

<b>myGRACE Functions</b>	<b>What they allow you to do</b>	<b>Why</b>	<b>What you will get</b>
'My Safety'	A rapid personal safety check	If you are worried about your personal safety	A brief version of 'My Profile'  Highlighted issues to explore further using 'My Life'
'My Life'	Explore how things in your life are affecting your wellbeing and personal safety	To help you understand your situation better  To help you prepare for meetings where your situation will be discussed  To help you explain to others how you are feeling	A detailed version of 'My Profile'
'My Profile'	Review your personal safety and wellbeing profile, and any highlighted issues  Generate a report of your profile	To help you see where change would be beneficial  To share with others  So others can see your main concerns at a glance  To save you having to keep explaining about difficult things you may have in your past	An electronic or paper version of 'My Profile' for sharing with others (if you wish)
'My Assessment'	Assess your own personal safety  Give yourself a 0-10 rating on risks you are concerned about	To compare with others' assessments of you  To help you have more of a 'say' in any	Your self-assessment will be added to your profile, along with your thoughts and proposed actions for each particular risk

	Add 'comments' about your answers and any 'actions' you might want to take to deal with any risks	decisions made about you and any care you may need	
'GRACE Advice and My Plan'	See what myGRACE would advise you do at this point, based on the information you have given  Create 'My Plan': your own self-management plan	To point you to information and where you can get help and advice with highlighted issues  Helps you identify things you want to change, set targets for yourself and monitor your progress towards achieving them	Advice about getting help  Links to sources of information and support  Your own self-management plan
'Finish'	Submit your completed assessment  Or suspend the assessment	To help you monitor changes in your situation over time  So you can take a break and come back later if you wish	An addition to your list of completed assessments on the myGRACE dashboard  It is important to submit assessments though, so that you can see changes over time. Assessments left suspended soon become out of date

## How to Use myGRaCE

### 1. Where to begin

If you are worried about your personal safety, start with **'My Safety'**

If instead you wish to explore how things in your life are affecting your wellbeing and could impact on your personal safety, start with **'My Life'**

### 2. If you select **'My Safety'**

Some screening questions will appear for you to answer. Please answer them all.

Then select 'save and see My Profile'

### 3. On the **'My Profile'** page you can view your wellbeing and safety profile and any highlighted issues.

If you select 'highlighted issues,' myGRaCE will invite you to explore them further by taking you to the relevant part of **'My Life'**.

### 4. If you start with **'My Life'** you will be taken to the myGRaCE mind map which shows you all the areas you can explore

Here are some tips to help you:

You don't have to answer all the questions – just do what is relevant to you today

Questions don't have to be answered in any particular order – it's up to you

Don't agonise over what number to choose in the 0-11 scale questions – go with your immediate gut feeling

You can add your thoughts and ideas about managing issues using the comments and self-management boxes next to each question

To display fewer questions on screen - select topics one at a time from the list on left-hand side of the screen

Take regular breaks – use the 'suspend' button

Save your answers regularly

When you have finished, go **'Home'** to view your profile.

5. If you want to assess any risks you are concerned about, do this by selecting **'My Assessment'**
6. Then go to **'myGRaCE Advice and My Plan'**

Where you can find advice about further information, sources of help and actions you can take to improve your wellbeing and personal safety

If you wish to work on your own self-management plan, select **'My Plan'**

7. Select **'Finish'** from the top right hand side of the screen when you have done all that you wish to do