

PROTECTED TOMORROWS®

**Creating the Future Care Plan™
for Family Members with Special Needs
Online Manual**

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Overview

Protected Tomorrows® will help you create a Future Care Plan™ for your family members with special needs. This manual pertains specifically to the online version of Stages 1-8 available at www.ProtectedTomorrows.com.

Stage 1 Take a Candid Look™

Look honestly and comprehensively at your loved one's future care needs, in light of your own future needs and those of other family members.

Stage 2 Create the Future Map™

Identify the options and create a plan to protect your entire family's future in light of your family member's special needs.

Stage 3 Filter the Legal Options™

Evaluate estate solutions, focusing on the various options available through professional legal resources. Implement the steps to take advantage of your decisions.

Stage 4 Capture Potential Benefits™

Identify and apply for supplemental programs to enhance and supplement the **Future Care Plan** you have created for your loved one.

Stage 5 Document the Wonder™

Chronicle and treasure your loved one's special story and gifts so that others can carry forward in building your family member's abilities and self-esteem.

Stage 6 Begin the Transition™

Identify and evaluate the future residential, employment, and recreation options for your family member with special needs.

Stage 7 Fund the Future™

Utilize financial solutions to complement the **Future Care Plan** designed for your family member's future.

Stage 8 Review and Renew™

Review your **Future Care Plan** to accommodate and address life's inevitable changes.

Stage 1-4, 6-8 is available as an online product. Stage 5, Document The Wonder - My Special Life, is a separate product. Both may be purchased on a subscription basis at the Protected Tomorrows Family Store located at www.ProtectedTomorrows.com.

Operation

The Future Care Plan (online version) is available at www.ProtectedTomorrows.com. You must first purchase a subscription to the product(s) you wish to access and then login to gain access to your subscription. You may purchase your subscription online 24 hrs a day in the Family Store at www.ProtectedTomorrows.com or by calling Protected Tomorrows during regular business hours.

Once you place your subscription order, Protected Tomorrows web services will set up a private account for you to access your subscription. When the account is established, you will receive an email that provides your Username and Password. Account activation may take up to 5 business days.

Login

Now that you have purchased your Future Care Plan subscription and have received your Username and Password, browse to www.ProtectedTomorrows.com and select **Login (A)** on the top right corner of the home page.

The screenshot shows the Protected Tomorrows website. At the top right, there is a 'Login' link with a globe icon, labeled with an arrow and the letter 'A'. Below the header, on the left side, there are several navigation buttons: 'WORKSHOPS/EVENTS' (with sub-links for Families and Professionals), 'CLICK ABOVE', 'PROTECTED TOMORROWS LIVE! SPECIAL NEEDS DIRECTORY', and 'PROTECTED TOMORROWS FAMILY STORE'. Below these is a 'WE BELIEVE' section with the text 'Every human being has the right to live life to their fullest potential'. In the center, there is a 'Login' section with the heading 'Home > Login' and 'Clients, Advocates, Associates and Managers - Login here.' Below this are input fields for 'Username: *' and 'Password: *', both labeled with arrows and the letter 'C'. To the right of the password field is a 'Login' button, labeled with an arrow and the letter 'D'. Below the password field is a link that says 'Forgot your password?', labeled with an arrow and the letter 'E'. The entire page is framed by a decorative border at the bottom.

