



*part of the UNC Center for  
Excellence in Community Mental Health*

## **Profile of Participation (PoP)**

### **User Manual**

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## **I. Introduction**

The Profile of Participation (PoP) is a tool that helps community-based mental health service providers understand their clients' engagement in activities of daily living. Completing the PoP provides a comprehensive description of a person's current participation in important and meaningful activities of daily living as well as their desired level of participation in meaningful activities of daily living.

Understanding your clients' real-world participation in meaningful activities of daily living, including their priorities and goals for participation, is a critical aspect of providing client-centered care that focuses on recovery and wellbeing. Knowing your clients' well is necessary to develop rapport and engage in authentic collaboration with your client to co-identify meaningful treatment goals and feasible interventions to achieve those goals.

Understanding your clients' capabilities and know-how regarding performing tasks and activities that are necessary for independent living is important to understand how to provide tenancy support and to optimize your clients' participation and functional independence.

## **II. Why use the PoP?**

The PoP describes how a person functions when participating in different activities of daily living in different environments. This will help you and your client identify areas where your client would benefit from support or training to improve their participation and functional capabilities.

The PoP covers many areas of participation and function that are easily and often overlooked by service providers and their clients. Obtaining a comprehensive overview of a person's participation will help you identify targets that you and your client may have never considered. It will also help you identify easy-to-achieve successes and functional gains for intervention (i.e. 'low hanging fruit'). These intervention targets are often overlooked since they are often not the most significant challenges a client is facing in maintaining tenancy and their desired level of independent living. Easy-to-achieve functional gains can be an important tool in fostering rapport and in supporting a client's sense of self-esteem and self-efficacy (i.e. the belief one can succeed, attain goals and overcome challenges).

Supporting self-efficacy is an important step in enhancing a client's ability to achieve levels of participation and function that they find personally meaningful.

### **III. PoP Domains**

The PoP aims to provide a comprehensive description of a person's level of participation and functioning as well as their desired level of participation and functioning. The PoP covers the following domains of participation:

- I. Housing & Community Integration
- II. Health & Safety
- III. Social Supports
- IV. Social Media & Technology
- V. Habits & Routines
- VI. Client Priorities for Participation
- VII. Supports & Barriers to Participation
- VIII. Decision Making
- IX. Desire to Learn New Skills
- X. Employment & Education
- XI. Financial Management
- XII. Home Management
- XIII. Leisure & Social Participation
- XIV. Community Mobility
- XV. Quality of Life

### **IV. How does the PoP contribute to client-centered care and recovery?**

The PoP will help you and your client build rapport – a critical aspect to providing client-centered and recovery-focused care. The PoP will help you get to know your clients better by prompting you and your client to discuss meaningful aspects of daily living. The PoP will provide insight into what your clients do, what they want help doing, what activities are meaningful and important to your client, and their functional capabilities. For service providers, the PoP facilitates the development of empathic understandings of who a client is as a person. For clients, the PoP facilitates developing insight regarding one's participation and functional independence.

## **V. Administration of the PoP**

The PoP must be completed in collaboration with your client. It is not a standardized assessment, so you do not have worry about reading items word-for-word or filling it out in the order items are presented.

To build rapport and encourage participation in completing the PoP, it is important to avoid administrating it as you would a standardized assessment. Avoid placing the form on a clipboard and reading each item in a mechanical manner. Try to follow a natural conversational style as much as possible. The PoP provides prompts and space for a client to express themselves regarding what is important to them in relation to their participation and functional independence. Engaging in active listening and allowing space for your client to express themselves is an important tool for developing rapport.

Because the PoP aims to provide a comprehensive view of a person's current and desired participation and functioning, it is very long. Accordingly, do not try to do it all at once. Attempting to fill out the PoP in one meeting with your client is likely to become overly tedious and will possibly damage your rapport with your client. If a person becomes frustrated with the PoP, it is unlikely that the person will provide meaningful answers that could inform a meaningful intervention. The PoP is designed to be completed over multiple visits over time. Multiple team members can contribute to filling it out. Since clients have different relationships with different team members, they may be more comfortable discussing different parts of the PoP with different team members.

Since people change over time in relation to their capacities, desires, and needs, the PoP should be re-administered every 2-3 years to capture changes in a client's participation and function. Periodically revisiting different domains of the PoP is necessary to have a current understanding of a client's participation and functional status and to keep addressing needs that are important and meaningful to a client.

## **VI. General notes about the format**

Many PoP items require a yes or no answer and have a corresponding follow-up question depending on whether a yes or no answer was provided (see item #19 below):

19. Do you use social media? ☐ Yes ☐ No

[If YES] What type of social media do you use (e.g., email, Facebook, Instagram, Twitter, etc.)?

