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Narratives

Executive Summary

RSVP Four County will recruit and retain 200 or more unduplicated volunteers to serve the Southeast Kansas counties of Elk, Chautauqua, Montgomery and Wilson through 20 or more work stations. Funding of \$70,150 from the Corporation for National and Community Service matched by \$30,067 of non-federal funds is requested for FY 2013 to support the program.

Healthy Futures will be the primary focus area with 115 of the 200 unduplicated volunteers serving older adults, individuals with disabilities, and families. Through the Healthy Futures focus area, RSVP volunteers will achieve the following outcomes:

- (1) Social ties and supports for older adults and individuals with disabilities will be increased through companionship, transportation and food delivery that helps participants live independently and age in place. (H8)
- (2) Food distribution, food collection and food pantry support will provide increased food security for individuals and families. (H10)
- (3) Access to healthcare for seniors will improve through health insurance counseling, and risk of elder abuse will be reduced through education and distribution of prevention materials. (H2)

In addition, work plans will be developed with VFW Auxiliary groups, veterans serving as RSVP volunteers and Blue Star Mothers. The resulting community initiatives will specifically focus on needs of veterans, active military and their families.

A third area of focus will be Capacity Building with RSVP volunteers helping build volunteer capacity for other area non-profits. Other community priorities will be addressed based on identified needs which will include assistance with congregate/community meals.

Narratives

Strengthening Communities

Anthropologist Margaret Mead aptly stated "Never doubt that a group of thoughtful committed citizens can change the world; indeed, it's the only thing that ever has." Since 2010, RSVP Four County has brought senior citizens together to change and strengthen communities in Southeast Kansas by addressing unmet needs of the elderly and individuals with disabilities. In addition, RSVP Four County has strengthened communities through food distribution, food collection and food pantry support providing food security and improved nutrition for families.

In 2013, RSVP Four County proposes to continue its mission to create "Healthy Futures" for citizens of Montgomery, Wilson, Chautauqua and Elk counties. These economically disadvantaged Kansas counties have high unemployment, significant poverty, a large percentage of disabled and elderly, and limited resources. Two of the counties are frontier, one is rural, and one is classified as metropolitan. The combined population is 50,606. The largest city, Coffeyville, has a population of 10,295. Independence is the second largest with a population of 9,483.

Seniors (age 65+) comprised 18.9% of the population and 14.7% of the residents live in poverty. More than 58% of students receive free or reduced lunches and 8.9% over the age of 16 have a disability. The population is primarily white with small percentages of African American (highest 5.8% in Montgomery), Native American (highest 4.1% in Chautauqua), and Hispanic or Latino (highest 5.2% in Montgomery). In a study by the Robert Wood Johnson Foundation, states and counties were ranked according to health outcomes. Montgomery County rated 99 out of 100 in poor health outcomes in Kansas with 100 being the poorest. Chautauqua and Elk were close behind at 98 and 95 respectively. Wilson County was 87th.

Narratives

Nine percent (9%) of those living in the RSVP Four County area are veterans. According to data from the Western Interstate Commission for Higher Education (WICHE) 44% of U.S. Military recruits are from rural communities. Although a disproportionate number of rural Americans serve in the military, resources for veteran's care in rural communities is unfortunately disproportionate in the opposite direction. The nearest Veteran's Administration Hospital is more than 100 miles away in Wichita, Kansas. Problems also exist with finding physicians in a rural area that are providers for the military insurance system. Transportation to medical care can create a challenge for some veterans.

Another challenge faced by returning veterans, as well as others, in Southeast Kansas is finding employment. Unemployment is above the state average of 6.7% ranging from 10.4% to 6.9% across the counties. The main employers in the area are located in Montgomery County and include Cessna Aircraft, Standard Motors, U.S.D. # 446, Four County Mental Health Center, Amazon.com, Coffeyville Regional Medical Center, John Deere Coffeyville Works, Southwire, and Speers Manufacturing. (Data sources: U.S. Census, Department of Labor, Kansas Kids Count, Robert Wood Johnson Foundation, and Kansas University Transit).