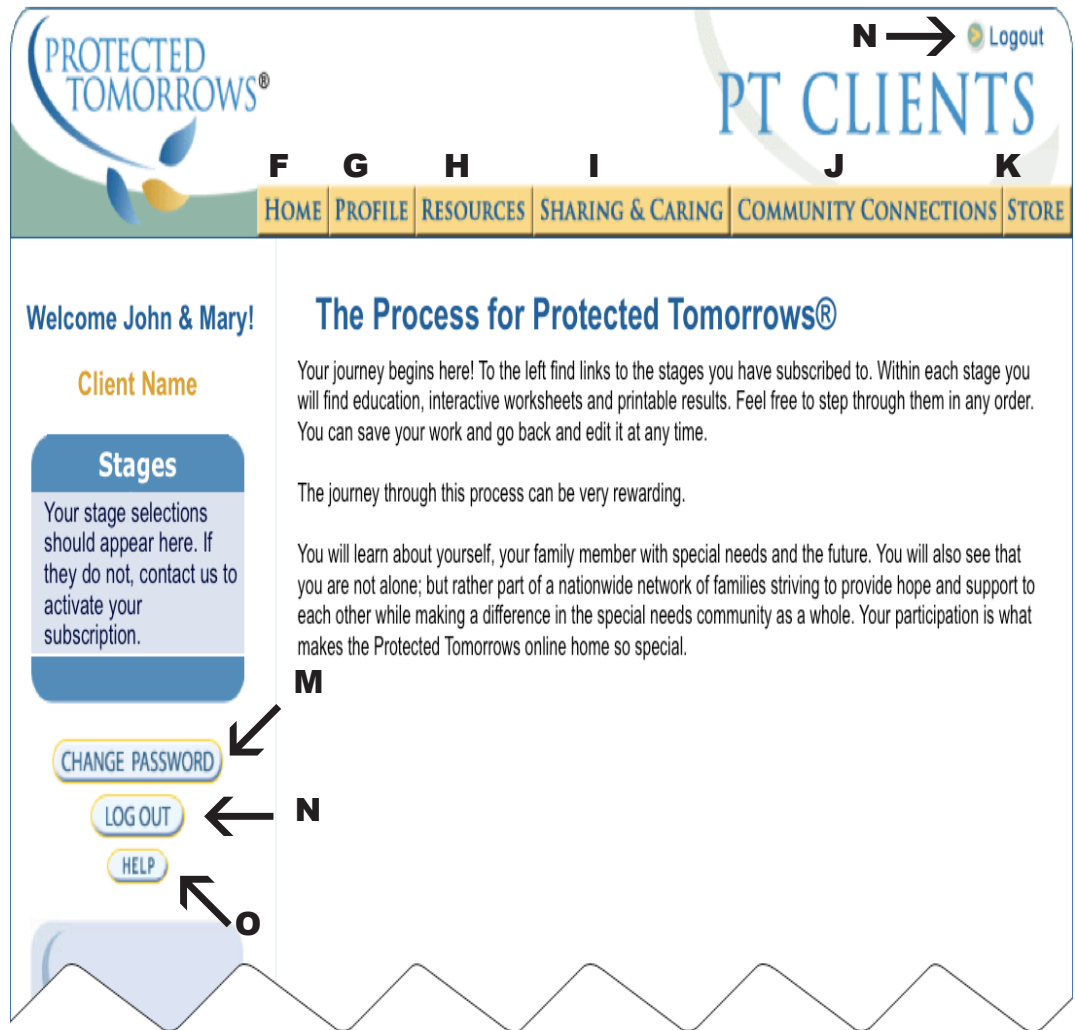
The above login page will appear. Enter your **Username (B)** and **Password (C)** and press the **Login button (D)** just below your entries.

If you forgot your password, press the **Forgot your password (E)** link and enter your email address. Your password will be sent to you. If your family establishes multiple accounts, each account must use a different email address (multi-account access is a future feature).

As an added security precaution, if you login improperly five times in a row, your account will be suspended for 25 minutes and the following error message will display.

The account has been temporarily disabled (25 minutes) because you have reached the maximum allowed failed login attempts (5).

Welcome



The above Welcome page will appear once you have logged in successfully. At times there may be special notes and messages to you. Review this page each time you log in.

Selecting the **Home button (F)** from any page within your private section will bring you back to this home page. The **Profile button (G)** will allow you to change your account profile. The **Resources button (H)** is presently reserved for future family resources. Selecting the **Sharing & Caring button (I)** brings you to your neighborhood connection that is under development. The **Community Connection button (J)** is presently reserved for the future home of your community social network. Pressing the **Store button (K)** takes you to our Family Store where you can purchase Stage subscriptions and other valuable services and materials. The **Change Password button (M)** allows you to change your password, and the **Log Out button (N)** will sign you out of your private area. There are two buttons to Log Out, one in the left column and one on the upper right of the page. The **Help button (O)** takes you to a help and tutorial section.

ALWAYS LOGOUT AT THE END OF EACH SESSION

You should Logout every time you finish working with your Stages. If you do not logout, the next time you use the system, you will automatically be logged back in, without having to enter your username or password. This means anyone that uses your computer will have access to your financial, legal and family information entered in your stages.

The left column of the welcome page will display differently, depending on the products you have subscribed to.

Stages	Stages	Stages	Stages
Your stage selections should appear here. If they do not, contact us to activate your subscription. A	Document the Wonder™ B	Take a Candid Look™	Take a Candid Look™
		Create the Future Map™	Create the Future Map™
		Filter the Legal Options™	Filter the Legal Options™
		Capture Potential Benefits™	Capture Potential Benefits™
		Begin the Transition™	Document the Wonder™
		Fund the Future™	Begin the Transition™
		Review and Renew™ C	Fund the Future™
			Review and Renew™ D

- **A** - Information bar, if stages have not been activated.
- **B** - Stage 5, Document the Wonder only.
- **C** - Stages 1-4, 6-8 only.
- **D** - Both Stage 5 and Stages 1-4, 6-8 subscribed to.

Profile

Press the **Profile button** and use the page below to update your account record.

[Logout](#)

[HOME](#)
[PROFILE](#)
[RESOURCES](#)
[SHARING & CARING](#)
[COMMUNITY CONNECTIONS](#)
[STORE](#)

Welcome John & Mary!

Client Name

Stages

[Take a Candid Look™](#)

[Create the Future Map™](#)

[Filter the Legal Options™](#)

[Capture Potential Benefits™](#)

[Document the Wonder™](#)

[Begin the Transition™](#)

[Fund the Future™](#)

[Review and Renew™](#)

[CHANGE PASSWORD](#)

[LOG OUT](#)

[HELP](#)

Update Your Profile

Change your profile here and press the Update Profile button when done.
* Indicates required.

