

Trusted Partners

Preventing Homelessness

402 E. Prospect • Indianapolis, IN 46225 • (317) 985-5041

Explore the following educational webquest to enhance your mentor/mentee relationship.

<http://www.trustedpartnersindy.org>

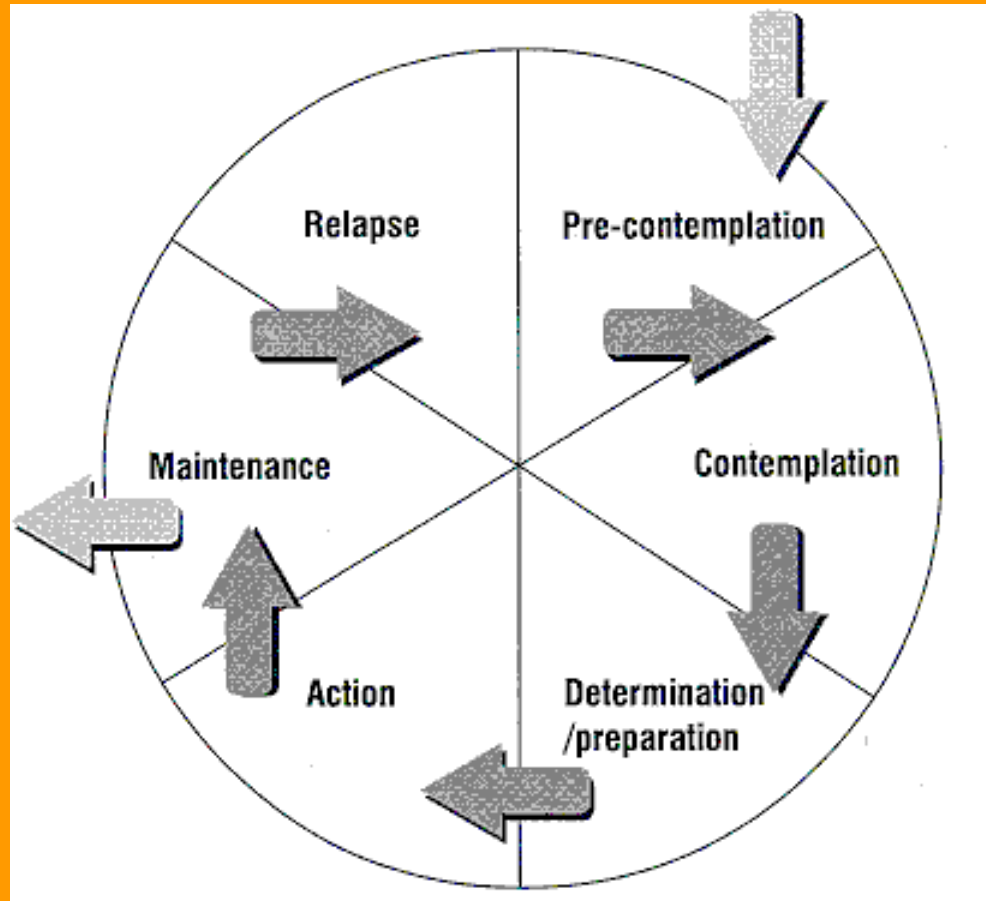
Webquest User Guide

- A webquest is simply a PowerPoint with internet links attached.
- The searching has been done for you, leaving you with reliable, educational links to the topics listed in the table of contents.
- Click on the link and it will take you to a webpage. Explore the entire site to further your understanding.
- As of April 7th 2008 all websites and links are currently available. If experiencing problems try copy and paste the website into an internet browser. The website may also be down or moved to different site.

Table of Contents

| <i>Topics</i> | <i>Slide Number</i> |
|-----------------------------------|---------------------|
| Introduction | 1-3 |
| Stages of Change | 4-14 |
| Budgeting | 15-22 |
| Community Resources | 23 |
| Employment Resources | 24-42 |
| Entertainment | 43-44 |
| Goal Templates | 45-50 |
| Healthcare | 51-54 |
| Healthy Behaviors | 55-61 |
| Mental Illness Signs and Symptoms | 62-68 |
| Organization Tips | 69 |
| Safety Resources | 70-78 |
| Issues Regarding Self Care | 79-84 |
| Stress Management | 85-95 |
| Transportation | 96-99 |

Stages of Change Model



Stages of Change Model

Pre-contemplation

- People in this stage are not currently considering change.
- Reasons to be in pre-contemplation:
 - Reluctant
 - Rebellious
 - Resigned
 - Rationalizing

Stages of Change

Contemplation

- People in this stage are open to considering that a problem exists.
- However, a commitment to change has not yet been made.

Preparation

- People in this stage have made a decision to change and are planning a course of action to make that change.

Stages of Change

Action

- People in this stage are practicing their new behavior.
- This stage usually lasts for 3 to 6 months.

Maintenance

- Change has been achieved and it is critical to maintain the commitment to this stage and avoid old behaviors

Stages of Change

Relapse

- Resumption of old behaviors
- Relapse is not failure but merely the need to reengage the process of change

Termination

- This stage may never be reached
- People in this stage has support and resources available to help them overcome crises

For more information on the stages of change please visit the following sites:

[Prochaska and DiClemente's Stages of Change Model](#)

[Stages of Change](#)

Techniques for Helping Someone Progress Through the Stages of Change

Pre-contemplation

- Validate their lack of readiness
- Clarify that the decision to change is theirs to make
- Encourage re-evaluation of current behavior
- Encourage self-exploration, not action
- Explain and personalize the risk(s) associated with current behavior
- Using drugs and sharing needles is associated with HIV/AIDS. If you get HIV/AIDS, you may not be able to see your grandchildren grow up.

Techniques for Helping Someone Progress Through the Stages of Change

Contemplation

- Validate their lack of readiness
- Clarify that the decision to change is theirs to make
- Encourage evaluation of pros and cons of making a behavior change
- Identify and promote new, positive outcome expectations
- If you were to quit smoking, you would have \$20 extra per week to save for your child's education.

