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Executive Summary

Kenaitze Indian Tribe (KIT) requests funds to provide a total of 40 Tribal Elders with an estimated 45 Senior Companions in FY 15. Recruitment of Senior Companions will primarily occur within the existing Tyotkas Elders program; project partnership with the Kenai and Soldotna Senior Centers will ensure that the targeted number of Senior Companions are recruited each year. Importantly, as KIT's Senior Companion program seeks to increase community-wide connectivity and re-engage Elders within the larger framework of Dena'ina cultural traditions, the Tribe's existing Tribal Circle program will provide the initial meeting place for potential Senior Companions and clients. Using evidence-based tribal principles of mutual respect, humility and unity, Senior Companion recruitment, matching and management will all be achieved through the nexus ongoing tribal circles will provide.

The regular weekly interactions volunteers provide will mitigate the potentiality that Elders become victims of financial fraud, abuse or neglect by improving communication between Tyotkas Elders (especially homebound Elders) and their Senior Companions. Further, volunteer training specific to recognizing Elder abuse, neglect and financial fraud will be utilized by all Senior Companion volunteers. Senior Companions will be trained by a FTE Project Coordinator, who will utilize CNCS' Independent Living Support Curriculum and Facilitator's Guide, which will provide training in effective communication, understanding dementia, paying attention to body language, home safety and how to improve quality of life among older populations. In addition, the Tribal Circle Co-Coordinator will develop specific circles for Senior Companions that will provide evidence-based training and instruction in how to utilize traditional methods of communication (Speaking from the Heart, Speaking in a Good Way and Listening in a Good Way) to minimize Elder Abuse, neglect and/or incidence of fraud.

Strengthening Communities

Strengthening Communities: Kenaitze Indian Tribe (KIT) is a federally recognized Tribal Government reorganized in 1971 under the statutes of Indian Reorganization Act of 1934, as amended for Alaska in 1936. The Executive Committee/Tribal Council is the governing body of Kenaitze Indian Tribe. The Tribe has established long term goals which enhance the health, social and economic well-being, cultural heritage, and governmental concerns of its people, and serves over 5,000 Alaska Native, American Indian, and other people who reside in the central and upper Kenai Peninsula Borough, including approximately 1,592 enrolled Tribal Members who are Dena'ina

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Athabascan. The service area includes the communities of Kenai, Soldotna, Sterling, Nikiski, Salamatof, Cohoe, Cooper Landing, and the surrounding area. Kenai and Soldotna are the population centers of the borough. Tribal headquarters are centrally located in Kenai at 150 North Willow Street. The City of Kenai is located on the western coast of the Kenai Peninsula, 165 highway miles southwest of Anchorage. Kenaitze Indian Tribe is located within the Anchorage Service Unit (as defined by the Indian Health Service Total population for the Kenaitze Alaska Native Village Statistical Area, increased 12.2% from 29,320 in 2000 to 32,902 in 2010 (US Census Bureau, American Fact Finder, 2010). During the same 10 year period, the number of Alaska Natives/American Indians increased by 41% from 2,423 in 2000 to 3,417 in 2010 (US Census Bureau, American Fact Finder, 2010). In the Kenai Peninsula Borough, including Kenai, Soldotna, Nikiski, Sterling, Cohoe and Cooper Landing, the total population grew from 55,400 in 2010 to 57,447 in 2014 (Alaska Economic Trends, April 2015).

SCP Healthy Futures Area/Aging in Place: KIT's SCP proposal will support the ability of homebound, older adults and individuals with disabilities to live independently by utilizing the extant Tyotkas (Dena'ina word meaning 'Auntie's Place') Elders program as a resource for both prospective Senior Companion volunteers as well as Senior Companion clients. Tyotkas provides healthy meals five days a week, transportation services, activities centered on reducing isolation and improving independent living, as well as caregiver support for an average of over 145 Elders ages sixty and older every year. Central to the Tyotkas program are concepts of community-based care that allow Elders to age in place while still partaking in traditional activities such as subsistence dip net fishing, berry picking, drumming and tribal circle gatherings. This community-based care includes transportation to the Dena'ina Wellness Center, located just blocks away from the Tyotkas building, for primary, dental, behavioral health and traditional wellness care; home visits, when applicable; and coordination of services and case management, when applicable.

Despite these existing services, no Elder-to-Elder services are provided as a way of increasing community connectivity within Kenai and Soldotna; a Senior Companions program would not only allow potential volunteers a much-needed source of income (nearly one-half, or 45% of Elders receiving services at Tyotkas live at or below Federal Poverty income guidelines), it would also provide individuals who are homebound and unable to attend daily Tyotkas functions with regular contact with a community elder familiar with Kenaitze Indian Tribe's culture and ways of life.