Email: * (E-mail)

First Name: * John & Mary

Last Name: * Smith

Organization or Company:

Address: * 1123 Smith Blvd

Address2: Apt 134

City: * Lincolnshire

State: * IL

Zip/Postal Code: * 60069

Country: * USA

Phone: 555-555-1234

Cell:

Fax: 555-555-5432

This is your family member with special needs name.
It will appear on every Stage page.

Client Name: * Client Name

[Update Profile](#) **E**

Update your contact information. Fields marked with * are required. Press the **Update Profile button (E)** to save changes to your profile.

Change Password

It is wise to change your password on a regular basis to secure your personal data. Select **Change Password button (F)**, the following page will display.

To change your password, enter your old password, enter your new password and confirm the new password by re-typing it.

Your password should be strong.

- Do not use something that someone can easily figure out, like your last name, birthday, phone number, etc.
- Never use a password that you use anywhere else.
- Use something you can easily remember, but include both lower and upper case characters as well as at least one number.
- Never allow anyone else to know our password.

Press the **Change Password button (G)** to submit your change.

Stages 1-4, 6-8

It is beyond the scope of this manual to describe the specific details and operations for each and every stage. Here, we look at Stage 1 as an example and later Stage 5. The rest of the Stages follow suit.

Stages	
Take a Candid Look™	Stage 1
Create the Future Map™	Stage 2
Filter the Legal Options™	Stage 3
Capture Potential Benefits™	Stage 4
Document the Wonder™	Stage 5
Begin the Transition™	Stage 6
Fund the Future™	Stage 7
Review and Renew™	Stage 8

Stage 1

Select **Take a Candid Look (Stage 1)** and the following page displays.

Protected TOMORROWS® PT CLIENTS [Logout](#)

[HOME](#) [PROFILE](#) [RESOURCES](#) [SHARING & CARING](#) [COMMUNITY CONNECTIONS](#) [STORE](#)

Welcome John & Mary!

Take a Candid Look™

at your personal situation and overall goals, dreams and fears. then work through the 2 interactive forms below.

to work through:

- [Initial Appraisal](#)
- [Life With Your Family Member](#)

A Left Bar Submenu **B Main Screen Submenu**

Stages

- [Take a Candid Look™](#)
- [Create the Future Map™](#)
- [Filter the Legal Options™](#)
- [Capture Potential Benefits™](#)
- [Document the Wonder™](#)
- [Begin the Transition™](#)
- [Fund the Future™](#)
- [Review and Renew™](#)

D Main Stage Menu

Data Entry

The **Take a Candid Look** page offers two additional selections as we drill down toward a formal entry page. The **Left Bar Submenu (A)** and the **Main Screen Submenu (B)** are identical. The **Left Bar Submenu** and **Main Stage Menu (D)** will remain on the pages during the Stage operations. This offers a clean and efficient way to move between menu selections.

Selecting **Initial Appraisal (C)** from one of the submenus will display the page below.

PROTECTED TOMORROWS® Logout

PT CLIENTS

HOME | PROFILE | RESOURCES | SHARING & CARING | COMMUNITY CONNECTIONS | STORE

Welcome John & Mary!

Take a Candid Look™

- Stage Main Page
- Initial Appraisal
- Life With Your Family Member

Stages

- Take a Candid Look™
- Create the Future Map™
- Filter the Legal Options™
- Capture Potential Benefits™
- Document the Wonder™
- Begin the Transition™
- Fund the Future™
- Review and Renew™

CHANGE PASSWORD

LOG OUT

Initial Appraisal

Don't overthink these topics. Just jot down what comes to mind!

Dreams:
If you didn't have concerns about time, money, or health issues, what would you most like to do or have done in regards to your special needs family member?
This is a demo of Initial Appraisal for our Dreams.

Goals:
What goals do you have for your special needs family member? What about goals for you and the rest of your family?
This is a demo of Initial Appraisal for our Goals.

Fears:
What keeps you up at night?
This is a demo of Initial Appraisal for our Fears.

Information:
Describe your family.
This is a demo of Initial Appraisal of our Family.

Your Life:
Describe life with your family member with special needs to this point.
This is a demo of Initial Appraisal of our Life.

E **F**

SUBMIT RESET

Make an entry for each question. Questions may appear as large text boxes (as above), smaller text fields, check boxes, or various other selections. Each is self-explanatory. Once you have completed the questions to your satisfaction, press the **Submit button (E)**. You may leave question(s) unanswered and return at a future time to complete them. You may change the answers to any of the questions any time you wish by returning to the entry page. Data is permanently stored when you click the **Submit button**. The **Reset button (F)** will revert data to its previously stored state.

Confirmation

When you complete the entries and press the **Submit button**, a confirmation page will display, similar to the example below.