Resources in these rural communities for elderly and disabled are limited. In rural communities, older adults are more isolated with fewer resources for support and assistance to help them live independently. Young Kansans in rural areas tend to migrate to metropolitan locations to find employment. As a result, many seniors are left without family support. Some no longer drive or cannot afford a vehicle. For resident in rural communities, a grocery store may be 15 or 20 miles away and access to medical care may involve even more miles than that. Some seniors have physical or cognitive impairments that make things such as meal preparation, cleaning, and daily living activities difficult without assistance. Isolated seniors without family supports are also more at risk of

Narratives

abuse and exploitation. Kansas Adult Protective Services reported 323 protective service intakes in the RSVP Four County area in FY 2012.

While the Area Agency on Aging has been a past resource to address needs and provide supports for elderly, cuts in service hours and staff have reduced their capacity. At the same time, the number of elderly in Southeast Kansas continues to increase creating a significant need for volunteers to fill the gap. As funding streams for frail elderly services are drying up, the same is becoming true for developmentally and psychiatrically disabled. In January of 2013, Kansas Medicaid will move to a managed care system that will place limits on community-based services currently available for individuals with mental disabilities. This will increase the need for volunteers to provide supports to help these individuals remain in their homes and in the community.

In order to better identify community needs, RSVP Four County conducted a survey of social service agencies, churches, city and county governments and schools in March of 2012. Of the 112 surveys mailed, 24 were returned. Over 87% of respondents identified the need for services for seniors and 92% reported needs for disabled. The need for additional services for these special populations has been echoed by the RSVP Four County Advisory Board.

As a new grantee in 2010, RSVP Four County developed impact assignments for volunteers around Programs of National Significance (PNS). Based on identified community needs, RSVP selected, PNS 15 which involved development of services to support community integration of individuals with disabilities. Providing assistance to seniors was another area of focus. As a result, RSVP Four County already has significant infrastructure in place for a primary focus area of Healthy Futures. The RSVP Advisory Council and RSVP staff already have experience in development of programs that provide

Narratives

social supports for disabled and elderly and facilitate living independently.

The RSVP Four County Advisory Council conducts ongoing needs assessments and holds regular meetings to provide direction for the program. Community partners that provide stations and/or serve on the Advisory Council include non-profits that support disabled and elderly in independent living or help address nutritional and other needs of children living in low-income families.

Community partners include the Community Access Center (food/community assistance), Dewlen Dix Post 1186 Ladies Auxiliary (veterans), Elk County Housing and Aging Services (senior services), Genesis (food/community assistance), Independence Lions Club (senior services), People Place (food/community assistance), Sedan Senior Center and Commodities (food/community assistance), Senior Outreach Services (seniors/mental health), Senior Services of Southeast Kansas (congregate meals/nutrition/senior services), Southeast Kansas Area Agency on Aging (senior services), Southeast Kansas Senior Safety and Wellness Coalition (senior services), Active Partners in Home Care (seniors/disabled), Four County Mental Health Center, Inc. (disabled/mental health), Connections (transportation), First Christian Church (community meals), Southeast Kansas Independent Living (food/community resources), and Community Health Center (health care). Memorandums of Understanding and volunteer station safety and accessibility assessments are in place with these organizations.

Volunteers are already actively involved in service delivery that addresses Healthy Futures categories as follows: (1) Services that provide elderly and disabled with transportation, food delivery and companionship that increase social support and promote independent living. (2) Food distribution, collection and pantry support to address food security for families. (3) Access to care which includes senior health insurance counseling through programs such as SHICK and elder abuse prevention

Narratives

activities through the Southeast Kansas Senior Safety and Wellness Coalition. Data collection systems are in place with outputs tracked through use of Volunteer Reporter and outcomes assessed using RSVP recommended survey tools. If RSVP Four County is the successful applicant for Kansas Opportunity 13, volunteers will not have to be graduated into impact assignments as these are already in place and operational.

As a result of services provided through the primary focus area of Healthy Futures, elderly and disabled will be able to receive services which will result in increased social ties and supports. Food security for children and families will be improved. Seniors will have information on health insurance and health care benefits that facilitate access to care. Community education on elder abuse prevention will promote safety for older vulnerable adults.