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KIT Senior Companions will be a crucial link for such homebound Elders in that they will be able to provide assistance in an unobtrusive, community-based, tribal circle-based approach to improve the overall wellness and emotional health of clients who are currently underserved and/or isolated. According to Tyotkas staff, it is estimated that over 50 such homebound Elders could benefit from Senior Companion Services. Although RurAL CAP provides Elders Mentoring on the Kenai Peninsula, program staff indicate that areas southwest of Anchorage and rural locations are very difficult for them to serve. As a result, RurAL CAP has provided assistance to KIT in the development of this Senior Companions program, and will work as a partner with KIT in referring interested volunteers to the program.

Addressing Elder Justice Act Priorities: The regular, weekly interactions Tyotkas Senior Companion volunteers will provide will work to mitigate the potentiality that Elders become victims of financial fraud, abuse or neglect by increasing interaction with and communication among Tyotkas Elders, especially homebound Elders, and by specifically training Senior Companion volunteers to recognize Elder abuse, neglect and financial fraud. Volunteers will be trained by the Project Coordinator, who will utilize CNCS' Independent Living Support Curriculum and Facilitator's Guide, which will cover effective communication, understanding dementia, paying attention to body language, home safety and how to improve quality of life among older populations. In addition, the Tribal Circle Co-Coordinator will develop specific circles for Senior Companions that will provide evidence-based training and instruction in how to utilize traditional methods of communication (Speaking from the Heart, Speaking in a Good Way and Listening in a Good Way) to minimize Elder Abuse, neglect and/or incidence of fraud.

Performance Measures: KIT Senior Companion service activities within the Healthy Futures focus area, including aging in place initiatives, living independently and Elder Justice Interventions will directly correspond to National Performance Measure H8, Number of homebound individuals or older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently. This measure will be accomplished by pairing an estimated 45 total Senior Companions to 40 Elder clients, (many whom may be homebound), who will assist Elders with light chores, provide local transport to and from appointments and activities, and participate in traditional activities that connect Elders with their larger Dena'ina communities, such as canning salmon and

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berries, traditional song and drumming activities and basket weaving.

Senior Companion volunteers will additionally improve access to primary and preventative healthcare under the Healthy Futures priority area by utilizing evidence-based assessments such as the Michigan Health and Retirement Survey and behavioral health/primary health assessments utilized by staff at the Tribe's Dena'ina Wellness Center to increase access to primary and preventative healthcare (including traditional wellness, nutrition and exercise services).

By providing a minimum of 15 hours of support, interaction and care, KIT's 45 Senior Companions will additionally improve outcomes under Performance Measure H9, Number of homebound or older adults with disabilities who report having increased social ties and/or perceived increase in social support.

Finally, by cross-training Senior Companion volunteers in tribal circle communication, working with staff at the Dena'ina Wellness Center to utilize evidence-based health assessments for older populations, and by providing one-to-one mentoring as leverage for participation in traditional wellness activities at the Dena'ina Wellness Center, KIT's Senior Companion program will improve outcomes under Tier 3 Complimentary Program measures under area H1, by seeking to increase and/or improve the number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas using primary and preventative healthcare services and programs.

KIT's Senior Companions will become a crucial connective resource for homebound elders and/or disabled elders who may require initial health assessments and/or enrollment in healthcare in order to improve their overall wellness.

Senior Companions will provide referral links to Dena'ina Wellness Center for Medicaid/Medicare and SSDI enrollment services and link Elders to traditional wellness programs (including traditional healing, primary and preventative healthcare services and behavioral health services) in an effort to increase independence and allow them to age in place in their home communities.

The Project Coordinator will be responsible for all data collection related to Performance Measure H8,

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H9 and Tier 3 measure H1 and will work across all three years of the program to measure, collect and manage outcomes and outputs related to increasing the ability of Elders to age in place as well as mitigating Elder abuse, neglect and/or financial fraud. The Senior Companion Project Coordinator will:

*At project baseline, six weeks during, and six weeks post-program exit (at the end of program years one, two and three) administer program surveys to Tyotkas clients receiving a minimum of 15 hours per week of Senior Companion services including meals, transportation, coordination of services/appointments, access to social and/or traditional Dena'ina Athabascan activities and referral to Dena'ina Wellness Center health services, and count the number of surveyed Senior Companion clients indicating a perceived decrease in social isolation.

*At project baseline, at quarterly project intervals and at fourth quarter (end of program year) count the number of unduplicated Tyotkas Elders who are eligible for Senior Companion services, including meals, transportation, assistance with chores, coordination of care/appointments, social/traditional activities and referral to Dena'ina Wellness Center.