This confirmation page duplicates your entries from the prior entry page. You may return to the entry page by pressing the submenu selection on the left bar and make changes, continue on to another submenu, or select a different Stage from the main menu. You may also select the **Printer Friendly Version (A)** link that opens a new browser window with data formatted for printing.


Printer Friendly Version

If the margin border lines do not print, turn your browser "background" printing on. Use Print Preview to evaluate the output — turn off headers and footers, and set the margins and page percent to fit your paper.

The **Printer Friendly Version** is perfect to print and post in a 3-ring binder. Use these printed pages to document your progress and to work with Your Protected Tomorrows Licensed Advocate. Below is the **Printer Friendly Version** for **Stage 1, Initial Appraisal**.

Stage 1

TAKE A CANDID LOOK™



Initial Appraisal

Your Dreams:

This is a demo of Initial Appraisal for our Dreams.

Your Goals:

This is a demo of Initial Appraisal for our Goals.

Your Fears:

This is a demo of Initial Appraisal for our Fears.

Your Family:

This is a demo of Initial Appraisal of our Family.

Your Life:

This is a demo of Initial Appraisal of our Life.

B

↓

Your Protected Tomorrows® Advocate
John Jones
123-456-7890

The **Printer Friendly Version** opens in a separate browser window. After you print it, close the window to return to the application.

If your account is associated with a Protected Tomorrows Advocate, his or her name and phone number (**B**) is printed on the bottom right of the report .

Submenus
Stages
1-4, 6-8

As you move from stage to stage, the following submenu for each stage displays.

Take a Candid Look™

[Stage Main Page](#)

[Initial Appraisal](#)

[Life With Your Family Member](#)

1

Capture Potential Benefits™

[Stage Main Page](#)

[Entitlement](#)

[Abilities](#)

[Medical](#)

[Financial](#)

[Maintenance](#)

[More Programs](#)

4

Create the Future Map™

[Stage Main Page](#)

[Vision](#)

[Implementation](#)

2

Begin the Transition™

[Stage Main Page](#)

[Vision](#)

[Key Players](#)

6

Fund the Future™

[Stage Main Page](#)

[Action Plan](#)

[Action Plan for Later](#)

7

Filter the Legal Options™

[Stage Main Page](#)

[Naming the Money People](#)

[Beneficiaries](#)

[Coming of Age](#)

[The Future Care People™](#)

[Family Plan](#)

[Estate Plan](#)

[Family Coordination](#)

3

Review and Renew™

[Stage Main Page](#)

[Review](#)

[Renew](#)

8

Submenu
Stage 5

Document the Wonder™

[Table of Contents](#)

← 5A

Document the Wonder™

[Table of Contents](#)

[About Me](#)

[I Was Chosen For Adoption](#)

[My Mother](#)

[My Father](#)

[My Sisters](#)

[My Brothers](#)

[My Aunts, Uncles And Cousins](#)

[My Grandparents](#)

[Other Relatives And Friends We Trust](#)

[My Family Life At Home](#)

[My Family Life Away From Home](#)

[Our Special Family Traditions](#)

[Religious Preference](#)

[Religious Activities](#)

[My Daily Routine](#)

[My Personal Life](#)

5B

My Physician(s)

My Other Specialists

My Dental Information

Medical Personnel I Am Never To See

Medications

My Pharmacy And Hospital

My Emotional Well-Being

My Behavioral Information

My Personal Behaviors

My Social Behaviors

My Adult Behavior

Important Documents And Their Locations

Advisors

My Guardianship

My Government Benefits

My Insurance Information

Final Arrangements

My Residential Planning

Stage 5, Document The Wonder.

SubMenu 5A is blank, representing that there has been no Stage 5 activities completed. SubMenu 5B is a fully completed menu, representing that all of the activities have begun. Further details follow.

10

Stages 1-4, 6-8

Stage 5 Document the Wonder

Select **Document the Wonder** from the Stages Main Menu.

Document the Wonder™

Check boxes for topics as you are ready to work on them, then click **Submit**. Only the topics selected with checkmarks will be shown in the **Document the Wonder™ Sub menu** (left).

To enter data, select a topic from the **Document the Wonder™ Sub-menu** (left).

As topics are completed, you may choose to **PRINT** each page for safekeeping in a binder for easy access by alternate caregivers.