Partnerships with the Area Agency on Aging and Four County Mental Health Programs such as Senior Outreach Services (serving seniors with mental health issues) and Community Support Services (providing care for psychiatrically disabled) will provide opportunities to work with vulnerable adults providing companionship, transportation and community support. Through these partnerships combined with volunteer home meal delivery services through Senior Services of Southeast Kansas, the primary focus area of Healthy Futures (Category H8) will be addressed and older adults and individuals with disabilities will have the social ties and social supports needed to live independently. Food distribution and operation of food pantries through Genesis, the Community Access Center and People Place will address the Healthy Futures Obesity & Food (H11) category providing individuals and families with increased food security. Access to Care (Healthy Futures Category H2) will improve as a result of trained volunteers offering senior health insurance counseling through the Kansas SHICK program, and RSVP volunteers will assist the Southeast Kansas

Narratives

Senior Safety and Wellness Coalition with elder abuse prevention activities and events that promote healthy aging such as the annual Healthy Aging Fair.

Service to veterans and military families will be provided as another focus area in addition to the primary focus area of Healthy Futures. Volunteers will provide information on benefits and updates on legislation to help veterans and veterans' families access services. Volunteers will also help veterans address special needs such as obtaining home medical equipment.

The local Veterans of Foreign Wars, Dewelen Dix Post 1186 Ladies Auxiliary, is an RSVP Four County station. Collaborative projects have been implemented over the past two years which have included establishing a permanent community memorial for soldiers who served their country in Iraq and Afghanistan, delivering gift baskets honoring active duty military families on Valentines' Day, a day of service cleaning veteran's graves and painting grave markers in the World War II cemetery plot, and posting of flags in remembrance of 9-11. During 2013 additional partnerships and service days in collaboration with area VFW posts, as well as Blue Star Mothers, will occur.

Veterans and family members of veterans will not only serve as volunteers but will also be recipients of services. Elderly and disabled veterans will have access to services that support Healthy Futures through companionship, transportation and home food delivery. The number of veterans and military families served between 2013 and 2016 will be tracked in the primary and other focus areas based on the type of services received.

Recruitment and Development

Creating high quality RSVP volunteer assignments requires successful matching of abilities and interests to assignments, and providing ongoing meaningful recognition for the volunteer. Volunteers

Narratives

identify areas of expertise and interest at enrollment. Thought is given not only to the volunteer's interests but also to their physical and cognitive abilities when making a placement match. RSVP Four County maintains a website and uses Volunteer Match to provide a list of community service opportunities from which volunteers can select. A quarterly newsletter and annual recognition dinner provide opportunities for volunteers to share about their experiences. At the recognition dinner, each volunteer has an opportunity to share about their assignments and why they chose to begin volunteering. Press releases are used to highlight group accomplishments. Surveys help evaluate the quality of the volunteer's experience, how it impacts their life, and provide information for ongoing quality improvement of the program. Insurance benefits, recognition programs and mileage and meal reimbursement for some assignments have and will continue to be provided as both recruitment and retention tools.

New volunteers, as well as station supervisors, receive individualized orientation and training from the RSVP Project Director. Volunteer stations orient volunteers to their agency, provide specific training related to the volunteer assignment, including any necessary "on-the job" training, and provide on-site supervision. Screening is required for volunteers providing in-home support, working with vulnerable populations or providing transportation. Kansas Bureau of Investigation (KBI), adult and child abuse registry and motor vehicle checks are required as well as drug screens for some assignments.

Memorandums of Understanding (MOU's) outline responsibilities for the individual station and RSVP Four County, including responsibility for required screenings or background checks.

RSVP Four County is responsible for ensuring that stations understand requirements associated with the enrollment and training of RSVP volunteers, and provides instruction on how to maintain time and activity logs. Each station receives training on use of the web assistant through Volunteer

Narratives

Reporter. Some volunteer assignments do require specialized training. For example, serving as a health insurance counselor for seniors through SHICK (Senior Health Insurance Counseling of Kansas) or volunteering to provide peer support through the Area Agency on Aging both have specific training requirements for volunteers. The Peer Support Program training used by the Area Agency on Aging is now used to train other volunteers that work one-on-one with the elderly.

Recruitment of volunteers is conducted in a manner that ensures that a cross section of the population is reached. RSVP Four County recruits volunteers and serves individuals across socioeconomic levels, race, ethnicity, gender and sexual orientation regardless of physical or cognitive limitations. Anyone who wants to serve or requests services is welcome.

Recruitment presentations occur at housing complexes for low income seniors and disabled as well as Chamber of Commerce informational meetings. Organizations such as PINCH (People for Institutional Community Harmony), a community cultural diversity group in Montgomery County, provide opportunities to promote volunteer services to minority groups. Thus far, minorities represented in the volunteer pool have been fairly reflective of the communities' demographic makeup. Veterans and military family members are recruited through the local VFW Ladies Auxiliary that serves as a station for RSVP Four County, and through groups such as the Blue Star Mothers.