Techniques for Helping Someone Progress Through the Stages of Change

Preparation

- Identify and assist in problem solving ways to overcome obstacles
- Help identify social support
- Verify existing underlying skills necessary for behavior change
- Encourage small initial steps

Techniques for Helping Someone Progress Through the Stages of Change

Action

- Focus on restructuring cues and social support
- Bolster self-efficacy for dealing with obstacles
- You are strong enough to overcome homelessness, you are strong enough to resist the urge to take a drink
- Combat feelings of loss and reiterate long-term benefits of change
- Even though you may lose some of your “friends,” are they really your friends when they encourage you to drink?
- Besides, you can make plenty of new (sober) friends at work after you get your new job

Techniques for Helping Someone Progress Through the Stages of Change

Maintenance

- Plan for follow-up support
- Reinforce internal rewards
- Doesn't it feel good to wake up in the morning without a hangover?
- Discuss coping with relapse

Link to Motivational Interviewing: How to ask questions that develop ownership of the problem: <http://homeless.samhsa.gov/Resource.aspx?id=32840>

Techniques for Helping Someone Progress Through the Stages of Change

Relapse

- Evaluate triggers for relapse
- These may be environmental (passing a liquor store every night), relational (all of my friends drink), and habitual (every night when I make dinner, I have a glass of wine)
- Reassess motivation and barriers to success
- Plan stronger coping strategies
- Take a different route, make new friends, establish new habits

Termination

- Continue providing support

Budgeting

Budgeting is a necessity in life. A monthly expenditure report can be helpful in calculating an individual's monthly expenses and assist in developing a budget. Use the template attached to record expenses to use in developing a personal budget.

[Link 1](#)



Budgeting

Budgeting Tips and free newsletter found at this site:

<http://www.betterbudgeting.com/>

This link will take you to **FREE** online budgeting courses:

[Financial Fitness Quiz](http://www.mvelopes.com/eCourse/emails/one.htm)

<http://www.mvelopes.com/eCourse/emails/one.htm>

Budgeting

Once expenses have been identified, a monthly budget can be developed. The template attached can help track incoming and outgoing money; it can be adapted and printed out based on individual need.

[Link 2](#)

Money Management Resources

The link attached is a financial counseling service providing tips and resources for money management.

<http://www.momentive.org/>



Budgeting

See this web page and attached links for FREE Printable Budget Guides:

<http://www.betterbudgeting.com/budgetformsfree.htm>

[Basic Budgeting Worksheet](#)

[Dealing with Debt Worksheet](#)

[Monthly Spending Worksheet](#)

[Annual Budget Worksheet](#)

Tip: If you cannot afford to include a “want” in your budget, then choose a date when you can add this to your budget. Then make a plan to increase your income or decrease your expenditures in order to add your “want” to the budget.

Budgeting

Become Grocery Savvy:

- Plan your meals before going to the grocery store.
- Let the sales flyers guide your meal planning.
- Eat what is on sale to keep your food costs down.

Tips for saving at the grocery store can be found at:

<http://www.grocerysavingtips.com/grocerytips.htm>

Coupons

<http://www.coupons4indy.com/>

Choose new recipes to keep mealtime exciting.

<http://www.betterbudgeting.com/frugalrecipelists.htm>

Budgeting

The cost of Growing a Family: Creating your own
“baby budget”

Step by step instructions to follow in creating a customized budget for growing your family. This information will help couples determine the expenses they will encounter should they choose to have a child.

[LINK 3](#)

Budgeting

Wants & Needs defined:

Wants: An elaboration of needs

Ex. We “need” food. We “want” food that tastes good.

Needs: Maslow’s Hierarchy of Needs

<http://changingminds.org/explanations/needs/maslow.htm>

Community Resources

At some point in life, everyone needs a helping hand. The websites below provides a list of resources, educational programs, and support groups to offer assistance.

www.imcpl.org/cgi-bin/irntop.pl

<http://www.reentryhelpers.com/>



Employment Resources

People who have had difficult pasts may also have difficulty in obtaining employment. The following information provides resources to best prepare an individual for successful job acquisition.



Completing an Job Application

The following websites offer assistance in completing a job application with advice and a variety of applications that are available.

- http://www.quintcareers.com/job_applications.html
- http://jobsearch.about.com/od/jobapplications/Job_Applications.htm
- http://www.ehow.com/how_2130126_complete-job-application.html?ref=fuel



Job Interview Checklist

A checklist can help guide an individual with the items necessary to be prepared for a job interview. The following links can provide this needed information to help make a good first impression.

- <http://www.allbusiness.com/human-resources/careers-job-interview/11124-1.html>
- <http://www.soicc.state.nc.us/soicc/planning/chklst2.htm>
- <http://www.careerbuilder.com/JobSeeker/careerbytes/CBArticle.aspx?articleID=579&cbRecursionCnt=1&cbsid=8b8ee54eb58f44a5913bdde80d59aedb-258826120-VK-4>
- <http://www.sru.edu/pages/11021.asp>
- <http://www.trustyguides.com/interviews1.html>

Interview Questions

Preparation is essential in the interviewing process. The following links can help to practice answering some traditional interview questions prior to the job interview.

- <http://career-advice.monster.com/job-interview-practice/Prep-for-the-Top-10-Interview-Quest/home.aspx>
- http://www.quintcareers.com/interview_questions.html
- <http://www.best-interview-strategies.com/questions.html>
- <http://www.wisebread.com/how-to-answer-23-of-the-most-common-interview-questions>

Interview Questions to Ask

The employer will likely end the interview with the question of “Do you have any questions for me?” You are not only being interviewed for the job, you are interviewing the company to make sure the job is a good fit for you. The following links will give you a list of possible questions to ask your potential employer.