Table of Contents

<input checked="" type="checkbox"/> About Me	<input type="checkbox"/> My Friends Are Great!
<input checked="" type="checkbox"/> I Was Chosen For Adoption	<input type="checkbox"/> School Friends
<input type="checkbox"/> My Mother	<input type="checkbox"/> My Neighborhood Friends
<input type="checkbox"/> My Father	<input type="checkbox"/> My Reactions to Animals
<input type="checkbox"/> My Sisters	<input type="checkbox"/> Community Awareness
<input type="checkbox"/> My Brothers	<input type="checkbox"/> Childhood Intervention Programs
<input type="checkbox"/> My Aunts, Uncles and Cousins	<input type="checkbox"/> My Pre-School
<input type="checkbox"/> My Grandparents	<input type="checkbox"/> My School
<input type="checkbox"/> Other Relatives and Friends We Trust	<input type="checkbox"/> My Teachers
<input type="checkbox"/> My Family Life At Home	<input type="checkbox"/> My Day Programs/Workshops
<input type="checkbox"/> My Family Life Away From Home	<input type="checkbox"/> My Employment
<input type="checkbox"/> Our Special Family Traditions	<input type="checkbox"/> My Life Skills
<input type="checkbox"/> Religious Preference	<input type="checkbox"/> Description of My Disability
<input type="checkbox"/> Religious Activities	<input type="checkbox"/> Additional Medical Background
<input type="checkbox"/> My Daily Routine	<input type="checkbox"/> My Allergies
<input type="checkbox"/> My Personal Hygiene	<input type="checkbox"/> My Primary Care Physician(s)
<input type="checkbox"/> Bathing	<input type="checkbox"/> My Other Specialists
<input type="checkbox"/> Eating Right	<input type="checkbox"/> My Dental Information
<input type="checkbox"/> Sleeping	<input type="checkbox"/> Medical Personnel I Am Never To See
<input type="checkbox"/> Sleep Issues	<input type="checkbox"/> Medications
<input type="checkbox"/> My Room	<input type="checkbox"/> My Pharmacy and Hospital
<input type="checkbox"/> My Physical Therapy and Exercises	<input type="checkbox"/> My Emotional Well-Being
<input type="checkbox"/> Special Equipment I Use	<input type="checkbox"/> My Behavioral Information
<input type="checkbox"/> Home Care Helpers	<input type="checkbox"/> My Personal Behaviors
<input type="checkbox"/> Support Groups and Resources	<input type="checkbox"/> My Social Behaviors
<input type="checkbox"/> My Transportation	<input type="checkbox"/> My Adult Behavior
<input type="checkbox"/> Travel	<input type="checkbox"/> Important Documents and Their Locations
<input type="checkbox"/> I Can Do Many Things!	<input type="checkbox"/> Advisors
<input type="checkbox"/> My Favorite Activities	<input type="checkbox"/> My Guardianship
<input type="checkbox"/> Outreach Programs	<input type="checkbox"/> My Government Benefits
<input type="checkbox"/> My Summer Activities	<input type="checkbox"/> My Insurance Information
<input type="checkbox"/> My Athletic Programs	<input type="checkbox"/> My Residential Planning
	<input type="checkbox"/> Final Arrangements

A → **SUBMIT** **RESET** ← **B**

Check one or more topics to work on and press the **Submit button (A)**. The **Reset button (B)** resets any immediate checks you have selected. Once an activity has begun, it remains in the left bar menu forever and the checkbox remains checked after you submit.

Stage 5 Submenu

All checked menu selections have been saved on the **Stage 5 Submenu (A)** and are ready to use. Click on the left bar submenu selection to **Document the Wonder**.

PROTECTED TOMORROWS® PT CLIENTS Logout

HOME PROFILE RESOURCES SHARING & CARING COMMUNITY CONNECTIONS STORE

Welcome John & Mary!

Your choices have been saved and you are ready to begin. Click on a link on the left side to begin Documenting the Wonder™

Document the Wonder™

- Table of Contents
- About Me
- I Was Chosen For Adoption
- My Mother

← A

Stages

- Take a Candid Look™
- Create the Future Map™
- Filter the Legal Options™
- Capture Potential Benefits™
- Document the Wonder™
- Begin the Transition™
- Fund the Future™
- Review and Renew™

Stage 5 Data Entry

Select a topic link from the left bar submenu. An entry page appears. Pages are similar for all activities. Enter the data and press the **Submit button**.

PROTECTED TOMORROWS® PT CLIENTS Logout

HOME PROFILE RESOURCES SHARING & CARING COMMUNITY CONNECTIONS STORE

Welcome John & Mary!

My Mother

My Mother's Name Jenny

Full-time Homemaker ☒

Employed ☐

Company

Type of Work

Work Address

Phone Pager

Cell Phone 253-1234 Other

Interests And Hobbies Likes to Bowl

Clubs And Organizations Bowling Club

Medical History

Choose pictures to upload.
Must be .gif or .jpg files. Max 400 by 400 pixels, 200kb.

Browse... Browse... Browse...

CHANGE PASSWORD LOG OUT SUBMIT RESET

Stage 5 Confirmation

When you complete the entries and press the **Submit button**, on any entry page, a formal confirmation page will display.


