using more than our ears. We use our eyes, our hearts and our intuition.
What's important to you matters for us and defines our role.
We listen to what you want to communicate and we respect what you don't.
- 4. We are committed to learning and growing.**
We maintain a strong contact with others around the world to share best practices.
We learn from you, keep teaching us.
- 5. We are strong, determined and we won't give up.**
We are committed to exploring all possibilities and find what works for you.
We are here to help.
- 6. We honor each person's uniqueness.**
We believe your individuality guides the supports we offer – you are safe to be who you are.
- 7. We never stop dreaming.**
We hold a vision of greater possibilities.
- 8. We are creative and resourceful.**
We are innovators. We think within and beyond the box by drawing upon your collective gifts.

We embrace these principles in our lives and are committed to help you do the same in yours.

Other Publications:

Learn More about In the Company of Friends

Life and the CSW! A Unique Partnership

Thinking about your Future? What will life look like after Graduation?

ICOF Entrance Process and First Steps!

ICOF Protection Booklet

ICOF Support Network Planning

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