- <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest2.htm>
- http://www.careerbuilder.com/jobseeker/careerbytes/cbarticle.aspx?articleid=664&cbrecursioncent=1&cbsid=c2efd213643c44c7b69f1dcd7d99bc17-260878117-jc-5&ns_siteid=ns_us_g_interview_questions_t

Employment Resources

Career Solutions

1111 East 54th Street Suite 144

Indianapolis, IN 46220-3212

317.466.9740

Job Training

Crooked Creek Multi-SVC Center

2990 West 71st Street

Indianapolis, IN 46268-2239

317.293.2600

Job Assistance

<http://www.indygov.org/eGov/City/DOA/HR/Employment/opportunities.htm>

Employment Resources

Dunhill Staffing System

8365 Keystone Crossing, Suite 105

Indianapolis, IN 46240

317.594.1477

Job Assistance & Training

http://www.dunhillstaff.com/office.cfm?office_ID=78

Easter Seals Crossroads

Rehabilitation Center

4740 Kingsway Drive

Indianapolis, IN 46205

317.466.1000

Job services for people with disabilities

http://crossroads.easterseals.com/site/PageServer?pagename=INCN_job_opportunities

Employment Resources

Fathers and Families Resource

Research Center

2835 North Illinois Street

Indianapolis, IN 46208

317.921.5935

Job Training

http://www.fatherresource.org/index.php?module=pagemaster&PAGE_user_op=view_page&PAGE_id=4

Goodwill Industries

1635 West Michigan Street

Indianapolis, IN 46222

317.524.4309

Job Assistance & Training

<http://www.goodwillstaffingsolutions.com/index/candidates.asp>

Employment Resources

John H. Boner Community Center

2210 East 10th Street

Indianapolis, IN 46201

317.264.1379

Job Assistance & Training

Indiana Work One Express

101 West 28th Street

Indianapolis, IN 46204

317.325.2685

Job Assistance & Training

Employment Resources

Vocational Rehab-Central Indianapolis

3737 North Meridian Suite 302

Indianapolis, IN 46204

317.921.3825

Workforce Development

IndyPence Job Corps Center

222 East Ohio Street Suite 300

Indianapolis, IN 46204

317.524.6782

Job Services for women 16 to 24 y/o

http://atterbury.jobcorps.gov/indpendence/indypence_job_corps_center.htm

Employment Resources

Jobs Partnership of Greater Indpls, Inc.

3549 Boulevard Place

Indianapolis, IN 46208

317.925.1003

Workforce Development

<http://www.jpindy.org/Home/tabid/36/Default.aspx>

JobWorks

3602 East Michigan Suite E

Indianapolis, IN 46201-3467

317.532.1200

Workforce Development

Employment Resources

Keys to Work

3602 East Michigan Street Suite D

Indianapolis, IN 46201

317.974.1500

Workforce Development

Midtown Community

Employment Service

964 North Pennsylvania Street

Indianapolis, IN 46204

317.635.3967

Job Placement

Employment Resources

Morales Group Inc.

5628 West 74th Street

Indianapolis, IN 46278

317.472.7600

Workforce Development-Latino population

<http://www.moralesgroup.net/>

Noble of Indiana-Work Crews

7701 East 21st Street

Indianapolis, IN 46219

317.375.2700

Jobs for people with developmental needs

<http://www.nobleofindiana.org/>

Employment Resources

P.I.C.

17 West Market Street

Indianapolis, IN 46204

317.654.2275

Job Assistance & Training

Rehabilitation Service

3607 West 16th Street, Suite B1

Indianapolis, IN 46222

317.232.1571

Job Placement

Employment Resources

Workforce, Inc.

754 North Sherman Drive, Suite 220

Indianapolis, IN 46201

317.532.1367

Employment Services

Workforce Development

10 North Senate Avenue Suite 3

Indianapolis, IN 46204-2277

317.232.7670

Job Assistance & Training

Employment Resources

Horizon House

1033 East Washington Street

Indianapolis, IN 46202

317.423.8909

<http://www.horizonhouse.cc/#>

Job Placement

Local Initiative Support Corporation

333 North Pennsylvania Street, Suite 600

Indianapolis, IN 46204

317.396.0588

Jobs-Martindale-Brightwood Area Only

www.lisc.org/indianapolis

Employment Resources

PACE/OAR

2855 N Keystone Avenue

Indianapolis, IN 46218

317.612.6800

<http://www.pace-oar.org/index.htm>

Workone Circle-7

10204 Lantern Road

Fishers, IN 46037

317.841.8194

Job Placement

Employment Resources

Manpower Staffing Services

3976 Georgetown Road

Indianapolis, IN 46254

317.298.3230

Job Placement

Labor Ready

3201 West 16th Street

Indianapolis, IN 46222

317.636.7107

Job Placement

<http://www.laborready.com>

Employment Resources

Kelly Services

1000 North Capital Avenue

Indianapolis, IN 46204

317.687.8534

Job Placement

<http://www.kellyservices.com>

Indiana C.U.R.E.

P.O.Box 199256

Indianapolis, IN 46219

317.357.2606

Job Training

<http://www.incure.org/index.html>

Entertainment

Everyone needs a little fun! Entertainment does not have to be expensive; Indy offers many free and inexpensive opportunities. Check out these free resources to find out what is happening in and around the city.

Nuvo, Indy's Child, Intake

<http://www.indy.org/indianapolis/web/jsp/index.jsp>

Entertainment

Many attractions around Indy offer free days, discounted price days, and financial assistance for memberships. Check the links below to learn more.

<http://www.indy.org/indianapolis/web/jsp/whattodo/detail.jsp?c=12427737:static&p=1&x=1205527204698>

<http://www.childrensmuseum.org/>

<http://www.imamuseum.org/>

<http://www.indymca.org/>

<http://www.indplsartcenter.org/>

Goal Template

The following slides can help with goal setting.