Distribution of brochures and placement of posters include places such as physician's waiting rooms, public health offices, social service agencies, churches and senior centers. Radio announcements, local cablevision programming, newspaper releases, use of internet and social media and outreach by volunteers helps ensure that messages about serving through RSVP reaches and recruits individuals from all walks of life.

Narratives

Job fairs and employment offices have provided another resource for recruitment of volunteers in communities where unemployment is a significant problem. Serving as a volunteer can fill in blanks on a resume, demonstrate positive use of time, and provides opportunities to learn new skills which can improve prospects for employment.

Volunteering also provides an opportunity for those with disabilities to give to the community by matching interests and abilities. Currently a volunteer with limited mobility serves as a receptionist at a community health center and a man with a psychiatric disability has helped with recruitment of volunteers. An extra effort is made on special days of service to recruit volunteers that reflect the diversity of the community. The benefit of mixing groups is clear as young and old, the economically advantaged and disadvantaged, and individuals with doctorate degrees and those without a high school education are brought together providing an opportunity for different groups to learn more about each other.

In addition to the intrinsic rewards received from volunteer services, formal and informal recognition tools are used by RSVP Four County to help retain volunteers. As soon as a volunteer's registration form is received a welcome letter is sent by the Project Director. Once a volunteer placement is made follow-up correspondence with the volunteer occurs to ensure their satisfaction with the placement. Thank you cards are mailed to the volunteers after they have helped with a special project. Birthday and Christmas cards are sent to every volunteer. Local newspapers are checked for news articles pertaining to the volunteer and a copy of the article is mailed to them. Obituaries are also checked to send RSVP's condolences when a volunteer has lost a family member. A dinner, which included a small gift and certificate of service, were forms of recognition used during the past year that will

Narratives

continue in future years.

The annual recognition dinner provides an opportunity for the volunteers to share information about their volunteer experience with the others. Volunteers share where they volunteer at, what they do in their volunteer assignment and reflect on why they chose to begin volunteering. Surveys are used to evaluate the quality of the volunteer's experience and for ongoing program improvement. Research has shown that volunteering enhances the quality of the volunteer's life through improved physical and mental health, greater life satisfaction, lower rates of depression, and increased life expectancy.

Program Management

As a third year program, RSVP Four County has in place infrastructure for management of volunteer stations in compliance with RSVP program regulations which will continue. Volunteer stations for the program are public or private non-profit agencies. Memorandums of Understanding (MOUs) are negotiated prior to volunteer placement which specify the responsibilities of both the station and RSVP Four County including any requirements for background checks.

Prohibition of discrimination and accessible clauses are included in the MOU as well as specific provisions and prohibitions required by the Corporation for National Community Service. Stations are prohibited from placement of volunteers in assignments that would displace employed workers and cannot receive compensation for volunteer services. Stations are informed of the prohibitions against volunteers conducting or engaging in religious, sectarian or political activities as a part of their service. An Accessibility Self-Evaluation Checklist is completed by each station, and an annual report of site safety is required. MOU's are renewed every three years or as changes are needed.

The RSVP Director makes periodic site visits and is available to station supervisors by phone or email

Narratives

to ensure that the volunteer site is operating smoothly. Station supervisors receive individualized orientation and training by the RSVP Project Director. Instruction is provided on enrollment and training of volunteers and maintaining time and activity logs. Each station receives training on use of the web assistant through Volunteer Reporter.

In order for successful station management to occur, RSVP staff must be knowledgeable about program guidelines. RSVP staff are required to read the RSVP Handbook and acquaint themselves with online resources. Ongoing training for the Project Director has occurred and will continue through participation in the Corporation for National and Community Service (CNCS) conferences and State training opportunities.

The plan and infrastructure to develop and oversee volunteer stations that address specific community needs outside the Primary Focus Area will follow the same procedure as previously described for Primary Focus Area stations. Memorandums of Understanding (MOUs) will be negotiated that outline the responsibilities of both the station and RSVP Four County. Prohibited activities will be discussed and included in the signed MOU. Station supervisors will receive orientation and training from the Project Director who will serve as an ongoing resource if questions or problems arise. Stations will maintain logs and tracking sheets through Volunteer Reporter and assist with surveys to track outcomes.

