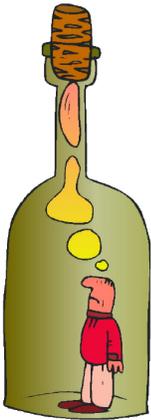# 4 Guidelines for Using 1st Person

1. Use first person **when the person wrote the plan** (or section of the plan) **or when you are quoting the person** whose plan it is and you are comfortable the person meant what they said.

   - Quotes that are answers to questions that begin with "Don't you like..." or end with "don't you" do not meet this criteria.

   - Quotes that are absurd on their face or highly unlikely don't meet this criteria. (For example:
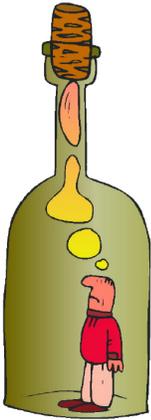   "I must be restrained." "I must follow my behavior program.")

   1

1

4 Guidelines for Using 1st Person

2. Use first person when the person actively edited the plan with the plan writer and **clearly approved and understood what was said** and how it was said.

   - The statements and language are "tested" with the person through dialogue, trying alternative phrases, etc.

   2

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4 Guidelines for Using 1st Person

3. Use first person when the **person primarily communicates with his or her behavior** (and not with words) **only if:**

- The people who know and care about the person are **absolutely sure that what is written is what the person would say**;
- The **plan writer is comfortable** that these are people who are close enough to the person and spend enough time with the person to truly know; and
- **What is written will be tested** (and changed) by on-going listening to the person's behavior.

3

3
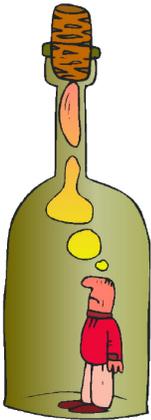
4 Guidelines for Using 1st Person

4. Whenever there is **any doubt use 3rd person.**

- Anytime there is uncertainty use third person.
- Anytime you are describing what other people should know or do to support the person use third person unless the person has literally written or dictated that section her or himself.
- Anytime you are writing an outcome for the person it should be in third person unless it meets the earlier rules.

4

4