The screenshot shows the 'PT CLIENTS' interface. The top navigation bar includes links for HOME, PROFILE, RESOURCES, SHARING & CARING, COMMUNITY CONNECTIONS, and STORE. A 'Logout' link is in the top right. The main content area is titled 'Welcome John & Mary!' and 'My Mother'. On the left, there's a sidebar with 'Document the Wonder™' links (Table of Contents, About Me, I Was Chosen For Adoption, My Mother) and 'Stages' (Take a Candid Look™, Create the Future Map™, Filter the Legal Options™, Capture Potential Benefits™, Document the Wonder™, Begin the Transition™, Fund the Future™, Review and Renew™). Below the sidebar are 'CHANGE PASSWORD' and 'LOG OUT' buttons. The main area displays a confirmation message: 'Please confirm your data entry below. If changes or corrections to your section links in the Stage Sub-menu to the left to access the data entered have been entered correctly, click **Printer Friendly Version** above to view'. An arrow labeled 'A' points to the 'Printer Friendly Version' link. The data entry section lists: My Mother's Name (Jenny), Full-time Homemaker, Yes, Employed, No, Company, Type of Work, Work Address, Phone, Pager, Cell Phone (253-1234), Other, Interests And Hobbies (Likes to Bowl), Clubs And Organizations (Bowling Club), and Medical History.

A confirmation page displays your entries from the previous entry page. You may return to the entry page by pressing the submenu selection on the left bar submenu and make changes, continue to another submenu, or select a different stage from the main menu. You may also select **Printer Friendly Version (A)** which displays a similar page formatted for printing.

**Stage 5
Printer
Friendly
Version**

If the margin border lines do not print, turn your browser “background” printing on. Use Print Preview to evaluate the output — turn off headers and footers, and set the margins and page percent to fit your paper.

The **Printer Friendly Version** is perfect to print and post in a 3-ring binder to build your **My Special Life** book for your loved one with special needs to share with family members and friends. Below is the **Printer Friendly Version** for **Stage 5, My Mother**.



My Mother

My Mother's Name

Jenny

Full-time Homemaker

Yes

Employed

No

Company

Type of Work

Work Address

Phone

Pager

Cell Phone

253-1234

Other

Interests And Hobbies

Likes to Bowl

Clubs And Organizations

Bowling Club

Medical History

The **Printer Friendly Version** opens in a separate browser window. After you print it, close the window to return to the application. If your account is associated with a Protected Tomorrows Advocate, his or her name and phone number is printed on the bottom right of the report .

Stage 5 Pictures

When you upload or reload any picture, it may be necessary to refresh your browser to have the picture display; otherwise your browser memory may hold the old picture and you will not see the new one.

The bottom of every Stage 5 entry page includes three **Picture fields (A)**. You may add up to three pictures to your **My Special Life** book activity. The following guidelines apply to the pictures.

Choose pictures to upload.
Must be .gif or .jpg files. Max 400 by 400 pixels, 200kb.

A	Browse...	←
A	Browse...	← B
A	Browse...	←

- 1) The pictures must be uploaded to your computer's hard drive.
- 2) The pictures may be up to 400 x 400 pixels and 200kb. Pictures taken with your digital camera are much larger. Scanned or camera digital files must be compressed to meet these requirements using Photoshop or the software that came with your camera. Refer to the instruction manual that came with your image software for specific instructions.
- 3) When you save the picture from your image software, save it as either .gif or .jpg file.
- 4) Once your pictures are prepared and uploaded to your computer's hard drive, click one of the **Browse buttons (B)**. Find your picture (.gif or .jpg) on your hard drive, select it and press open. The picture location will be written in the **Picture field** next to the **Browse button**.
- 5) We recommend loading one picture at a time, however, if you are confident that your file structure is perfect, you may add up to three at a time.
- 6) When ready, press the **Submit button** to load the picture or pictures to your **My Special Life** book.
- 7) Refresh your browser each time a picture is replaced or added.
- 8) You may return to any entry page at any time to add additional pictures. You may change any picture by selecting one of the **Browse buttons (B)** and uploading a new picture. You may not delete any picture. If it is necessary to remove a picture, either replace it with another or replace it with a blank graphic.

Stage 5 Confirmation with Picture

When you click the **Submit** button from an entry page, a confirmation page appears. Now, in addition to the data you have entered, the pictures you have uploaded will be shown.

PROTECTED TOMORROWS®

PT CLIENTS

Logout

HOME | PROFILE | RESOURCES | SHARING & CARING | COMMUNITY CONNECTIONS | STORE

Welcome John & Mary!

Document the Wonder™

[Table of Contents](#)

[About Me](#)

[I Was Chosen For Adoption](#)

[My Mother](#)

Stages

[Take a Candid Look™](#)

[Create the Future Map™](#)

[Filter the Legal Options™](#)

[Capture Potential Benefits™](#)

[Document the Wonder™](#)

[Begin the Transition™](#)

[Fund the Future™](#)

[Review and Renew™](#)

CHANGE PASSWORD

LOG OUT



My Mother

[Printer Friendly Version](#)