Most of us do not have the perfect life. People are constantly trying to better themselves to advance in their career, be more financially stable, be a better friend, etc. To do this kind of life improvement, changes need to be made. But change is hard to do. Specific goals and time frames can help to organize your plan of change.

The Big Picture

The first step in changing is to see the big picture. What is the “ideal you”? How would you like to change? Write down the specifics of where you want to be.

Goal Attainment Scale

| | | | |
|--|--|--|--|
| Goals | | | |
| -2 Much less than what is expected. | | | |
| -1 Somewhat less than what is expected. | | | |
| 0 As expected. | | | |
| +1 Somewhat more than expected. | | | |
| +2 Much more than expected. | | | |

Goal Template-Long Term Goals

- Your long-term goals should be a positive tasks/actions that contribute to your life change.
- Give your goals timeframes. Make sure the action can feasibly be done in this amount of time. This will help establish an end date, and also holds you accountable and helps to keep you on track.
- Example: I will get my GED in three months.

Goal Template-Short Term Goals

- For each long-term goal there should be many short-term goals. In order to achieve the long-term goals, little steps should be outlined to guide you on your way.
- Break down the long-term goals into smaller tasks that have measurable outcomes and specific due dates. These are your short-term goals.
- Example: I will contact the GED center for dates I can take the test and collection of study materials by 2/15/07. I will study for one hour 4 days a week in a quiet location free of distractions.

Goal Template Remind and Reward

- Put your deadlines in a calendar to remind you to complete them.
- Keep your long-term goals and big picture written out where you can see them often. This will keep you motivated when you want to give up.
- Check off each goal as it is completed and reward yourself for the effort.

Re-evaluating Goals

Remember you cannot predict the future. Something might happen to throw you off your goal quest every now and then. The important thing is to not give up: Re-evaluate. Look at your goal outline and tweak timeliness, specifics of goals, add new ones, etc. Nothing ever works exactly as planned so go with the flow here. Being flexible and learning to adapt are essential skills to changing your life.

Healthcare

The following website will explain about MinuteClinic of CVS and the locations around Indianapolis

- <http://www.minuteclinic.com/en/USA/Treatment-and-Cost.aspx>
- <http://www.minuteclinic.com/en/USA/IN/Clinics.aspx>

Healthcare

Conditions requiring immediate medical attention:

- Difficulty breathing or shortness of breath
- Fainting, sudden dizziness and weakness
- Changes in vision
- Confusion
- Sudden or severe pain
- Pain or pressure in your chest or upper abdomen
- Persistent diarrhea or vomiting
- Uncontrolled bleeding

Healthcare

At the Emergency Room:

- List your symptoms clearly including when they started
- Make sure you let the doctor know about any past medical history
- Bring a list of medications you are taking as well as any allergies you have

Healthy Behaviors

Health is a state of complete physical, psychological, and social well-being, and not simply the absence of disease or infirmity.

– The World Health Organization, 1948

- Getting enough sleep
- Eating nutritious foods
- Exercising regularly
- Managing stress
- Decreasing and/or eliminating risky behaviors

Getting Enough Sleep

- A lack of adequate sleep is tied to obesity, loss of productivity, decreased ability to concentrate, and increased anxiety and irritability.



- http://www.preventdisease.com/news/articles/101106_sleep.shtml
- <http://www.upei.ca/athletics/files/athletics/Get%20Adequate%20Sleep.pdf>
- http://www.dhs.state.or.us/admin/hr/safety/saf_articles/spots0106.htm
- <http://www.helpguide.org/life/sleeping.htm>

Eating Nutritious Foods

Eating nutritious foods is the first step toward living a healthier life!
You feel better when you eat better

- <http://www.wellnessletter.com/html/fwNut01HealthyDiet.html>
- http://www.helpguide.org/life/healthy_eating_diet.htm
- <http://www.mypyramid.gov/>
- http://www.kidshealth.org/parent/nutrition_fit/nutrition/habits.html
- <http://womenshealth.gov/faq/diet.pdf>
- <http://www.diabetes.org/nutrition-and-recipes/nutrition/healthyfoodchoices.jsp>



Exercising Regularly

Regular exercise keeps the body and mind healthy

Copyright 2003 by Randy Glasbergen.
www.glasbergen.com



“What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?”

- <http://www.mayoclinic.com/health/exercise/HQ01676>
- http://www.mayoclinic.com/health/fitness/HQ00694_D
- <http://familydoctor.org/online/famdocen/home/healthy/physical/basics/059.html>
- <http://www.americanheart.org/presenter.jhtml?identifier=2155>
- <http://www.healthierus.gov/exercise.html>

Decreasing/Eliminating Risky Behaviors

- Risky behaviors include alcohol use, drug use, tobacco use, and practicing unsafe sex
- Cutting back or eliminating any or all of these will help you lead a healthier life



Alcohol Use

Alcohol is related to low self-esteem, depression, insomnia, and relationship breakdown

- <http://fitness.ygoy.com/learn-to-keep-yourself-away-from-alcohol-problems/>
- http://www.helpguide.org/mental/alcohol_abuse_alcoholism_signs_effects_treatment.htm
- <http://www.cdc.gov/HealthyYouth/alcoholdrug/index.htm>



Drug and Tobacco Use

Drugs and tobacco are linked to cancer, troubled relationships, and low self-esteem



- http://www.helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm
- http://www.kidshealth.org/teen/drug_alcohol/drugs/know_about_drugs.html
- <http://alcoholism.about.com/cs/drugs/a/aa030427a.htm>
- <http://teendrugabuse.us/teendruguse.html>
- <http://www.surgeongeneral.gov/tobacco/consquits.htm>
- <http://www.cdc.gov/HealthyYouth/tobacco/index.htm>

Safe Sex

The following links will provide statistics, resources, and information regarding the importance of practicing safe sex.