[If NO] Are you interested in learning how to use social media? ☐ Yes ☐ No ☐ Don't know

[If YES] What type of social media would you like to learn?

Item-specific instructions are in brackets. Instructions can prompt the PoP administrator to refer to other parts of the PoP (see item #26 below), other instructions remind the administrator to ask for as much detail as possible (see item #22 below), and some instructions provide further description for the administrator (see item #26 below):

**22. Describe your daily routine on a typical day:**

[Try to elicit as much detail as possible]

Morning		Afternoon/Evening	
1. _____	5. _____	10. _____	14. _____
2. _____	6. _____	11. _____	15. _____
3. _____	7. _____	12. _____	16. _____
4. _____	8. _____	13. _____	17. _____
	9. _____		18. _____

**26. What supports help you do the things you want or need to do?**

[Consider the activities in question # 24 & 25]

[Supports can be environmental, financial, personal, social, etc.]

**Comments:** The PoP includes space for “comments” after many items. These spaces exist to record any additional observations made by you or your client regarding that domain of participation. Using these sections provides more nuance to the PoP and allows you to provide more context to your client’s answers than is possible without comments. See below for an example of how comments might be useful when filling out the PoP:

**53. How skilled are you at using the following modes of transportation to get around the community?**

Task	Skill Level – Level of Proficiency					Is this activity important to you?		
	I don't know how to do this	I need help with this	I'm average at this	I'm good at this	I'm very good at this	Yes	No	I want to do it
Walking								
Taxi – Uber – Lyft								
Bicycle								
Bus								
Car								
Getting a ride from friends/family								
Other:								

**Comments:** James does not have a drivers' license or a car. His apartment is on a bus route. He told me that he doesn't want to ride the bus because it is too stressful.

**Other:** Many of the charts in the PoP include spaces for "other". These spaces exist to record any additional items that you or your client should be included to provide a comprehensive overview of a client's participation and function in that domain (see below)

## 12. How skilled are you at the following safety procedures and emergency responses?

Task	Skill Level – Level of Proficiency					Is this activity important to you?		
	I don't know how to do this	I need help with this	I'm average at this	I'm good at this	I'm very good at this	Yes	No	I want to do it
Fire escape plan								
Experiencing a fall								
When/how to call for help (911 or Police)								
Where to locate & how to use a fire extinguisher								
How to use & maintain safety devices (smoke & carbon monoxide alarms)								
How to seek shelter in inclement weather								
Home security (e.g., locking doors)								
Reading warning labels on chemicals & food								
Knowing which cleaning supplies to not mix								
Other: <i>What to do when someone is trying to get into my home but I don't want them to come in</i>	✓					✓		✓

## VII. Selecting an intervention target

In collaboration with your client, review the various domains of the PoP to identify areas of participation that your client would like to change and that are most meaningful to your client. It is common for multiple potential intervention targets to be identified. Encourage your client to focus on easy-to-achieve improvements in participation to promote self-esteem and self-efficacy.

# QUICK GUIDE

## Profile of Participation (PoP)



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### Purpose?

- The purpose of the PoP is to gather information about your client's participation in activities. It will help you:
  - Assess what your client can do.
  - Know your client's functional needs.
- The PoP will help you identify important areas for intervention. It will help you:
  - Identify person-centered functional goals for your treatment plan
  - Understand how to help your clients live as independently as possible.
  - Understand what areas of participation are most important to your client.

### What does it cover?

The PoP covers the following areas of participation:

- |                                       |  |                          |
|---------------------------------------|--|--------------------------|
| • Housing & Community Integration     | • Leisure & Social Participation       | • Employment & Education |
| • Social Supports                     | • Quality of Life                      | • Home Management        |
| • Client Priorities for Participation | • Health & Safety                      | • Community Mobility     |
| • Desire to Learn New Skills          | • Social Media & Technology            | • Decision Making        |
| • Financial Management                | • Supports & Barriers to Participation | • Habits & Routines      |

### How do I use it?

- The PoP is very long because it needs to cover many areas of participation!
  - It **should not** be completed in one visit.
  - Multiple team members can fill it out over several sessions.
- You should complete it with clients in a **conversational and collaborative style**.
  - It structures your conversation with clients so they can tell you what is **meaningful and important to them**
  - Some of the information can be gathered through observation.
  - The information should be used to **inform treatment goals and interventions**
- The PoP should be re-administered every 2-3 years to capture changes in your client's function and need
  - This will help you to keep addressing functional needs that are important and meaningful to your client
- Many yes/no questions have follow-up questions
  - Look for "[If YES]" or "[If NO]" to know which follow-up question to ask
- Instructions are in brackets.
  - For example: "[Try to elicit as much detail as possible]"
- The spaces for "Comments" are for any additional observations made by you or your client
- The spaces for "Other" (at the end of each task list) are for you to add any other tasks that are relevant