My Mother's Name

Jenny

Full-time Homemaker

No

Employed

Yes

Company

Smith Company

Type of Work

Assembler

Work Address

1234 Smith St

Phone

555-123-3333

Pager

Cell Phone

Other


Interests And Hobbies

Like to Bowl and Knit

Clubs And Organizations

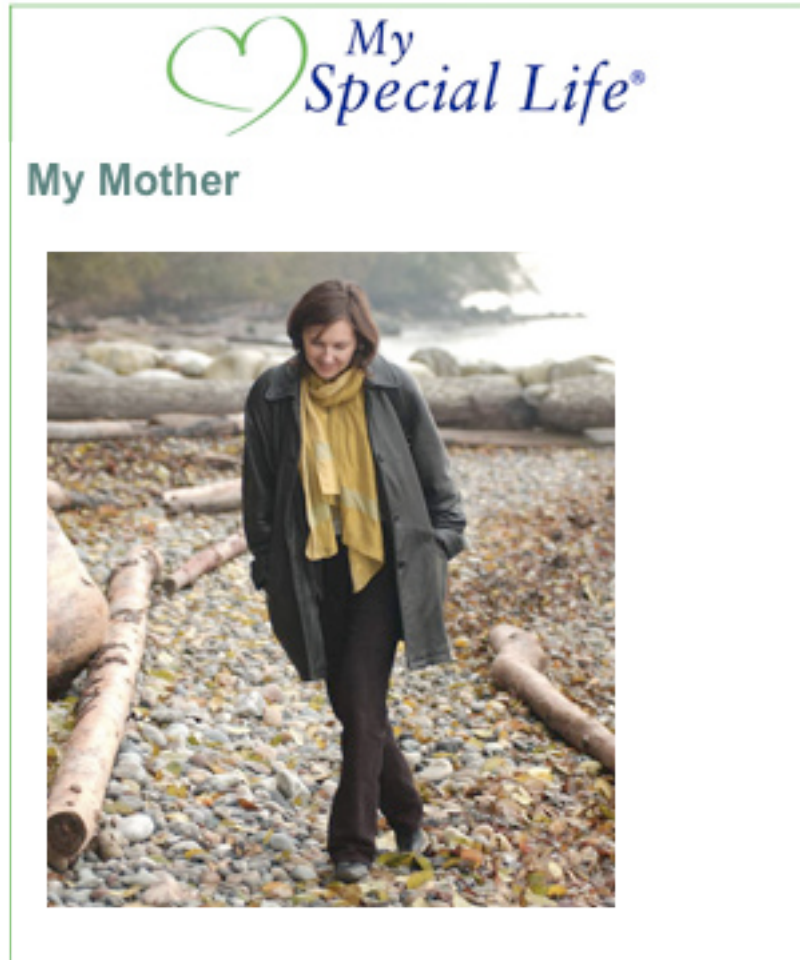
Medical History

Quite Healthy



**Stage 5
Printer
Friendly
Version
with
Picture**

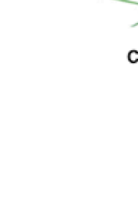
The **Printer Friendly Version** is perfect to print and post in a 3-ring binder to build your **My Special Life** book for your loved one with special needs to share with family members and friends. All uploaded images are included.



Appendices

Appendix A Security

The data you enter in the online forms are protected by your Username and Password. All pages are secured to this level. You should make your password strong and never share it with anyone. However there is no guarantee that for the lifetime of your data that it is 100% perfectly secure. We strongly recommend that you do not enter personal data that would make it worthy for identity theft. Do not store a social security number or other valuable document numbers online. Refer to Appendix B for the **Confidential Information Form** provided in **Stage 5 - Document the Wonder**.



My Special Life®

CONFIDENTIAL INFORMATION PAGE

Print this page!
Record confidential data called for in
Stage 5, Document the Wonder™
Store it in a secure place for safekeeping.

My Name _____

Date Last Updated _____

GoTo: www.protectedtomorrows.com to
 access the complete My Special Life
 Workbook online

Client Manager User ID: _____

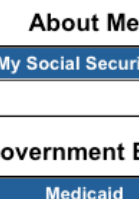
Password: _____

About Me

My Social Security #

My Government Benefits

Medicaid	
Case Number	
Recipient Number	
Caseload Number	
Social Security	
Claim Number	
Medicare	
Claim Number	



My Special Life



CONFIDENTIAL INFORMATION PAGE 2

My Medications

Medications I Take	Prescribing Physician	Pharmacy	Dosage	Frequency	Purpose	Comments
Over-The-Counter Medications I Take		Purpose		Comments		
Medications I Should NEVER Take		Reason		Comments		

Appendix C

Stage 1-4, 6-8 Menu List

Stage 1

Take a Candid Look™

Initial Appraisal
Live With Your Family Member

Stage 2

Create the Future Map™

Vision
Implementation

Stage 3

Filter the Legal Options™

Naming the Money People
Beneficiaries
Coming of Age
The Future Care People
Family Plan
Estate Plan
Family Coordination

Stage 4

Capture Potential Benefits™

Entitlement
Abilities
Medical
Financial
Maintenance
More Programs

Stage 6

Begin the Transitions™

Vision
Key Players

Stage 7

Fund the Future™

Action Plan
Action Plan for Later

Stage 8

Review and Renew

Review
Renew

Appendix D

My Special Life Stage 5 Document the Wonder-Menu List

About My Family and Me

About Me
I Was Chosen for Adoption
My Mother
My Father
My Sisters
My Brothers
My Aunts, Uncles and Cousins
My Grandparents
Other Relatives and Friends We Trust
My Family Life At Home
My Family Life Away From Home
Our Special Family Traditions
Religious Preference
Religious Activities