- <http://www.aids.org/factSheets/151-Safer-Sex-Guidelines.html>
- <http://www.webmd.com/sex/birth-control/tc/safe-sex-topic-overview>
- http://aids.about.com/od/tipsforsafersex/Tips_for_Safer_Sex.htm
- <http://www.health.nsw.gov.au/sexualhealth/>
- <http://www.cdc.gov/HealthyYouth/sexualbehaviors/index.htm>

Mental Illness

Some people who have an episode of mental illness may fully recover and not experience more episodes. However, most people will experience further episodes throughout their lifetime.

A **relapse** occurs when an individual with a mental illness experiences a **worsening of symptoms of his or her illness or appearance of new symptoms**.

Mental Illness Relapse

A **relapse** can be caused by several reasons:

- changes in the environment
- Medications have been adjusted or stopped

For most individuals it is critical that they continue taking their prescribed medications. Always consult a doctor before changing medications.

Individuals with a mental illness may feel that the medicine has cured them and will stop taking it; however, most disorders will require continuous medication management.

Mental Illness Signs/Symptoms

- It is important as a friend and mentor that you are able to recognize some signs and symptoms of a relapse. The signs can be as simple as a lack of attention to personal hygiene.
- Several of these **signs and symptoms are listed on the next couple slides.**
- Note that this is not an exhaustive list because each individual is different and may experience a relapse in a variety of ways.

Signs and Symptoms to look for:

These are signs and symptoms that your mentee may tell you that they are experiencing or that you observe in your mentee.

Changes in feelings:

- feeling anxious or worried
- feeling tense or restless
- feeling irritable or quick to become aggressive
- feeling depressed or unhappy
- feeling unsafe or threatened
- feeling paranoid

Signs and Symptoms to look for:

Changes in thinking:

- difficulty concentrating or remembering things
- difficulty making decisions
- thoughts racing, slowing down or jumbled/confused
- thinking very negative, pessimistic thoughts
- hearing voices not coming from other people
- thinking about harming themselves
- dwelling on past events

Signs and Symptoms to look for:

Changes in behavior:

- isolating from others, not wanting to go outside
- increased or decreased appetite
- increased or decreased sleep
- increased risk taking/dangerous behavior (changes in alcohol and drug use)
- increase in emotional outbursts (crying, laughing, yelling)
- reduced energy level and motivation to participate in activities and interests
- difficulty looking after personal appearance and living environment

Mental Illness Signs/Symptoms

If you want more information about mental illness or information on signs and symptoms please visit this website:

[National Institute of Mental Health](#)

What should you do if you notice any of these signs and symptoms? Contact the case manager and Jeri/Candice at Trusted Partners.

Organization

The following are links to online resources for organizing home and finances. Feel free to follow the links to other articles on the websites.

<http://sharonhr.blogspot.com/2008/01/shredding-paper-holding-receipts.html>

<http://www.betterbudgeting.com/articles/organizing/onabudget.htm>

<http://ezinearticles.com/?Closet-Organizing-On-the-Cheap&id=940278>

Safety Resources

- Safety in the kitchen
- Safety in the bathroom
- Home fire prevention
- Personal safety
- Keeping your child safe
- Weather safety
- First aid kit



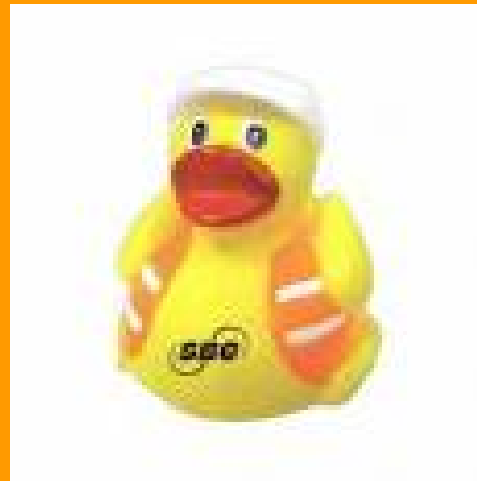
Safety in the Kitchen



- http://www.homesafetycouncil.org/safety_guide/sg_kitchen_w001.aspx
- <http://ci.muscatine.ia.us/fire/kitchen.pdf>
- <http://www.farmerjohn.com/ReadySetServe/ArticleDetails.aspx?ArticleId=7b9934ee-9a34-40cf-ac70-8b73b219a337>
- http://www.seasonedwithlove.com/kitchen_safety_tips.htm
- http://www.foodnetwork.com/food/ck_cg_safety_tips/0,1971,FOOD_16100,00.html
- <http://www.premiersystems.com/recipes/kitchen-safety/cooking-safety.html>

Safety in the Bathroom

- http://www.homesafetycouncil.org/safety_guide/sg_bathroom_w002.aspx
- http://www.homesafetycouncil.org/safety_guide/sg_bathroom_w001.aspx
- <http://www.bathroomsafety.com/>
- <http://www.funantics.com/articles/1955/1/Bathroom-Safety-Tips-Made-Easy/Page1.html>
- http://www.essortment.com/family/childsafetybat_sjwc.htm



Home Fire Prevention



- <http://www.firesafety.gov/>
- http://www.statefarm.com/learning/be_safe/home/learning_besafe_athome_cooking.asp
- <http://www.cpsc.gov/cpscpub/pubs/556.html>
- http://www.usfa.dhs.gov/citizens/all_citizens/home_fire_prev/
- <http://seniors.tcnet.org/articles/article04.html>
- <http://www.redcross.org/services/hss/tips/firetips.html>
- <http://www.nsc.org/library/facts/fires.htm>
- http://www.homesafetycouncil.org/safety_guide/sg_fire_w001.aspx

Personal Safety



Keeping Your Child Safe

- <http://www.sanger.org/spd/safety.html>
- <http://www.springdale.org/childsafety.htm>
- http://www.way2hope.org/child_personal_safety.htm
- <http://www.wsp.wa.gov/amber/kids.htm>
- <http://www.dunebrook.org/links.html>
- http://www.ncjrs.gov/html/ojjdp/pse_english_02/intro.html
- http://www.wakesmartstart.org/documents/parents/lowes_child_safety.pdf



