

K A N S A S

Personal Assistance Supports and Services (K-PASS)

SELF- DIRECTION TOOLKIT

A Comprehensive Guide to Assist Individuals in Self-Direction

The Kansas University Center
on Developmental Disabilities

UNIVERSITY OF KANSAS

April 2006

Acknowledgements

THE KANSAS SELF-DIRECTION TOOLKIT provides individuals with disabilities the information and tools needed to self-direct any component of their personal assistance services.

Consumers, case managers, service coordinators, family members and others will like the Toolkit's step-by-step format with a mix and match option that puts you in control of the information you want and need to self-direct your personal assistant (PA) supports and services.

Whether you are a first-time employer or you've been hiring PAs for years and are just looking for some ideas to make the whole process easier, you'll like the user-friendly format.

It is an ambitious goal to develop information, all in one "toolkit", that enables self-directed employers to recruit, hire, train, and manage personal assistants (PA). The extent to which this goal has been accomplished is due to the diligence of the K-PASS Stakeholder Group and others who reviewed the Toolkit draft and offered their advice and expertise.

The Kansas Self-Direction Toolkit was modeled on the Tennessee Personal Assistance Supports and Services (PASS) User's Guide, developed under a Department of Health and Human Services grant by The Arc of Tennessee. Other resources are listed in the References and Resources section.

The K-PASS Stakeholder Advisory Group was essential to the planning process. They worked diligently and with enthusiasm to lay the groundwork for the creation of the K-PASS Toolkit.

Special thanks must go to Jennifer Schwartz, Kansas Association of Centers for Independent Living, for her expertise and support in selecting the content and structuring the first draft.

The development of the Toolkit was supported through comments and advice by Kathy Reed, OCCK, Inc.; Ramona Macek, Shawnee County CDDO; Troy Horton, Center for Independent Living for Southwest Kansas; Shari Coatney, Southeast Kansas Independent Living (SKIL); Sid Gray, OCCK; Grace Leu-Burke, parent; Brenda Maxey, TECH; Gina McDonald,

SRS North East Region; Carolee Miner, OCCK, Inc.; and Shelia Nelson Stout, Independent Connection.

Thanks to Susan Murray-Sincock, Independent Connection, author of OCCK's Self-Direct Instructional Manual (2004), for allowing us to use her work on writing polices as the basis for our Appendix F, Sample Policies.

We acknowledge with appreciation the contributions of Margaret Zillinger, Director of Community Support and Services, SRS and Greg Wintle, Program Manager for Mental Retardation & Developmental Disabilities Services, SRS. Thank you both for your continued support.

Self-advocates, parents, families and professionals from across Kansas reviewed the draft of the Kansas Self-Direction Toolkit, offered their comments and suggestions. Their advice helped shape the Toolkit.

Sara Sack, Ph.D., Sheila Simmons, M.A., and Patricia Black Moore, M.S., the K-PASS Management Team, thank the advisors and contributors for their efforts. Our hope is that the K-PASS Self-Direction Toolkit supports the philosophy of self-direction in a meaningful way.

KANSAS PERSONAL ATTENDANT SERVICES AND SUPPORTS STAKEHOLDERS

Mike Ahlers, Kansas Rehabilitation Services
Becca Bernd, Southeast Kansas Independent Living
Barb Bishop, Self Advocate Coalition Of Kansas
Brian Bolen, Kansas Community Supports and Services, SRS
Shari Coatney, Southeast Kansas Independent Living
Dawn Cummings, Shawnee County Community Developmental Disability Organization
Kim Dietrich, Topeka Independent Living Resource Center
Tanya Dorf, Independence, Inc.
Karen Dorsey, Parent
Chrissie Frahm, Consumer
Jason Gallagher, Consumer
Doug Gerdel, Parent
Patti Gerdel, Parent
Ken Gifford, Independent Living Center of Northeast Kansas
Lesli Girard, Families Together, Inc.
Sid Gray, OCCK, Inc.
Mark Hinde, Southwest Developmental Services, Inc.
Troy Horton, Independent Living Resource Center of Southwest Kansas
Greg Jones, Southeast Kansas Independent Living
Shannon Jones, Statewide Independent Living Council of Kansas
Alice Lackey, New Beginnings Enterprises, Inc.
Grace Leu-Burke, Parent
Brad Linnekamp, Consumer
Kathy Lobb, Self Advocate Coalition Of Kansas
Merlin Lockett, Families Together, Inc.
Ramona Macek, Shawnee County Community Developmental Disability Organization
Maria Martinez, Southeast Kansas Independent Living
Brenda Maxey, Training and Evaluation Center of Hutchinson
Shelly May, Kansas Council on Developmental Disabilities
Marita McDaniel, Families Together, Inc.
Gina McDonald, SRS Northeast Region
Earl McGinn, Southwest Developmental Services, Inc.
Kim Miller, Interhab
Carolee Miner, OCCK, Inc.
Susan Murray, OCCK, Inc.
Nelda Nelson, Self Advocate Coalition Of Kansas
Shelia Nelson-Stout, Independent Connection
Mary Ellen O'Brien Wright, Working Healthy
Mike Oxford, Topeka Independent Living Resource Center
Ron Pasmore, Kansas Elks Training Center for the Handicapped
Joe Porting, Infant Toddler Services
Kathy Reed, OCCK, Inc.
Angie Reinking, Self Advocate Coalition of Kansas
Jane Rhys, Kansas Council on Developmental Disabilities
Stacy Ritt, Independent Living Resource Center of Southwest Kansas
Jennifer Schreiner, Shawnee County Community Developmental Disability Organization
Jennifer Schwartz, Kansas Association of Centers for Independent Living
Tami Schwindt, Families Together, Inc.
Kelly Smith, Self Advocate Coalition Of Kansas
Dave Sorrick, Southeast Kansas Independent Living
Brent Widick, Kansas Social and Rehabilitation Services
Greg Wintle, Kansas Community Supports and Services, SRS
Margaret Zillinger, Kansas Community Supports and Services, SRS

This document was developed under grant CFDA93.779 from the U.S. Department of Health and Human Services. However, these contents do not necessarily represent the policy of the U.S. Department of Health and Human Services, and you should not assume endorsement by the federal government.

**Kansas University Center on
Developmental Disabilities at Parsons**

2601 Gabriel
Parsons, Kansas 67357
1-800-617-0907
620-421-8367

K-PASS Project Director: Sara Sack – ssack@ku.edu

If you would like a copy of the Kansas Self-Direction Toolkit
send us your name and address!

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-mail: _____

Choose format: CD or Print

Mail to: Patty Black Moore
KUCDD
2601 Gabriel
Parsons, KS 67357

Or FAX: 620-421-0954

KANSAS Personal Assistance Supports and Services (K-PASS)

Self-Direction Toolkit

TABLE OF CONTENTS

Sections

1 - Introduction to Self-Direction	1
2 – Developing Your Job Description	13
3 – Selecting a Payroll Agent	41
4 – Recruiting Your PA.....	49
5 – Screening the Applicants.....	63
6 – Interviewing and Selecting Your PA.....	77
7 – Training Your PA.....	97
8 – Managing Your PA.....	121
9 – Planning for PA Back-Up and Other Emergencies.....	143
10 – Abuse, Neglect and Exploitation.....	157
References and Resources.....	167

Appendices

A	Laws & Statutory Regulations – H.B. 2012 & K.S.A. 39-7,100.....	173
B	Kansas Resources Directory.....	189
C	Job Description Development Tool.....	209
D	Sample Job Competencies.....	251
E	Kansas Colleges & Universities.....	257
F	Sample Policies.....	265