RSVP Four County, as a new grantee in 2010, was required to develop impact assignments for volunteers around Programs of National Significance. Based on identified community needs, RSVP selected PNS 15 which involved serving individuals with disabilities and frail elderly by increasing social supports to enhance community integration and independent living. Assistance to senior

Narratives

citizens and food security for children of low income families were also areas of focus. As a result, RSVP Four County has stations in place for the 2013 - 2016 focus area of Healthy Futures. Existing stations and volunteers will readily blend into (1) the Primary Focus Area of Healthy Futures, (2) Veterans and Military Families (Other Focus Area) and (3) Capacity Building. Placement of 10% or more of volunteers in services with national performance outcome measures will be easily achieved. If RSVP Four County is the successful applicant for the Kansas Opportunity #13 award, volunteer stations will not need to change and current volunteer assignments will not be disrupted.

Work plans and data collection methods will be refined to ensure that outputs and outcomes are aligned with the new national performance measures. The Project Director will be responsible for ensuring that outcome and output data is collected. The Program Assistant and station supervisors will assist with collection of time sheets, logs, surveys, and data reports from the stations. Data will continue to be recorded using the Volunteer Reporter software. Periodic reviews will occur to determine if outcomes are being met. An annual report will be completed and submitted to the RSVP Four County Advisory Council for review. Output and outcome reports will be provided to the Corporation for National Community Service as a part of yearly continuation applications and for the final service report at completion of the funding period.

Healthy Futures will be the primary focus area for 2013 - 2016 with over 50% of the projected 200 volunteers providing services related to Aging in Place (H8), Obesity and Food (H11), and Access to Care (H2). The number of homebound or older adults and individuals with disabilities receiving food, transportation or other services that allow them to live independently will be tracked through activity logs and time sheets will capture the hours of RSVP volunteer service delivered. A survey developed from the Senior Corps Independent Living Performance Measure Survey will be distributed to

Narratives

program recipients in the Healthy Futures primary focus area who have received a pre-defined level of service identified in each of the individual work plans. This assessment tool will be used to measure improved social ties and perceived social support.

For the Healthy Futures Obesity and Food category, the number of individuals and families receiving assistance and education to alleviate long-term hunger through food banks, food pantries or other nonprofit organizations as a result of RSVP volunteers will be documented. RSVP approved surveys will be distributed to service recipients to assess the number reporting food security for themselves and their children as a result of volunteer supported services. Output data for RSVP volunteers providing Access to Care will include the number of individuals receiving information on health insurance, health care access and health benefits through RSVP volunteers. A national performance outcome measure is not provided for Access to Care services.

In addition to the primary focus area of Healthy Futures, RSVP Four County volunteers will provide assistance to Veterans and Military Families as an "Other Focus Area". Volunteer service hours and service recipients will be tracked through the Volunteer Reporter software. National performance outcome measures have not been established for this focus area. Capacity Building will provide another component of the 2013 RSVP Four County program with output data collected on the number of recruited volunteers.

Financial management is provided through the accounting system maintained by the sponsor agency. Financial and personnel management infrastructure is in place with a payroll and accounting system for over 350 employees and ten service departments. Grant revenues, donations and expenses for the RSVP Four County program are tracked in the accounting system on a monthly basis through posting

Narratives

to a designated program code.

Any monetary donations received are credited to the RSVP Four County program code in the sponsor agency accounting system. Use of funds requires submission of a check request by the RSVP Project Director which must be approved by the Project Director's supervisor for expenditures of \$200 or less. Expenditures over \$200 require written approval by Four County Mental Health Center's Executive Director. The expenditure request is then processed by the Controller and Accounts Payable Clerk and posted to the general ledger so that it appears on the monthly income and expense report for the RSVP Four County program. The accounting system operates on a cash basis.

Area businesses and community organizations have provided in-kind donations of supplies and materials for special service events. While the in-kind amounts are not used as a part of the grantee share, these resources are tracked and records maintained. The agency providing in-kind resources must sign an in-kind donation form verifying that the resources are from non-federal funds.

Accountability and efficient and effective use of resources is further assured through oversight provided by the RSVP Four County Advisory Council and the management staff at Four County. The RSVP Advisory Council meets quarterly for input and review of the program, which includes review of financial reports. As an agency that receives more than \$500,000 annually in federal funds, an OMB A-133 audit is required. The agency is experienced in use of the Payment Management System (PMS) having used this system for a previous Health Resource Service Administration (HRSA) grant and the RSVP grant funded through the Corporation for National and Community Service.

