

BRIEF INSTRUCTIONS AND INTRODUCTION FOR THE TASK AND DAILY ROUTINES CAIS

Questions to Ask and Intervention Strategies

This part of the CAIS with the *Task and Daily Routines Questions to Ask* and *Task and Daily Routines Intervention Strategies* considers a person's tasks and daily routines. The other three parts of the CAIS consider this person's cognitive abilities, their environment, and your communication with them.

FOUR PARTS TO THE CAIS QUESTIONS TO ASK AND INTERVENTION STRATEGIES:

1. Cognitive Abilities
2. Environment
3. Communication
4. **Task and Daily Routines**

On Website

The entire CAIS (in an interactive format and as pdf files), including all the Questions to Ask and the Intervention Strategies in all four parts of the CAIS, along with instructions and introductions (including these brief instructions and introductions for each part, and the complete instructions and introduction for the entire CAIS), as well as additional resources regarding the CAIS are available on the Michigan **Improving MI Practices (IMP) website** at this link: <https://www.improvingmipractices.org>

Introduction

Changes in the brain can often cause a person to have more difficulty performing a task, especially when the task is complex or unfamiliar. This person may feel overwhelmed and not know how to begin or complete the task. **Organizing** the task steps and objects are important to helping them. As this person changes, specific changes must be made to the task, while still preserving the **familiarity** and **predictability** of the task **steps, objects, and timing** as much as possible.

The goal of the CAIS is to structure a task and its timing to promote competence and comfort for a particular person.

A person usually **works much harder** to perform a task than you or even they realize, particularly when they have many cognitive needs. A simple task such as picking up a spoon or putting their cup down after drinking water may take a great amount of cognitive energy, due to changes in the brain. **Even for a person who performs a task well**, making the task easier for

them can conserve their energy for more difficult or more pleasurable tasks and experiences, and can help prevent fatigue, confusion, and emotional distress or irritation.

You can make a task easier for this person (and for yourself when you are assisting them) by **adapting** the task.

Instructions

The instructions here are very brief. See the subheading “For More Information” below to find more **detailed instructions**.

The *CAIS Task and Daily Routines Questions to Ask* identifies some **questions** to ask yourself to better understand how well the timing and structure of a task and this person’s daily routines support this person and their cognitive abilities. The questions explore how well the tasks are adapted to the specific cognitive strengths and needs of this person, and how the way the task is set up might help or hinder this person. They help identify how the task structure is helping a person do a task more easily, feel competent and comfortable, as well as how it might be contributing to a person’s distress, frustration, stress, or inability to do something, or to situations that are upsetting for this person, you, or others.

The *CAIS Task and Daily Routines Intervention Strategies* gives a list of ideas of some **intervention strategies** for each question on the *CAIS Task and Daily Routines Questions to Ask*. Your response to the questions directs you to the list of **specific** practical, concrete, **everyday** intervention ideas when your response suggests the task can be more supportive for this person in some way.

The intervention and support strategies suggest ways to modify the tasks to meet the needs and use the strengths of a person and this person’s cognitive abilities.

All the CAIS concepts, questions, and intervention strategies apply to **any task**, whether the task is typical or unusual for this person. The tasks can be abstract (such as decision making or learning how to get to a store), concrete (such as washing hands), leisure activities (such as conversing or playing a game), or tasks of daily living (such as dressing or taking a bath or shower).

The Task and Daily Routines CAIS consists of **three documents** with the **same questions** in each document:

1. Yes/No Response Format
2. Four Point Response Format
3. Intervention Strategies

Steps for Using the Task and Daily Routines CAIS

1. Complete the *CAIS Task and Daily Routines Questions to Ask Yes/No Response Format* or the *Four Point Response Format* by following the instructions on the first page of the CAIS Task and Daily Routines Questions. Choose the format you prefer.

2. For each of your responses to the questions that is a “No” or a “1” or “2” see the same question in the CAIS Task and Daily Routines **Intervention Strategies**. All of the questions in the Questions to Ask are included verbatim in the Intervention Strategies.
3. **Review** the **intervention** ideas listed in the CAIS Intervention Strategies for each of the questions identified in step #2 above. **Choose** interventions to try that seem to make sense for this person and you at this time.
4. **Evaluate** the effectiveness of the interventions you’ve chosen by completing the CAIS Task and Daily Routines **Questions** to Ask again.
5. **Keep using these interventions** with all the tasks as long as they are helpful.
6. Do steps #1-5 **periodically** or whenever you recognize a **change** needs to be made, or a change has occurred in this person’s cognitive abilities or in their situation or conditions.

It may be helpful to go through these steps with someone else or a team rather than by yourself.

The CAIS is **individualized** to a particular person at a particular time. The abilities and desires of this person will be different from every other person and will also **fluctuate** and **change** over time. It is important therefore to ask the CAIS Questions **frequently** and to frequently **modify** intervention strategies to adapt to the changes. As a person’s cognitive abilities and circumstances change, the task and daily routines of this person will need to change.

It is important to change the interventions **only when, how, and as much as is necessary** and **helpful** to this person, however. **Consistency, familiarity, and predictability** in all aspects of a task will help this person be able to participate in and perform the task more easily and to feel comfortable. The task and daily routines intervention strategies address this in more detail.

At all times the task’s steps, objects, goals, and timing should be chosen and organized in a way that help this person relax and feel comfortable and competent. The **predictability** of a task and its **timing**, a focus on this person and their **feelings** more than on the successful performance of the task, and the discernment and accommodation of this person’s **goals** for the task are all especially important.

For More Information

- The CAIS and all three volumes of this manual, including all of the 43 CAIS handouts, and all instructions and CAIS resources are on the **website Improving MI Practices** at <https://www.improvingmipractices.org>
- The CAIS is available in an **interactive format** and as pdf files on the **Improving MI Practices** website at <https://www.improvingmipractices.org>
- The **first page** of the *Task and Daily Routines CAIS Questions to Ask* in this Volume II has a **brief** introduction and instructions for asking the questions and finding the interventions.
- The more **complete** and **detailed instructions** and **introduction** for the entire CAIS (all four parts) are in this Volume II under the heading “Complete Instructions and Introduction for the CAIS Questions to Ask and CAIS Intervention Strategies”.

- More information about the CAIS is in both the “**Introduction to Volume II**” and in the **introduction** section of the “Complete Instructions and Introduction for the CAIS Questions to Ask and CAIS Intervention Strategies” in this Volume II.
- **Chapters 1-5 in Volume I** explain the concepts and give examples from the CAIS. They also give additional tips. **Chapter 1** focuses on the **brain and cognition**. **Chapter 5** focuses on **the task and daily routines**.
- The 43 **CAIS Handouts** in Volume I give more in-depth information and intervention suggestions about the brain, cognitive abilities, and tasks, and a variety of other related topics.
- An **online course** of five one-hour modules called “Beyond Behavior: The CAIS” explores concepts and gives examples and tips from the CAIS. It also **shows how to use the CAIS**. **Module 5** focuses on the task and daily routines. **Module 1** focuses on the brain and cognition. It is available for you to view or take on the Michigan website **Improving MI Practices** at <https://www.improvingmipractices.org>