

Page from *"Happy, Healthy & Well"* booklet:



To offer Help and Support:

Welcome to Happy, Healthy and Well!

As a caregiver, you have a tremendous opportunity to encourage the people you support to make better choices about food, health and being physically active.

Desired Outcomes for the Supported Person (and maybe for you!)

- Better health
- Improved skills in making health-related choices

Page from *"Happy, Healthy & Well"* booklet:



Healthy habits can help me:

- Feel good
- Have better health

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To offer Help and Support:

Note About Outcomes:

As you read this booklet, keep in mind the desired outcomes for the supported person and how they can be accomplished with your help. Tips are provided to assist you in this process.

Page from *"Happy, Healthy & Well"* booklet:



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To offer Help and Support:

Assist the person in
using the
Table of Contents to locate
information in the book.



To offer Help and Support:

<i>Daily Habits</i>
<p>Desired Outcomes for the Supported Person</p> <ul style="list-style-type: none">• Taking charge of his/her health.• Getting along better with his/her supporter.

Daily Wellness Check

☐ How does my body feel?
☐ How is my mood?



Feel good?
~ Have a great day



Not feeling good?
~ Ask for help

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To offer Help and Support:

<i>Daily Wellness Check</i>
<ul style="list-style-type: none">• Ask how he/she is feeling.• Ask the person: "How does your body feel today?" "What is your mood today?"• Wellness-based issues: Know the difference between chronic on-going issues versus new issues.• Check with other staff and consider a written log to document and share information, as well as identify patterns.• Ask in an specific manner and try to get specific answers.• Look for visual cues and ask about them (I.e. "You look pale...Are you feeling well?").• Is there a plan/need for a referral? Know how to follow up.



Daily Habits

My Body Check

- ☐ Am I too hot or too cold?
- ☐ Am I going to the bathroom okay?
- ☐ Do my arms, legs or back ache?
- ☐ Can I breathe okay?

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To offer Help and Support:

Body Check

Help the person learn how his/her body feels each day. He/she needs to be taught how to describe what's feeling different.


- Body temperature
- Toilet habits (typical for the person)
- Muscle movement (easy or stiff)
- Breathing (breaths per minute without noise)
- Thinking (clear or fuzzy)
- Speech (typical for the person, or different than most days).

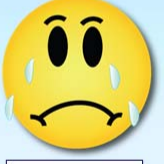
If the person has trouble talking, then use picture cards that will let you know about pain or problems. If the person cannot use a picture card, then you need to be attentive to the person's habits, facial expressions, different verbal sounds in addition to the obvious signs of illness (temperature, problems going to the bathroom, excessive sweating, chills, coughing, noisy breathing).

Daily Habits

My Mood Check - Today, I am:


☐ Happy


☐ Scared


☐ Sad


☐ Mad


☐ Other _____

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To offer Help and Support:

Mood Check

Acknowledge and respect the person's feelings

- If the person is acting different than usual, something is up.
- It's important to have some supplies on hand for small emergencies.
- Also, there should be an emergency plan in place and practiced.



To offer Help and Support:

Clean Teeth Feel Good!

- Toothbrushes should be replaced every 3 months, or more often if needed.
- A soft toothbrush is best.
- Some people need help flossing. Lots of practice makes flossing easier. There are floss aids in the drugstore that could assist in this process.

Daily Habits
Being Clean Feels Good!

Did I ...



☐ Bathe?
☐ Wash my hands often?



☐ Brush my hair?

☐ Use deodorant?



To offer Help and Support:

Being Clean Feels Good!

- Give gentle reminders to practice good hygiene. Routines, over time, can replace gentle reminders.
- Make sure there is an ample supply of products.
- Respect Privacy
 - Knock before entering
 - Ask before touching
- Be respectful while assisting in bathing. Use verbal cues and, if needed, assist.
- Encourage frequent hand washing. Wash hands for about 20 seconds, about the time it takes to sing the "Happy Birthday" song or "Row, Row, Row Your Boat."