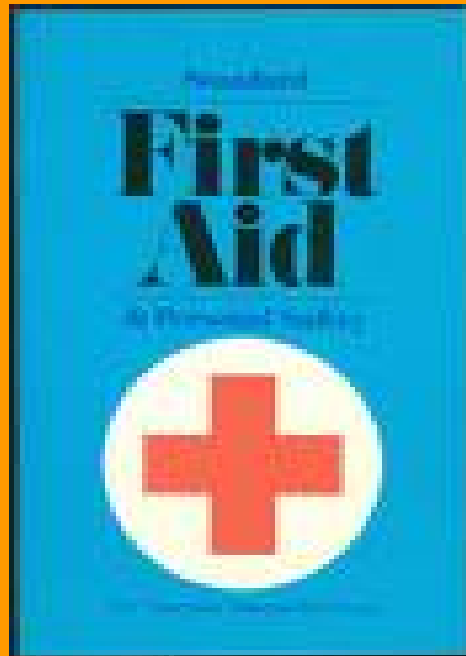
Weather Safety



- <http://www.nssl.noaa.gov/edu/safety/>
- <http://www.nws.noaa.gov/om/brochures/ttl.pdf>
- <http://www.lightningsafety.noaa.gov/overview.htm>
- http://www.redcross.org/services/disaster/0,1082,0_590_00.html
- <http://www.crh.noaa.gov/ind/>

First Aid Kit

- <http://www.redcross.org/services/hss/lifeline/fakit.html>
- http://www.nyc.gov/html/fdny/html/safety/healthsafety_first_aid_kit.shtml
- <http://www.princeton.edu/~oa/safety/firstaid.shtml>
- <http://www.mayoclinic.com/health/first-aid-kits/FA00067>
- <http://www.firstaidkits.org/>



Emergency Numbers

| | |
|--------------------------------------|----------------|
| Emergency | 911 |
| Indiana Poison Center | 1-800-222-1222 |
| Adult Abuse Hotline | 1-800-992-6978 |
| Child Abuse Hotline | 1-800-800-5556 |
| Crisis & Suicide Line | 317-251-7575 |
| FBI | 17-639-3301 |
| National Runaway Switchboard | 1-800-RUNAWAY |
| State Police | |
| Non-Emergency | 317-899-8577 |
| Missing Children | 1-800-831-8953 |
| Road Information (Winter Only) | |
| Indianapolis Area | 317-232-8300 |
| Outside Indianapolis Area | 1-800-261-7623 |
| Indianapolis Metro Police Department | 317-327-3811 |
| IMPD Headquarters | 317-327-3000 |
| IMPD Metro North District | 317-327-6100 |
| IMPD Metro Downtown District | 317-327-6500 |
| IMPD Metro Northeast District | 317-327-6200 |
| IMPD Metro Northwest District | 317-327-6600 |
| IMPD Metro Southeast District | 317-327-6300 |
| IMPD Metro Southwest District | 317-327-6400 |

Self-care and Hygiene

Self-care and hygiene can be difficult subjects to address because of their delicate nature.

It is your role as a mentor to help address any of their needs, including how poor self-care and hygiene might affect other areas of their life such as their quality of health, sanitation, and interviewing or maintaining a job.

Since these issues are so important and can be very delicate, the following includes some information and suggestions that might help you to discuss this with your mentee.

Every mentor/mentee relationship is different so it is important that you decide what approach might be best for your relationship; these are merely suggestions.

Self-Care and Hygiene

The following are a couple suggestions that could help lead to addressing self care.

Health

Poor hygiene and self-care can affect a person's health. For example if someone is not brushing their teeth regularly it can lead to a variety of health conditions such as gingivitis, cavities, or loss of teeth. Regular showering routines are important to prevent the spread of infections. Washing hands frequently is important to prevent the spread of infections and food-borne illnesses.

Self-Care and Hygiene

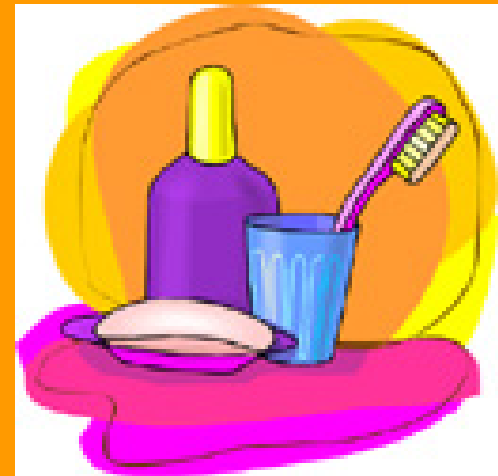
Employment

Maintaining a clean appearance is necessary when trying to interview for a job as well as keeping a job. You can bring up hygiene and self-care in terms of wanting to make a “good first impression”. You are more likely to obtain and maintain a job if you have good hygiene and clean appearance.

Self-Care and Hygiene

Budgeting/Finances

If you are working on budgeting or managing finances with your mentee, self-care items could be brought up when discussing what you need to buy, such as soap, shampoo, and toothpaste.



Self-Care and Hygiene

An indirect or direct method of approaching self-care and hygiene may be effective

Direct Method

- For example, you could state, “I noticed you haven’t showered in several days and you need to make sure you are showering at least every other day and brushing your teeth everyday”.

Indirect Method

- For example, you could state, “What is your daily routine?” “Have you thought about taking a shower at night if you do not have time to shower in the morning?”

It is also important to note that a sudden decrease in personal care and hygiene may indicate there are other changes in the mentee’s life such as extra stressors, new situations, changes in situations and relationships, and possible mental health relapse.