*Develop a Senior Companion tracking system for potential volunteers as well as clients that will indicate the number of individuals receiving Senior Companion Services at any time; this tracking system could include, existing client tracking database utilized by KIT's Na'ini Department of Social Services, which includes client name, address, and telephone contact information along with type and frequency of services rendered. The Project Coordinator will combine this tracking system with Volsoft Volunteer Reporter for collecting, recording and reporting client-level data and outcomes.

*At project baseline, at quarterly project intervals and at fourth quarter (end of program year), for homebound and/or disabled clients receiving a minimum of 15 hours of companionship services, utilize the University of Michigan Health and Retirement Study (HRS) survey tool to survey the number of individuals indicated a perceived decrease in social isolation, improved health and/or access to healthcare and benefits determination services, and other socio-behavioral health outcomes. This includes information on Elders who indicate an increase in understanding around fraud, abuse and/or neglect in post-program surveys.

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*At project baseline, at quarterly project intervals and at fourth quarter (end of program year), under outcome measure H1, count the number of unduplicated Senior Companion clients and volunteers who access preventative and primary health resources at the Dena'ina Wellness Center and other healthcare sites. This could include, but is not limited to, extant Medicaid/Medicare benefits enrollment services, diabetes prevention programming, eating/nutrition for wellness programming, traditional healing and traditional dance activities, intertribal dance and drumming and group-based cognitive behavioral treatment approaches available through the Dena'ina Wellness Center's Behavioral Health Department. The Project Coordinator will additionally follow-up on any healthcare referrals made by the Senior Companion; this will involve follow-up with the Companion client as well as the healthcare provider.

*At the end of program year one, two and three, provide program results to Senior Companion Advisory Committee for review and input. Provide ongoing program management based on progress towards achievement of outcomes.

Recruitment and Development

Recruitment and Development of Volunteers:

Recruitment of Senior Companions will primarily occur within the existing Tyotkas Elders program; project partnership with the Kenai and Soldotna Senior Centers will ensure that the targeted number of Senior Companions (45 per program year, serving 40 total Elders), are recruited each year. It is estimated that the majority of the 45 Senior Companions will provide 15-20 hours of service to their Elder match; therefore, the budget reflects 40 VSYs per 40 Elder clients. Some Elders may require additional supports, Kenaitze Indian Tribe plans on actively recruiting at least five volunteers as Senior Companion "reserves" to serve Elders on the high end need of the service spectrum who require support beyond 15-20 hours a week.

Importantly, as KIT's Senior Companion program seeks to increase community-wide connectivity and re-engage Elders within the larger framework of Dena'ina cultural traditions, the Tribe's existing Tribal Circle program will provide the initial meeting place for potential Senior Companion volunteers and clients. Using evidence-based tribal principles of mutual respect, humility and unity, Senior Companion recruitment, matching and management will all be achieved through the nexus ongoing tribal circles will provide. Importantly, in the case that a volunteer/client match becomes

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unmanageable or untenable, tribal circle resolution methods will be employed to resolve any conflict(s) that arise and provide ongoing support to clients. Matches will be made according to client/volunteer compatibility, as measured through brief surveys administered by the Project Coordinator that will measure volunteer/client ability, interest areas, abilities and skills.

In addition to this survey-based matching tool, specialized "net days" will be created for potential matches, to allow Elders who are able to participate in traditional harvesting of salmon at the Tribe's educational fishery to meet and greet with other Elders who might be potential matches. For potential clients who may be homebound, tribal circles could be scheduled at the home, permitting the client's permission, and/or Elders activities that typically occur at the Tyotkas Center could occur at the client's home as a way to familiarize potential recipients of the services and companionship available to them.

Priority will be placed on re-engagement of tribal members and/or Alaska Native/American Indian populations who were at one time involved in the Tyotkas program, but, due to a decline in health or other concerns, have not been retained in the program. Importantly, the Tribal Circle framework will allow homebound clients to benefit from a program structure that places value on different abilities, experiences and skills, especially as they relate to Dena'ina lifeways and traditions. The program structure of the Senior Companions project will provide a graduated step towards not only improving Elder engagement and service provision, but additionally opening the lines of communication between Elders, between Elders and youth, and Elders and the larger Dena'ina and Alaska Native/American Indian communities.

Senior Companion volunteers will be provided with extensive training across all three years of the program period. Once multiple background checks are complete and a full health physical is performed, initial orientation will be provided by the Project Coordinator and will provide an overview of the rules, regulations and expectations inherent in a Senior Companion/client match. The Project Coordinator will explain the Senior Companion Assignment Plan as it relates to the specific goals and outcomes identified by the client. Volunteers will be encouraged to share their own abilities, experiences and goals with the client in order to develop an ongoing Senior Companion relationship that could exist across all three years of the program period.