To offer Help and Support:

Looking Good!

- Assist with dressing and grooming as needed. Encourage the person to dress and groom themselves as much as possible.
- Teach and assist to dress for the occasion. Role-model proper dress. Allow room for personal choices.
- Be complimentary about the person's appearance when well-groomed.
- Try to be positive. Your mood can affect others. A smile is contagious.

Daily Habits

Dress for the Weather and Season

 <div style="text-align: center; background-color: yellow; border: 1px solid black; padding: 5px; margin-bottom: 10px;">WINTER</div> <div style="border: 1px solid black; padding: 10px;"><input type="checkbox"/> If it is cold, wear a heavy coat, scarf, and gloves</div>	 <div style="text-align: center; background-color: yellow; border: 1px solid black; padding: 5px; margin-bottom: 10px;">SPRING</div> <div style="border: 1px solid black; padding: 10px;"><input type="checkbox"/> If it is raining, wear a raincoat or bring an umbrella</div>
 <div style="text-align: center; background-color: yellow; border: 1px solid black; padding: 5px; margin-bottom: 10px;">SUMMER</div> <div style="border: 1px solid black; padding: 10px;"><input type="checkbox"/> If it is hot, wear shorts or light clothes</div>	 <div style="text-align: center; background-color: yellow; border: 1px solid black; padding: 5px; margin-bottom: 10px;">FALL</div> <div style="border: 1px solid black; padding: 10px;"><input type="checkbox"/> If it is cool, wear a jacket or long sleeves</div>

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To offer Help and Support:

Dressing for the Weather and Season

- Encourage layering of clothing for weather changes.
- Be respectful of differences in body comfort levels while also being aware of the actual weather conditions.
- Allow for personal choice and respect different tastes and styles.

Daily Habits

Did I ...

☐ Get enough sleep?

☐ Eat healthy meals and snacks?

☐ Move enough?

☐ Take my medications?

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To offer Help and Support:

Daily Habits
<ul style="list-style-type: none">• Eight hours of sleep each night is recommended.• Encourage healthy food choices. For example, it may not be a good practice to encourage diet soda and drink regular soda yourself.• Monitor prescription and over-the-counter medications. Know the person's needs and ability to take medications.• Be active with and support the wishes of the person you support. Encourage people to be active together.• A regular routine will increase independence and promote wellness, which improves emotional well-being.• How you dress, eat and stay active sends a message to the people you support.

Page from *"Happy, Healthy & Well"* booklet:



To offer Help and Support:

Healthy Eating Habits

- Mealtimes should appeal to all the senses and offer relaxation and companionship.
- If someone needs assistance or adaptive aids at mealtimes, ask how you can best assist them and just how much help they will need.
- Provide assistance in a relaxed, unhurried manner.

Plan Ahead to Eat Healthy

- ☐ Breakfast
- ☐ Lunch
- ☐ Snacks
- ☐ Supper



Make a menu for the week

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To offer Help and Support:

Plan Ahead to Eat Healthy

- Assist with menu planning with ideas, suggestions and helping write the menu as needed. Maybe include pictures on the list. Include a variety of foods.
- Consider the person's food preferences and budget.
- Find and share new recipes for healthy eating.
- Use supermarket flyers when planning your menu. Look for bargains and specials to meet the person's needs.
- Monthly menus can be repeated.



Planning What to Eat

- ☐ When making my menu, include a variety of foods
- ☐ Using my menu, make a shopping list
- ☐ Take my list with me to the store

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To offer Help and Support:

Planning What to Eat

- When making the shopping list take into account food on hand and store specials. Have a handy place to record things that are needed. Plan ahead for what is needed now and what is needed soon. Take an inventory.
- Consider using coupons and use them wisely. Coupons are not always a bargain.
- You may make a standard list of commonly needed foods that your person would use regularly and then add specific foods needed for that week.
- Don't go to the store hungry. Plan to shop after eating a meal or snack.