Self-Care and Hygiene

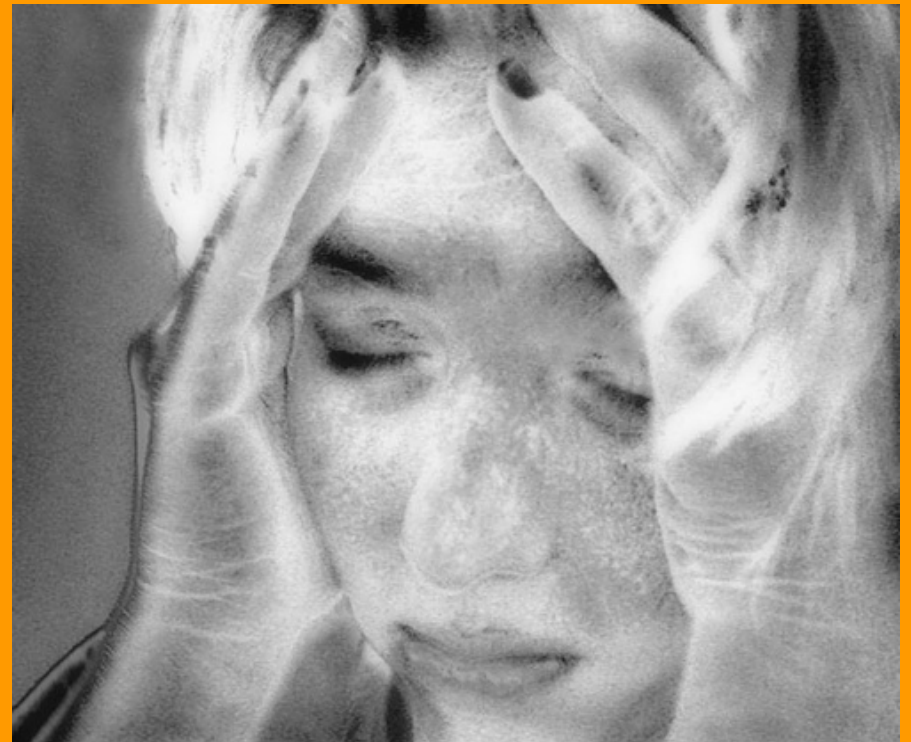
It is also important to note:

- Make sure your mentee has the necessary resources to keep up their hygiene. It may be that your mentee does not have access to running water, toothbrush, comb or enough money to buy soap and shampoo. These could be possible barriers to maintaining hygiene.
- Hygiene and self-care also includes the cleanliness of their apartment or house. Home management and cleanliness is also an important health issue.

Stress Test

Take a test to determine if life has you stressed out

http://www.lessons4living.com/stress_test.htm



Symptoms of Stress

Stress can effect four aspects of the body:

- Cognitive
- Emotional
- Physical
- Behavioral

The following is a link to learn the signs and symptoms of stress

http://www.helpguide.org/mental/stress_signs.htm

Stress Management Techniques

1. *Yoga*
2. *Diaphragmatic Breathing*
3. *Meditation*
4. *Massage Therapy*
5. *Visualization Therapy*
6. *Exercise and Nutrition*
7. *Hobbies and Leisure*



Stress Management Techniques

Yoga Positions to relieve stress:

- Cross-Legged Lower Back Stretch
- Upward Arm Stretch
- Chair Lower Back Stretch
- Right Angle Pose
- Downward Facing Dog
- Knees to Chest
- Legs Up the Wall Staff Pose
- Legs Up the Wall Wide Angle Pose
- Supportive Chest Opener
- Chair Corpse Pose
- The following link describes the positions

http://www.lhj.com/lhj/slideshow/slideShow.js.html?slideid=/templatedata/lhj/slideshow/data/RZ_Yoga_StressRelief.xml



Stress Management Techniques

Diaphragmatic breathing:

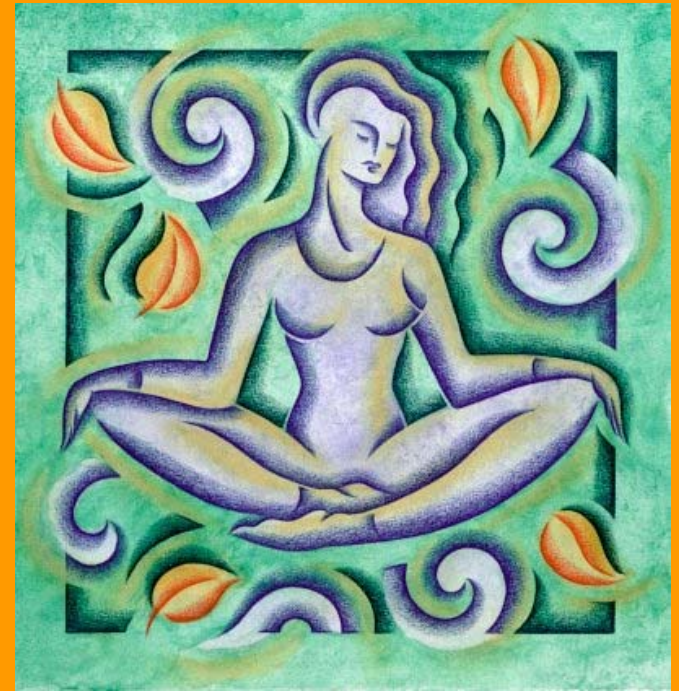
- Is the process of breathing deep into your lungs by flexing your diaphragm rather than breathing shallowly using your rib cage so the stomach expands instead of the chest.
- This is a therapeutic form of breathing used in yoga and meditation to reduce stress and anxiety.
- The following link will give instructions on the procedure
<http://www.cchs.net/health/health-info/docs/2400/2409.asp?index=9445>

Stress Management Techniques

Meditation:

- Is a discipline where the mind is focused on an object or awareness
- Attention is placed on a single point of reference
- Health applications include relaxation and increased concentration
- The following link describes the different types and postures of meditation:

