



Introduction

People with IDD need to be part of research and projects about them. Their lived experience is valuable. They are eager to share it. They might need support. This list includes some—not all—supports.

Before the Project Starts

- Help understanding and signing agreements
- Help knowing how the work might affect benefits
- Choice and control over how to be paid
- Plain-language and visual agreements, and forms
- Plain-language and visual informed consent tools

Managing the Workload

- Help adding events to an online calendar
- Reminders about tasks and meetings in the way the person prefers
- Plain-language and visual agendas and schedules

Working

- Plain-language and visual documents
- Frequent check-ins about expectations and workload
- Choice and control in when and how much to work
- Note-taking support
- Speech-to-text and text-to-speech technology
- Tablets, computers, and other equipment
- Technology support during meetings and presentations

Travel

- Help making travel arrangements
- Plain-language travel plans
- On-the-ground emergency contacts
- Up-front payment for travel expenses such as meals and transportation



- Use of business rideshare accounts and credit cards
- Help keeping receipts and filling out expense reports

Payment

- Plain-language timesheets
- Help filling out timesheets
- Benefits support (for higher-dollar/longer-term contracts).

This might include a chart of when to expect payment, monthly reports about what was paid, reminders to report earnings to benefits agencies, and more.

Special Support

- Trauma-informed tools and approaches

Unfortunately, most people with IDD have experienced trauma. It can come back unexpectedly and strongly. Be prepared for the signs of re-traumatization. Use a trauma-informed approach in all work. For work on sensitive topics, have a safety plan for all participants. Consider hiring a professional counselor to be on-call for emergencies.

- Specialized technology training

If the project requires the person to use something special, like google forms, train ahead of time. Provide screencasts and videos that show how to use the tool. Provide lots of time for guided practice.

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