

EXCELLENCE IN HOUSING:

A Week of Meaningful Activities

OrgCode Consulting, Inc. is pleased to share this document as part of a collection of the most requested resources from our **Excellence in Housing** training series. These documents are intended for professionals who have been properly trained on these tools and practices.

For more information about this resource, training, or other available resources, please visit us online at:

www.orgcode.com

Disclaimer:

OrgCode Consulting Inc. assumes no responsibility for how these tools are used or the validity of the assessments that are made by frontline workers when using the tools. OrgCode Consulting Inc. assumes no responsibility for harm to or from clients, workers or the community stemming from the use of these tools directly or indirectly – up to and including death.

The use of these tools and its consequences are independent of OrgCode Consulting, Inc. Workers and organizations assume all risk associated with or as a result of the use of the tools. By downloading and making use of these tools, in whole or in part, you agree to indemnify and save harmless, OrgCode Consulting, Inc., its owners, employees, associates, and families of all employees. It is further recommended that individuals should receive training in the use of the tools.



A Week of Meaningful Activities

Instructions for Intensive Case Managers

Introduction

“A Week of Meaningful Things to Do” is a tool that Intensive Case Managers can use when delivering Housing First to help clients focus beyond the present moment. It is not mandatory, but can be helpful especially:

- In the early days of the relationship
- To help clients understand your role as an Intensive Case Manager
- To get clients to focus not just on those appointments related to the case plan (for example, dates and times you intend to visit; doctor’s appointments; meetings with an employer or welfare, etc.) but also activities that they can engage with outside of those appointment times to reduce social isolation, increase community integration, and (re)build social networks;
- To help clients reflect on those activities that are the best part of their day and those parts where things could have been better.

Some clients will also want to use the calendar to help organize chores and get into routines such as noting what day garbage has to be taken out, a good day to do laundry, etc. If they choose to do so, these types of activities are best placed in the “Appointments” section.

Some helpful hints:

- Take your time.
- Write out the answers for your client the first few times.
- Helping clients to get out of their apartment and reduce social isolation is one of the goals, but is not a requirement.
- If it works, provide them blank sheets to do it by themselves in the future

To use the tool:

1. Suggest and promote the tool and its benefits to the client;
2. Explain how the tool works;
3. Write the days of the week across the top. The column on the far left should either be the day that you are completing the tool or the first day after the use of the tool;
4. Use open-ended questions related to activity suggestions for the client to consider. Activities should include those things that would provide the client fulfillment physically, intellectually, spiritually, socially, emotionally and/or recreationally. You may want to use prompts like “What is a physical exercise or sport you’d like to do this week and when do you want to do it?”
5. Know when some specific events are occurring in the community that you can offer as suggestions for them to respond to such as “There is a fall fair on Saturday that is free and has a band coming on at 6pm. What do you think about that?” or “On Tuesday mornings there is coffee club at the Kinsmen Recreation Centre where seniors meet up. How do you feel about doing that and meeting up with some other seniors in your neighbourhood?” or “The Running Room has free group runs on Wednesday evenings and Sunday mornings. What do you say to strapping on your running shoes and trying one or both of those runs next week?”;
6. Try to encourage the client to come up with at least one activity each morning, afternoon and evening;
7. De-brief the tool with the client, preferably on the afternoon of the 7th day it is used;
8. Use the “Other Notes and Reminders” for work related to these activities (not for case notes).

A Week of Meaningful Activities

Client: **Jim**

Version: **3**

Date: **Aug 23**

Days of the Week:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Appointments: Eye doctor 10:30am Other things I plan to do:	Appointments: Other things I plan to do: Binning @ downtown	Appointments: Other things I plan to do: Go to library	Appointments: Other things I plan to do: Binning @ east side	Appointments: Work on resume @ job center Other things I plan to do:	Appointments: Other things I plan to do: Lunch @ George's	Appointments: Other things I plan to do: Church
Afternoon	Appointments: Other things I plan to do: Go to park	Appointments: Case worker 2pm Other things I plan to do: Nap	Appointments: Other things I plan to do: Read	Appointments: Case worker 2pm Other things I plan to do: Nap	Appointments: Other things I plan to do: Drop off resume	Appointments: Other things I plan to do: Go to park	Appointments: Other things I plan to do: Read
Evening	Things I plan to do: Watch TV	Things I plan to do: Call Cathy	Things I plan to do: Call Cathy	Things I plan to do: AA Meeting	Things I plan to do: Movie @ community center	Things I plan to do:	Things I plan to do: Call Cathy
What was the best thing about the day?	Playing with dog in park	Cathy made spaghetti	Found a good book	Good \$\$ this morning	Star Wars	Lasagna!	Good book
What could have been better about the day?	Doctor says I need glasses	Didn't make a lot of \$\$	Couldn't reach Cathy	Shouldn't have hit Phil	I hate being unemployed	Park was boring	Don't really like church

A Week of Meaningful Activities

Client: *Jim*

Version: *3*

Date: *Aug 23*

Other Notes and Reminders for the Week Ahead:

Remember to pay cell phone bill this week!

Call mom on Thursday

Client

Signature

Date

Intensive Case Manager

Signature

Date

A Week of Meaningful Activities

Client:	Version:	Date:
----------------	-----------------	--------------

Days of the Week:							
Morning	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:
Afternoon	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:	Appointments: Other things I plan to do:
Evening	Things I plan to do:	Things I plan to do:	Things I plan to do:	Things I plan to do:	Things I plan to do:	Things I plan to do:	Things I plan to do:
What was the best thing about the day?							
What could have been better about the day?							

A Week of Meaningful Activities

Client:	Version:	Date:
----------------	-----------------	--------------

Other Notes and Reminders for the Week Ahead:

Client

Signature

Date

Intensive Case Manager

Signature

Date