Organizational Capability

Narratives

The sponsor agency, Four County Mental Health Center, has clearly defined policies, infrastructure, operational support, financial management and data collection systems to provide programmatic and fiscal oversight of the RSVP Four County program. Four County Mental Health Center is a State licensed, private, nonprofit 501(c) (3) community mental health and substance abuse treatment center. The agency was established in 1964 and currently serves over 4,000 patients each year with an annual average of 384 employees.

Four County Mental Health provides a behavioral healthcare safety net for uninsured and underinsured using a sliding scale fee system with zero fees for hardship cases. The agency was developed as a result of volunteerism. An area sorority recognized the need for mental health services, and through the efforts of the sorority, the Center was established.

The mission statement for the agency is as follows: "Four County Mental Health Center is dedicated to providing accessible, innovative services in partnership with individuals, families and our communities". The vision of Four County is healthier communities through collaboration with community partners to help individuals and families improve their lives. The primary focus area for RSVP Four County in 2013 of Healthy Futures is very much in keeping with the sponsor agency's mission.

Four County has experience with other programs that address critical community and human service needs providing services in nine primary areas in addition to volunteer services through RSVP: Mental Health Outpatient Services, Alcohol & Drug Assessment and Treatment, Crisis Diversion, Medical/Psychiatric, Community Based Services for Children, Community Support Services for Adults, Home Health, and Transportation.

Narratives

Current grant funded staff positions for RSVP Four County are a full-time Project Director and .50 FTE (full time equivalent) Program Assistant. A minimum of a Bachelor's degree or an equivalent number of years of related experience is required for the Project Director position. The current Project Director, Kathy Shepard, has a Bachelor's degree in Human Resource Management along with previous experience as an Academic Advisor for the Educational Talent Search TRIO grant prior to her employment at Four County in 2010. The .50 FTE Program Assistant, Terry Claibourn brings more than 20 years of office experience to the program. Lacy King, the Director of Human Resources for the sponsoring agency, will provide direct supervision for the Project Director (.04 FTE). The Director of Human Resources has 12 years of Human Resource experience and a Bachelor's degree in Business Administration. All three of the RSVP Four County staff positions were required to pass a criminal history, abuse registry, educational/credentials and motor vehicle background check and drug screening prior to employment. These three positions will be either funded directly or included as part of the 30 percent match in the 2013 RSVP Four County budget.

RSVP Four County also relies on support of other staff members from the sponsor agency. The Accounting and Payroll Departments handle the fiscal aspects of the program. The Human Resources Department manages the personnel and payroll components plus assists with volunteer screenings. The Prevention and Outreach Department helps with development of brochures, posters, and newspaper, radio and cablevision publicity to promote the program. The proposal for the original RSVP project and the re-competition proposal for 2013 are completed by the Grants Department at Four County.

The Primary Focus Area selected for 2013 of Healthy Futures dovetails well with the experience of the

Narratives

sponsor agency. Four County provides services for individuals with psychiatric disabilities, home health services and community-based mental health treatment for seniors, and works closely with others who serve those with developmental or other disabilities.

As a new RSVP program in 2010, RSVP Four County has provided service to seniors and disabled to promote living independently and community integration. Services that have helped strengthen social supports and develop social ties have included companionship, transportation, and food delivery for homebound. As a result of RSVP Four County's focus the past two years, the program is well positioned to pursue Healthy Futures as a primary focus area in 2013. Outputs are already being tracked through time sheets and use of Volunteer Reporter and outcomes assessed using RSVP approved surveys.

RSVP Four County's office is located in the sponsor agency's facility at 3751 West Main Street in Independence, Kansas. The 25,000 square foot facility is located on a major highway within two miles of downtown and provides meeting rooms computers, copier, printers, general office supplies and phone services for the program.

Four County's operations are governed by a Board of Directors. The Board of Directors is comprised of 12 community members from a variety of backgrounds and professions along with consumer and consumer family representation. Board members are appointed by the County Commissions in Montgomery, Wilson, Elk, and Chautauqua counties. Board meetings are held on a monthly basis. The Executive Director is accountable to the Board of Directors. The Four County RSVP Director is supervised by the Director of Human Resources who reports to the Executive Director.