To offer Help and Support:

<i>Shopping</i>
<ul style="list-style-type: none">• Some stores have maps of the store layout. Or, you can make a general map, including aisle numbers if you know them.• Stick to your list as much as possible.• Try store brands to find products the person may like.• Realize that a store brand may be cheaper even if you have a coupon for the name brand.• "Nutrition Facts" on food labels and Unit Pricing are two helpful shopping tools.• Encourage healthy choices – fruits and vegetables, low-fat or non-fat dairy products, whole grains and lean meats.• Limit packaged snacks and seek out low-fat versions.

Start My Day Healthy

- ☐ Have a healthy breakfast
- ☐ Eat breakfast within two hours of getting up
- ☐ Limit caffeine



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To offer Help and Support:

Start the Day Healthy

- Breakfast is an important meal because it has often been many hours since the person last ate.
- If the person does not like eating typical breakfast foods, suggest different healthy foods such as a sandwich or leftovers.
- Encourage whole grains and low-fat dairy choices.
- Avoid highly-processed packaged foods such as Pop Tarts and Toaster Strudel.
- Reinforce water as a beverage at breakfast and throughout the day.
- Suggest limiting coffee and caffeinated soda.

A Healthy Breakfast

A healthy breakfast includes:

Grains



Protein



Fruit



Dairy



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To offer Help and Support:

Healthy Breakfast

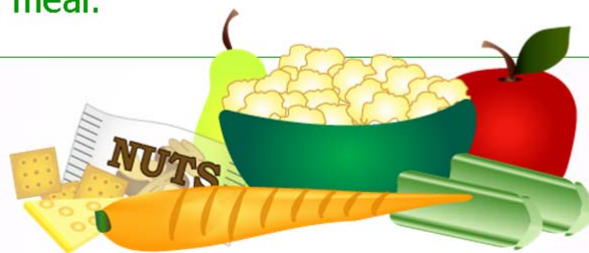
Variety is the key to a balanced diet.

Try different types and combinations of cereal, breads, fruits, and dairy products. Here are some examples that are fun, easy and tasty:

- Frozen blueberries on cereal
- Two kinds of cereal in a bowl
- Yogurt with cereal and fruit
- A fruit smoothie
- A homemade breakfast sandwich

Healthy Snack Choices

- ☐ Choose healthy snacks such as fruit, vegetables, nuts, whole grain crackers, cheese, light popcorn, soy nuts.
- ☐ Keep portion sizes small. It's a snack, not a meal.



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To offer Help and Support:

Healthy Snack Choices

- Schedule a healthy snack to make it routine, with an option to have or not.
- Remind the person to take time to enjoy and savor food.
- Add healthy snacks to the shopping list.
- Caution: Discourage eating while watching TV or other "mindless" eating - eating out of habit or boredom, not hunger.



To offer Help and Support:

<i>Eating Tips</i>
<ul style="list-style-type: none">• Use gentle reminders to encourage these tips.• Consult other resources such as MyPlate: www.ChooseMyPlate.gov• Make sure the person is well hydrated. If their urine is dark, he or she needs to drink more water.• Be a role model by eating your food slowly and with pleasure.

More Eating Tips

- ☐ Eat when hungry.
- ☐ Stop eating when full.
- ☐ Eat at least five servings of fruits and vegetables every day.
- ☐ Limit foods with lots of sugar.
- ☐ Limit foods with lots of salt.



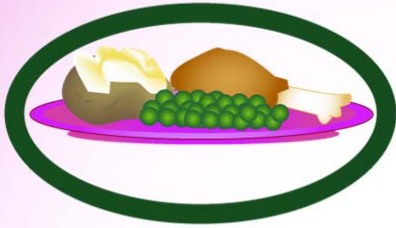

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To offer Help and Support:

More Eating Tips

- Create a pleasant eating atmosphere. Set the table in an attractive manner. Good lighting, a clean and uncluttered space, and friendly conversation can help make eating a meal enjoyable.
- Promote nutritious choices.
- Encourage limiting or eliminating added sugar (such as on cereal or in beverages).
- Instead of salt, experiment with herbs and spices for tastier meals.