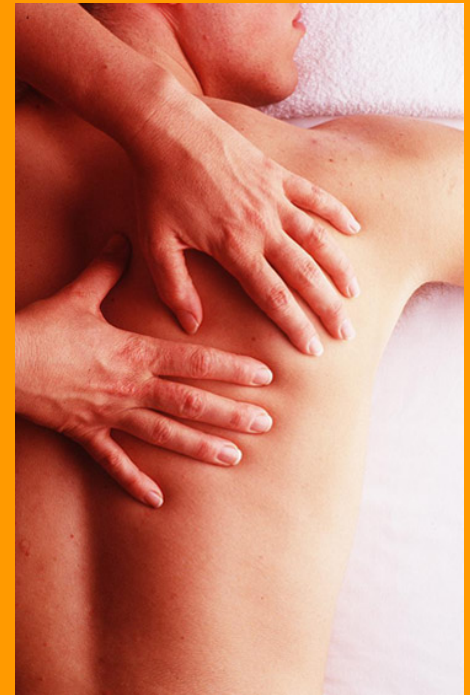
<http://www.spiritualnow.com/articles/20/1/The-Different-Types-of-Meditation.html>



Stress Management Techniques

Massage Therapy:

- Massage provides deep relaxation to the muscles and helps to relieve the overstressed mind
- IUPUI Massage therapy school offers \$25 massages and \$35 spa treatments
- <http://www.massageschoolindiana.com/clinics.htm>
- Self-massage techniques can be found at the following link
http://www.helpguide.org/mental/stress_relief_meditation_yoga_relaxation.htm
- The following link offers 10 different types of massages
http://altmedicine.about.com/od/massage/a/massage_types.htm



Stress Management Techniques

Visualization Therapy

- This technique uses the formation of visual images to reduce stress
- The individual imagines a place, a thing, or an image that helps to create positive thoughts
- The following link describes the process of visualization

<http://stress.about.com/od/guidedimagery/ht/visualizations.htm>

Stress Management Techniques

Exercise is a powerful tool for reducing stress.

Check out the links below for information on exercise and stress management.

- <http://www.1ad.army.mil/MentalHealth/Exercise%20and%20Stress.htm>
- http://www.holisticonline.com/stress/stress_exercise.htm
- <http://www.imt.net/~randolfi/ExerciseStress.html>



Stress Management Techniques

Nutrition can reduce the impact of stress on the body and also help to repair the damage that stress can cause. The following links offer information on managing stress through nutrition:

- http://stress.about.com/od/dietandsuppliments/a/stress_nutrition.htm
- http://nutrition.suite101.com/article.cfm/nutrition_for_stress
- <http://mypyramid.gov/>
- <http://www.ezinearticles.com/?nutrition-for-natural-stress-relief&id=83212>



Stress Management Techniques

Hobbies and Leisure:

Use the following links to find new interests and to learn about the benefits of participating in leisure activities.

- <http://www.moho.uic.edu/images/Modified%20Interest%20Checklist.pdf>
- <http://stress.about.com/od/funandgames/tp/hobby.htm>
- <http://ezinearticles.com/?The-Benefits-of-Having-a-Hobby&id=998646>



Transportation

Indy Go Bus System

<http://www.indygo.net/>

IndyFlex (IndyGo)

1501 W. Washington St., Indianapolis

Offers a shared ride service of IndyGo that utilizes smaller buses and vans to provide transportation to areas of the city where larger buses can't always travel. IndyFlex consists of the following services:

- **Northside Dial-A-Ride**
- **Airport Area Dial A Ride**
- **Southeast Area Dial A Ride**
- **Late Night Service (Access to Jobs)**
- **Northwest Connector (Route 36)**

Call 613-FLEX for information about hours and/or trip reservations. Some services are on a first-come/first-serve basis. Information and tickets may also be obtained at the IndyGo Transit Store at 209 N. Delaware St., 635-3344. Fees are \$1, or a valid IndyGo Pass or transfer, for the Airport Zone, Northwest Connector, and 86th Street Service; Fees are \$2, or \$1 along with any valid IndyGo pass or transfer, for the Southeast Side Zone and Late Night Services. A 7-day Flex Pass is available, which provides a rider with access to all IndyGo Fixed route and IndyFlex services. Cash or passes are accepted on the buses; the transit store accepts charge cards.

For more details visit:

<http://www.indygo.net/indyflex.htm>

Transportation

- **IndyGo Transit Half-Fare Program**

- The Transit Store, Indianapolis**

- Provides a discount program that allows persons 65 and older or of any age with disabilities to ride city buses for half-fare. To get the discount, seniors need to visit The Transit Store, show proof of age and obtain an identification card for \$2. Program also available to persons with disabilities who have a Medicare card or who fill out an application, show proof of disability and obtain an identification card. A Medicare card may be used on the bus for half-fare.

- Accepts cash or passes only on the bus; the Transit store accepts charge cards.

- <http://www.indygo.net/fares.htm>

- **Greyhound Bus Station**

- Address:**

- 350 S. Illinois Indianapolis, IN 46225

- Phone(s):**

- (317) 267-3071 (Customer Service)

- (800) 752-4841 (Customers with disabilities assistance)

- (317) 267-3054 (Baggage)

- **Central Indiana Commuter Services**

- <http://www.centralincommuter.net>

Transportation

Helpful Tips/Suggestions

- Arrange a ride with a co-worker/friend
 - Offer to pay co-worker/friend
 - Ask people at work if anyone lives near them and would like to carpool
- If using the IndyGo system make sure to allow plenty of time in order to be on time
- Be familiar with the routes and bus system before using IndyGo

This manual was created by graduate students from the Masters Program of Occupational Therapy at the University of Indianapolis.

The manual was developed for the use of the Trusted Partners organization and is not intended for outside reproduction and distribution.

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