Narratives

The sponsor agency's Human Resource Department ensures personnel policies and procedures are in place which address non-discrimination, employee benefits and workplace and performance expectations for employees. A grievance procedure is provided. Four County maintains a Drug Free Workplace policy and conducts both random and for cause drug screens. Prior to employment, Child and Adult Abuse Registry, motor vehicle and Kansas Bureau of Investigation (KBI) checks are completed. Education and work history is verified and a pre-employment drug screen is completed. For all RSVP employees hired after January of 2011, the Corporation for National and Community Service requires Federal Bureau of Investigation (FBI) checks.

Upon employment, all new employees go through an orientation process. On-the-job training and coaching is provided with a performance evaluation completed at six months. Thereafter, performance evaluations are completed annually. All employees are required to complete training each year on Cultural Competence, Corporate Compliance and the Health Information Portability and Privacy Act (HIPPA). Training on prevention of sexual harassment is also required every two years.

Grant income and expenditures are tracked through the Accounting Department providing fiscal management for the program. Monthly income and expense statements are provided specifically for RSVP Four County. A purchasing process is in place which requires one to two levels of management approval contingent on the dollar amount of the expenditures. An external annual audit is completed each year that meets OMB A-133 requirements.

Memberships of the RSVP Four County Advisory Council were partially developed during the planning of the original grant application in 2009. The Council consists of other nonprofits who

Narratives

provide services to disabled, seniors and those in need. A community member also serves on the Council.

Following notification of the award, the first RSVP Advisory Council meeting was scheduled, and by-laws were established. The RSVP Four County Advisory Council consists of representation from Area Agency on Aging, Active Partners in Home Health, Four County Mental Health Center Outpatient Services, Connections Transportation Services, Senior Services of Southeast Kansas, Community Access Center, Senior Outreach Services, Community Support Services for Adults (serving those with severe and persistent mental illness), and a community representative.

The Advisory Council conducts an annual needs assessment and program evaluation. In the early phases of program development the Council met monthly, but has moved to quarterly meetings. An agenda is provided prior to the meetings and minutes are maintained. Four County Mental Health Center received its first federal grant funds in 1972 through an umbrella organization, SEKAN, to expand mental health services. Over the years, Four County has administered a number of grant funded programs with experience in managing both direct federal funds and federal funds passed through the State of Kansas. The largest federal grant that Four County participated in was a \$5 million Substance Abuse Mental Health Service Administration grant through the State of Kansas from 1994 to 1999. This project involved a partnership with four other community mental health centers and established a system of care for children, which continues today.

In 2007, Four County Mental Health Center received a direct federal grant from the Health Resources and Services Administration for rural healthcare outreach. Through the grant, a community based mental health outreach and treatment program for seniors was developed. In 2010, the RSVP Senior

Narratives

Corp grant was awarded through the National Corporation for Community Service.

Grants currently being managed by the sponsor agency include the following:

- * Title II Juvenile Justice Authority Prevention Grant (Kansas Juvenile Justice Authority)
- * Kansas Department of Transportation 5317 New Freedom & 5311 Public Transportation Grants
- * Early Childhood Block Grant (Kansas Children's Cabinet & Trust Fund)
- * Community Based Child Abuse Prevention Grant (Kansas Children's Cabinet & Trust Fund)
- * Prevention of Elder Abuse, Neglect and Exploitation Grant (Kansas Department for Aging and Disability Services)
- * Interim Housing Grant ((Kansas Department for Aging & Disability Services)
- * Community Service Grant (Kansas Department for Children & Families)
- * Sunflower Foundation Mental Health Advocacy Grant (Kansas Foundation)
- * Sunflower Foundation Bridge Grant (Kansas Foundation)
- * RSVP Four County (Senior Corps - Corporation for National and Community Service)

The sponsor agency, Four County Mental Health Center, has a Controller and an Accounting Department with a designated staff person that completes all grant fiscal reports including the financial report for RSVP Four County. An external audit is conducted annually which meets OMB A-133 requirements.

Four County Mental Health Center will provide the required non-federal financial match through excess revenues generated by other service department and community donations. Matching funds of \$2,000 each year have also been provided by the Independence Community Chest in 2011 and 2012.

Narratives

As an established agency of 48 years, Four County has been able to develop reserves to cover operation costs for a minimum of three months, and does not anticipate any difficulty sustaining the non-federal financial share for 2013.

other

Not applicable.

PNS Amendment (if applicable)

Not applicable.