

# References and Resources



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**A Step-by-Step Guide to Training and Managing Personal Attendants, Volume 1: Consumer Guide.** (1987). G. R. Ulicny, A. B. Adler, S. E. Kennedy, & M. L. Jones. The Research & Training Center on Independent Living, University of Kansas, Lawrence, KS 66045.

Includes sample forms and checklists.

**Being An Employer: Hiring Personal Attendants.** (2004, August). Available at [www.bccpd.bc.ca/i/pdf/if/HiringPersonal/Attend.pdf](http://www.bccpd.bc.ca/i/pdf/if/HiringPersonal/Attend.pdf). This is a PowerPoint presentation developed by The British Columbia Coalition of People with Disabilities, #204-456 West Broadway, Vancouver, BC V5Y 1R3 CANADA.

Includes suggestions for writing a job description.

**Beyond Sexual Abuse: The Healing Power of Adoptive Families.** (1990). W. D. Duehn. Children's Bureau,ACYF, OHDS, U.S. Department of Health and Human Services, Washington, DC.

This article is an outgrowth of a project to develop educational materials to assist adoptive families in parenting the sexually abused child

**The Client-Employed Provider Program, The Employers' Guide.** (2002, November). Oregon Department of Human Services, 500 Summer St. NE, E13, Salem, OR 97301-1074. Available in an alternate format by calling 1-800-282-8096.

Includes a hiring check-off list, interview questions, and other information about hiring a PA along with sample forms.

**Getting from Here to There: A Manual on Personal Assistance.** (1998). C. D. Ludlum. Available from Personal Assistance Manual, A. J. Pappanikou Center, University of Connecticut, 249 Glenbrook Rd. U-64, Storrs, CT 06269-2064 for \$10. A practical guide written from years of experience with personal care assistants.

It includes information on taxes and withholding along with sample forms.

**OCCK's Self-Direct Instructional Manual.** (2004). S. Murray-Sincock. For more information contact Susan Murray-Sincock, Occupational Center of Central Kansas, Inc., Independent Connection, 1710 West Schilling Road, P.O. Box 1160, Salina, KS 67402-1160. Phone: (785) 827-9383.

This manual is a guide to assist self-direct employers with hiring and managing their Personal Assistants. The manual is in two notebooks. The first notebook is for the self-directed employer to learn about hiring and managing PAs. The

second notebook is to be used as a guide for training and as a manual for PAs. The manual includes forms to help self-direct employers evaluate their own progress.

**Personal Assistance Informational Manual: A Guide for Both Users of Personal Assistance and for Those Providing Personal Assistance.** (2005-2006, rev. ed.). Available at <http://www.southernct.edu/departments/dro/assist/PA/manual.htm>. Or write to: Disability Resource Center, Southern Connecticut State University, Engelman B 222, 501 Crescent St., New Haven, CT 06515. Phone: (203) 391-6828. E-mail: [tuckers1@southernct.edu](mailto:tuckers1@southernct.edu).

Includes personal accounts of what personal assistance support means to a person with a disability, along with hints, suggestions, and ideas for employers and PAs.

**Recruiting and Retaining Personal Assistants: A Guide for Families and People Who Self-Direct Services.** (2004, December). K. Olson, Kansas University Center on Developmental Disabilities, University of Kansas, Parsons. Available at <http://www.workforce.lsi.ku.edu/Workforce/training/selfdirectguide.html>.

Article highlights three recruitment strategies: (a) effective advertising, (b) realistic job preview, and (c) careful interviewing that can help you locate and hire the right person.

**Removing the Revolving Door.** (2001). Developed by S. O'Neill, A. Hewitt, J. Sauer, & S. Larson at the Research and Training Center, Institute of Community Integration at the University of Minnesota. Available for no additional cost to download at <http://www.qualitymall.org/products/prod1.asp?prodid=591>. Or write to: Amy Hewitt, Institute on Community Integration, University of Minnesota, 109 Pattee Hall, 150 Pillsbury Dr. SE, Minneapolis, MN 55455. Phone: (612) 624-4512. E-mail: [publications@icimail.umn.edu](mailto:publications@icimail.umn.edu). Cost is \$65 for a package that includes a Facilitator Guide and a Learner Guide. Additional Learner Guides may be photocopied or purchased for \$21 each.

A curriculum developed to train frontline supervisors and managers regarding the use of effective recruitment, retention, and training strategies of direct support professionals (DSPs). Content may also be of interest to people who hire personal assistants (PAs).

**Selecting Personal Care Assistance.** (1996, September). Rucker, Powell, & Associates, Ltd. The Kansas Council on Developmental Disabilities, Docking State Office Building, 915 S. W. Harrison, Room 141, Topeka, KS 66612-1570.

Includes suggestions from Kansans who use attendants, who coordinate attendants, and who are attendants along with sample forms.

**Tennessee Personal Assistance Supports and Services (PASS) User's Guide: A Comprehensive Guide to assist individuals in Self-Direction.** (2004). M. Taylor, PASS Project Director, The Arc of Tennessee, 44 Vantage Way, Suite 500, Nashville, TN 37228. E-mail: [mtaylor@thearctn.org](mailto:mtaylor@thearctn.org).

This Guide was used with permission to develop the Kansas Personal Assistance Supports and Services (K-PASS) Self-Direction Toolkit. Available on CD, the User's Guide is also available in both .pdf and .txt formats, along with a brochure, self-assessment, mentor's guide, self-directed services training, and mentor notes.

**Violence and Abuse in the Lives of People with Disabilities: The end of silent acceptance?** (1994). Sobsey, D. Baltimore: Paul H. Brookes Publishing Co.

This book is about the abuse of people with disabilities and measures that can be taken to prevent, or at least limit, the risk for abuse.