A Small Meal is Better Than a Large One

<p>YES</p>  <p><input type="checkbox"/> Eat reasonably.</p>	<p>NO</p>  <p><input type="checkbox"/> Don't eat too much of anything.</p>
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To offer Help and Support:

A Small Meal is Better Than a Large One

- Try using a smaller plate.
- Wait awhile before going back for another portion.
- Choose the healthier option, such as vegetables, when going back for more.
- Keep to a regular eating schedule to limit overeating.

Eating Away From Home

- ☐ Plan ahead – Pick a restaurant that has healthy options.
- ☐ Use the menu to make my healthiest choice.
- ☐ It's okay not to eat all that is on my plate.
- ☐ Take home a doggy bag for the next day.



Plan to bring my own food
when away from home.

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To offer Help and Support:

Eating Away From Home

- Encourage eating more meals at home.
- When planning to eat out, discuss meal options before leaving home.
- Be attentive to portions and the healthiest options.
- Assist with food choices.
- Be mindful of cost.

Keep My Food Safe and my Kitchen Clean!

Did I:

- ☐ Wash my hands?
- ☐ Put away food after eating?
- ☐ Clean up the kitchen before and after eating?



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To offer Help and Support:

Keeping Food Safe and the Kitchen Clean

FOOD TEMPERATURE

- In the refrigerator - 40 degrees or below.
- Cooking - at least 165 degrees to make sure harmful bacteria is killed.

NOTE:

Food spoils when left out – especially between the temperatures of 40-100 degrees. Never leave food out more than two hours.

Keep hot foods hot and cold foods cold.

Be Active: Move Every Day!

Being active:

- ☐ Is fun
- ☐ Helps keep my weight down
- ☐ Helps keep my heart healthy
- ☐ Keeps muscles toned



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To offer Help and Support:

Be Active: Move Every Day!

Expected Outcomes

- Daily exercise helps keep weight down and it helps keep the heart healthy!
- Muscles need to get moving or they get stiff and painful.
- Help the person develop healthy and fun routines that will increase physical activity.

Page from *"Happy, Healthy & Well"* booklet:



To offer Help and Support:

Keep Moving!

- Plan activities with the person based on his or her interests.
- Invite participation; make it fun!
- Provide assistance, if needed.
- Get instruction for yourself, if needed.

Be Active At Home

- ☐ Move as much as I am able
- ☐ Walk every day
- ☐ Clean my house
- ☐ Exercise while watching TV
- ☐ Move to my favorite music



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To offer Help and Support:

Be Active at Home

- Make being active a routine.
 - In good weather, take a walk.
 - In bad weather, do exercises in the house to music or while watching TV.
- Help with making up dance and exercise routines. Try a variety of music and steps.
- When out, park a distance away to encourage walking and movement.
- If legs are weak, exercise the parts of the body that are strong.
- Encourage and inspire. Keep a positive attitude.

Get Active Where I Live

- ☐ Be as active as I can be in my community
- ☐ Walk with friends and neighbors
- ☐ Swim
- ☐ Join group games and activities



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To offer Help and Support:

Get Active Where You Live

- Look for others who share the person's interests.
- Help the person get to know people with whom they can be active.
- Teach appropriate physical skills for the activity and social skills for the group.

