

What to Expect When By Their Side Services Begin

By Their Side provides Lifelong Advocacy services for Marylanders with developmental disabilities when their parents (or other sponsors) are no longer able, and serves as a resource for siblings and Trustees. Services are pre-funded and typically begin upon the passing or incapacity of the sponsor. Annual assessment visits, with follow up to concerns, continue for the lifetime of the member.

1. By Their Side learns of the sponsor's passing.

- Sponsors are responsible for leaving instructions with family members and Executor of the Estate to notify By Their Side of their death in order to activate services in a timely way.
- By Their Side periodically updates your contact information and attempts to reach you if mail is returned. *Please notify us if you relocate.*

2. Your relative's Advocate is assigned and initiates services.

A. Reviews your son or daughter's By Their Side file which includes

- Family Intake information, contact information, and evaluations provided by family
- Advocacy concerns identified by parents
- Authorization for services
- Letter of Intent if provided by sponsor that outlines desires for use of a Special Needs Trust and additional Advocacy Plan Services if desired
- Individual Profile if provided by sponsor, outlining preferences and preferred support style

B. Completes an Initial home assessment with your son/daughter

- Explains our role
- Updates Authorization for Services
- Identifies preferences, life enrichment opportunities, and needs including financial, health/safety, and other concerns to be addressed
 - Talks with your relative and others providing support
 - Observes living situation and staff interaction
 - Reviews medical and program file
- Identifies follow up needed and documents visit

C. Contacts sibling or designated representative and/or Trustee

- Provides summary of visit including identified needs, and follow up plans
- Learns concerns, offers guidance or assistance, remains available to consult
- Discusses By Their Side Lifelong Advocacy role and additional monitoring if desired

D. Contacts team: Resource Coordinator, Day and Residential Coordinators

- Explains By Their Side's role
- Addresses progress, needs, and concerns identified at visit or by family
- Requests invitation to future Annual Individual Plan/PCP meetings

3. Thereafter, the Advocate completes an annual assessment.

A. Attends the Annual IP/PCP Planning meeting

- Prepares with review of family information, identified concerns, and past IP
- At meeting, assists to identify needs and solutions, preferences, and life enrichment opportunities. Assists team to consider use of Special Needs Trust if any
- Provides meeting update to family representative or Trustee. Serves as a liaison with Trustee as desired
- An assessment visit may be substituted for IP meeting attendance if requested or if Advocate is unable to attend the meeting

B. Follows up to address concerns.

C. Serves as a resource to family and/or Trustee

4. Your Advocate is available to provide additional advocacy support through an Annual Advocacy Plan, now or in the future.

- The annual assessment visit is pre-funded, and Family or Trustee may arrange additional visits and monitoring contacts as desired, to identify and address needs through the year
- Advocacy Plans are available to provide short-term advocacy to address a specific need
- Advocacy Plans may be modified or continued as needed each year
- Advocacy Plans are available now to sponsoring parents, or in the future
- Future Advocacy Plans may be pre-funded

Questions? Contact By Their Side.

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