My Daily Routine

My Daily Routine
My Personal Hygiene
Bathing
Eating Right
Sleeping
Sleep Issues
My Room
My Physical Therapy and Exercises
Special Equipment I Use
Home Care Helpers

More About Me

Support Groups and Resources
My Transportation
Travel

What I Can and Like To Do

I Can Do Many Things
My Favorite Activities
Outreach Programs
My Summer Activities
My Athletic Programs

My Friends

My Friends Are Great!
School Friends
My Neighborhood Friends
My Reactions to Animals
Community Awareness

Intervention Programs and Schools

Childhood Intervention Programs
My Pre-School
My School
My Teachers

Employment and Life Skills

My Day Programs/Workshops
My Employment
My Life Skills

My Disability and Medical Support

Description of My Disability
Additional Medical Background
My Allergies
My Primary Care Physician(s)
My Other Specialists
My Dental Information
Medical Personnel I Am Never To See
Medications
My Pharmacy and Hospital

My Emotional Well-being & Behaviors

My Emotional Well-Being
My Behavioral Information
My Personal Behaviors
My Social Behaviors
My Adult Behavior

Financial and Legal Issues

Important Documents and Their Locations
Advisors
My Guardianship
My Government Benefits
My Insurance Information
Financial Arrangements
My Residential Planning

Appendix E Formatting Data

There is a way to format your pages to make them more presentable. All fields will accept and display HTML code. HTML programming is beyond the scope of this manual. Appendix F shows a few basic codes that you can use. Below is an example of how simple HTML codes can enhance the look and readability of your **My Special Life** book.

Standard data input

Sisters (Names, Ages And Relationships)

```
• Carla, 34, lives in Florida
• Joan, 20, lives in England
• Mary, 30, lives next door and stops by every day to
see how I am doing
```

The standard output looks like this

Sisters (Names, Ages And Relationships)

• Carla, 34, lives in Florida • Joan, 20, lives in England • Mary, 30, lives next door and stops by every day to see how I am doing

HTML data input

Sisters (Names, Ages And Relationships)

```
• <b>Carla</b>, 34, lives in Florida<br>
• <b>Joan</b>, 20, lives in England<br>
• <b>Mary</b>, 30, lives next door and stops by every
day to see how I am doing
```

Using these few simply HTML codes, the output looks like this

Sisters (Names, Ages And Relationships)

- **Carla**, 34, lives in Florida
- **Joan**, 20, lives in England
- **Mary**, 30, lives next door and stops by every day to see how I am doing

Appendix F

Basic HTML Codes

Formatting Text

Bold Text

Ex: I really like this toy! Result: I **really** like this toy.

Italics Text <I> </I>

Ex: I <I>really</I> like this toy! Result: I *really* like this toy!

Underline Text <U> </U>

Ex: I <U>really</U> like this toy! Result: I really like this toy!

Formatting Paragraphs

Carriage Return – New Line

Ex: The brown fox jumped over the fence.

The red fox jumped over the fence.

Result: The brown fox jumped over the fence.
The red fox jumped over the fence.

*Same text without HTML
 Code:*

Result: The brown fox jumped over the fence. The red fox jumped over the fence.

New Paragraph <P>

Ex: The brown fox jumped over the fence.
<P>
The red fox jumped over the fence.

Result: The brown fox jumped over the fence.

The red fox jumped over the fence.

Same text without HTML <P> Code:


Result: The brown fox jumped over the fence. The red fox jumped over the fence.

Link for more HTML codes: www.htmlcodetutorial.com or search the Internet for “html codes.”

Appendix G

Help

Selecting the **Help button** from any page will open a new browser window and bring you to this Help page. Presently, you may download this user manual in Adobe pdf format. In the days to come, we will offer additional help, tutorials and tips. Visit often.



PROTECTED TOMORROWS®
When you can't be there, we will.

Home > Future Care Plan Help and Tutorials

Future Care Plan™ Help

Here is help to make the most of your Future Care Plan subscription. Or, if you are not presently a subscriber, this is a great place for you to learn about the Future Care Plan and how it can benefit your family member with special needs.

WORKSHOPS/EVENTS

- [Families](#)
- [Professionals](#)

CLICK ABOVE

PROTECTED TOMORROWS LIVE!
SPECIAL NEEDS DIRECTORY

PROTECTED TOMORROWS FAMILY STORE

WE BELIEVE
Every human being has a right to live life to his or her fullest potential. Desperation and fear are Mankind's oldest enemies. A society may fairly be judged by the extent to which it spares its most vulnerable citizens the burden of enduring them.

TUTORIALS

- Coming!!

HELP

- [Future Care Plan Users Manual.](#)
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