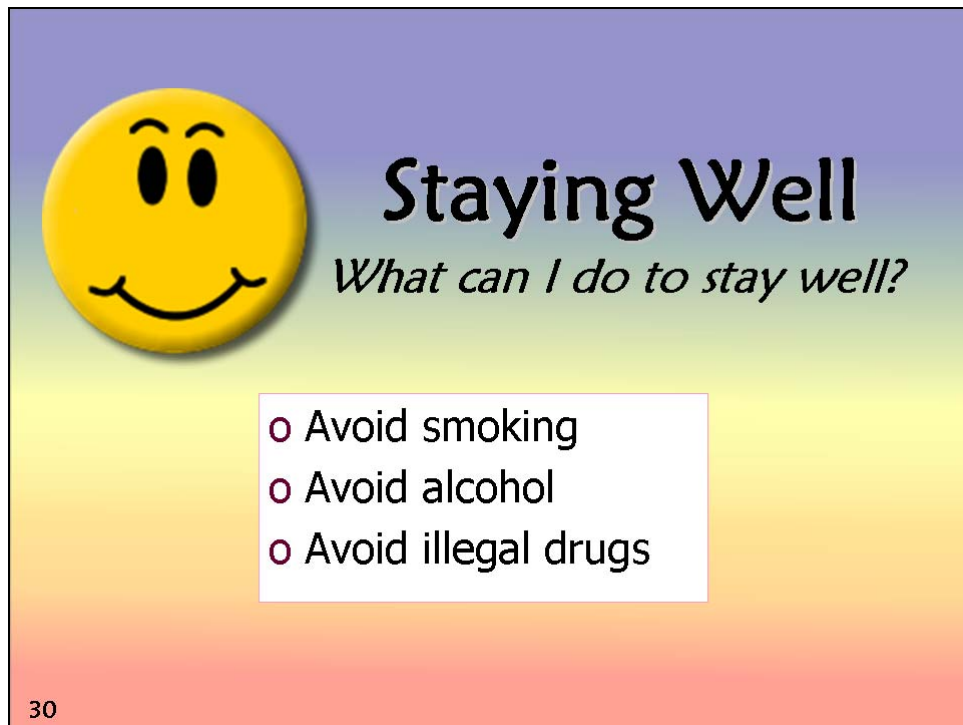
Page from *"Happy, Healthy & Well"* booklet:



To offer Help and Support:

<i>Staying Well</i>
<p>Health impacts the quality of our life. When we feel well, we do more. Staying well is the key.</p> <p>Expected Outcomes for the Person</p> <ul style="list-style-type: none">• Good communication with medical providers.• Taking an active part in his or her health choices.• His or her best possible health.

Page from *"Happy, Healthy & Well"* booklet:



To offer Help and Support:

<i>Staying Well</i>
<ul style="list-style-type: none">• Promoting good lifelong habits takes practice to become routine. This an opportunity for you to work with the person to develop his or her goals for good health.• This is also an opportunity to teach the person to provide basic self care.• Don't allow underage drinking. If the person is of legal age to use alcohol and does drink, encourage moderation and safety.• Smoking is expensive, and it is bad for general health. If the person smokes, refer person to programs that help people quit smoking.• Be a role model concerning tobacco and alcohol.

Page from *"Happy, Healthy & Well"* booklet:



Staying Well

What can I do to stay well?


- Make a commitment to good health.
- Create a personal wellness plan and follow it.
- Update my plan as needed.

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To offer Help and Support:

Staying Well

- Make sure the plan is individualized.
- Encourage, but don't nag. Use gentle reminders.
- Be a role model; have your own wellness plan.



Wellness Plan

- Use a Wellness Plan to help me reach my wellness goals.
- Decide what I want to do and write it down or draw a picture.
- Make an effort to do the tasks on my plan.
- Ask my supporter to help me decide if the plan is working.

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To offer Help and Support:

My Wellness Plan

- Use language the person can understand.
- Consider graphics for the plan.
- Try posters or memos for reminders.
- Review the plan regularly and change as needed.

Sample Wellness Plan

What I will do

1. Walk every day for at least 20 minutes.
2. Eat vegetables every day.

How I will do it

1. Take a walk every morning after breakfast.
2. Buy more vegetables when shopping.

What help I will need


1. A walking buddy.
2. A shopping helper.

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To offer Help and Support:

Sample Wellness Plan

- Consider goals related to:
 - Daily Habits
 - Eating Healthy
 - Staying Active
 - Staying Well
- Prioritize goals; which are most important?
- Define your support role; will you be the walking buddy or help the person find one?



My Wellness Plan

- o What I will do

- o How I will do it

- o What help I will need

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To offer Help and Support:

My Wellness Plan

- Be patient.
- Start small and work up to bigger changes.
- Work on one or two things at a time.
- Use the sample wellness plan as a guide.
- Show enthusiasm and join in the activity.



Telling People What I Need

Before the doctor visit:

- Plan ahead - write down questions
- Bring my medical card
- Bring health information papers
- Go with someone
- Bring my calendar

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To offer Help and Support:

Telling People What I Need – Before the Dr. Visit

- It is very important to encourage the person to be involved in his/her doctor visit as much as possible. Prepare ahead by asking: "What do you want to ask the doctor about your body?" and "How are you feeling?"
- If needed, help the person practice what they want to say before the visit. If the person is unable to communicate, you should help in preparing a summary of health status and concerns.
- Avoid making personal comments or judgments.
- Check the calendar before making future appointments.



Telling People What I Need

At the doctor's office:

- Tell what feels okay
- Tell what does not feel well
- Talk to the doctor
- Ask questions
- Make my next appointment

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To offer Help and Support:

Telling People What I Need – At the Dr.'s office

- It is sometimes hard not to be the spokesperson at a medical appointment. Allow the person to speak for himself or herself. If the person needs your support in communicating – make sure to refer to the person by name.
- Write down the key points, directions, and advice the doctor or nurse gives.
- Check to make sure the person is understanding what the medical professional is saying. It is okay to paraphrase so the person can understand.
- Make sure to have the medical professional speak and make eye contact with the person. After all, who is the patient?

Staying Well Info

o Eating and Weight

- o Eat Well Program – University of Maine Cooperative Extension (UMCE)
- o Weight Watchers
- o TOPS (Take Off Pounds Sensibly)

o Exercise

- o YMCAs, Recreation Centers, Walking Programs, Trails, Parks

o Learn More

- o Use my town’s library for both eating and wellness information
- o Search the Internet for other ideas

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To offer Help and Support:

Staying Well Info

- To help the person improve or maintain his/her health, it will be important for you to know the resources in your community. Refer to the Happy, Healthy and Well Resource Guide for suggestions.
- Recreation: Social and exercise places.
- Meal buying and preparation: What does your local grocery store offer?
- Library: Help find information for you and information that is focused on the person’s level of understanding.
- Use the Internet for more information and to explore other resources.

Contact Information

- Carry an emergency card with my name and address and the names and phone numbers of people who can help me.
- If I have a cell phone, make sure I have emergency numbers in my phone.

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To offer Help and Support:

Contact Information

- It is important that the person carry information that help him/her to get help if they need it. Or if he/she can not talk for themselves, a one page note card or medical summary will have information to guide others about whom to call, primary medical condition, and source of health care insurance.
- Also if the person has a cell phone, help them program the name and phone number of his/her emergency contact – before typing that person's name, type in CAPITAL letters "ICE" then the person's name (i.e., ICE John Smith). ICE stands for IN CASE OF EMERGENCY. Many emergency workers will not only look in a person's wallet for information but will also look at cell phone directories for clues to best help the person.

Page from *"Happy, Healthy & Well"* booklet:

My Emergency Numbers

	Phone Number
Police	
Fire	
Ambulance	
Doctor's Name:	
Emergency Contact:	

Suggestion: Make a copy or two to place by your phone and in your wallet or purse.

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To offer Help and Support:

Contact Information

- Make sure the phone numbers are correct and current.
- Help the person to make multiple copies to have by the phone and in a purse or wallet.

Contributors

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- University of Southern Maine, Muskie School of Public Service
- Speaking Up For Us (SUFU)

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Individuals who need auxiliary aids or services for effective communication in programs and services of DHHS are invited to make their needs and preferences known to the ADA/EEO Compliance Coordinator.

This information is available in alternate formats upon request.

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