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Once the Senior Companion has a full understanding of the Assignment Plan, they may be provided with additional take home training resources (including DVDs, match support training and safety training). KIT's Safety and Security Department will additionally provide first aid training and CPR classes. In order to address KIT's identified community needs around increasing engagement among home bound Elders, improving the retention of Elders in the Tyotkas program, reducing the social isolation of Elders and increasing access to primary and preventative healthcare, Senior Companions will be cross trained by a number of staff, including the Tribal Circle Coordinator, the Director of Wellness programs and Behavioral Health staff. The Tribal Court Administrator will provide two-day Knowing Who You Are cultural competency training, as she has extensive experience in providing the training to CASA volunteers. This training curricula was developed by Casey Family programs as a tool for social workers to explore their own racial and ethnic identity in order to support and foster lasting relationships in the community. Participants in the training will develop skills and knowledge to work with Elders, their families, and caretakers to develop healthy relationships. Senior Companions will watch an introductory Knowing Who You Are video; complete a self-paced four-to-eight hour e-learning course, and be provided with two days of training along with CASA volunteers. This approach will work to promote the Senior Companions project across programs; for individuals who may not continue their CASA training, Senior Companions may be a better fit, for individuals who feel they are more interested in CASA volunteering; referral to the CASA program will be made. Pending year one success, peer-to-peer training may occur in year two and three of the project, to include Senior Companion sharing circles where successful matches talk about the importance of the program as a deterrent to social isolation and a resource for community engagement.

As over 7% of the population in KIT's service area (including Kenai and Soldotna, Sterling, Nikiski, Coho and Cooper Landing) are Alaska Native/American Indian, and as the number of Alaska Native/American Indian individuals in the service area is nearly 4,000 total, KIT's Senior Companion program will primarily target the following populations for volunteer and Companionship services: 1)Kenaitze Tribal Elders receiving services at the Tyotkas program; 2) Tribal Elders who previously received Tyotkas services but are now homebound and/or disabled; 3) Alaska Native/American Indian Elders ages 55+ and, 4) Any member of the community aged 55 or older who expresses an interest in becoming a Senior Companion or who requires companionship services. Senior Companion volunteers will be retained through provision of stipends, through ongoing involvement and invitation to other KIT events and programs and through volunteer appreciation efforts.

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Volunteer appreciation will also be expressed in regular tribal circles, at special volunteer only "net days" and through potlucks and traditional potlatches. Volunteers will be tracked by name and contact info by the Project Coordinator, and will be recognized by the SCP Advisory Committee during a yearly appreciation ceremony, where they will be personally thanked for their support of the Elders community and recognized as crucial caretakers of tribal unity and supporters of the ongoing longevity, health and vitality of the Tribe.

Program Management

Program Management: Senior Companion volunteer stations will be created at KIT's Tyotkas Elders program site. This will consist of a simple personal computer set up with online training materials and DVDs. Per CFR regulations PART 2551 under subpart F, the FTE Project Coordinator will work with Senior Companions to develop their Assignment Plan and/or make changes to their Assignment Plan as needed throughout the project. After the volunteer has attended internal and external trainings, participated in tribal circles and special "meet and greet" days at the subsistence net, the Project Coordinator and the volunteer will select an eligible client to receive Senior Companion services. Once the match is made, the Project Coordinator will work with the volunteer to create a time-bound Assignment Plan based on the needs and goals of the client as well as the volunteer. The Director of Human Services for KIT will supervise the Project Coordinator, and will provide oversight of all data collection and reporting requirements for the Senior Companions program.

For Senior Companions who will be primarily serving homebound clients, a letter of agreement signed by both the volunteer and the client will ensure that all volunteer duties as outlined in the Assignment Plan (including visitation, transportation, light chores and socialization/traditional activities) can occur in the client's home at a minimum of 15-20 hours per week. The Project Coordinator will keep records of each volunteer station meeting and will prepare reports based on progress towards the achievement of goals outlined in the Assignment Plan. The Project Coordinator will log the hours of volunteers utilizing Volunteer Reporter software available at the volunteer station; it will also be the responsibility of the volunteer to clock their service hours, when applicable, by cell phone app or similar device. Utilization of an honor-based system for clocking volunteer hours is integral to Senior Companion program design elements of mutual respect, humility and unity. All safety training will occur prior to volunteer/client match and the Project Coordinator will work to ensure that Senior Companion volunteers are provided with a volunteer manual and training that allows them to assess risks and/or safety concerns that might arise during activities and outings.

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The Project Coordinator will additionally ensure that the volunteer station(s) and all activities outlines in the Assignment Plan provide reasonable accommodation for volunteers and clients with disabilities; all computer stations will be fashioned according to universal design principles. For volunteers who are deaf and/or hearing impaired, specialized training materials and activities will be incorporated into orientation and training modules; volunteers who are proficient in sign language will be paired with clients requiring such services. For volunteers and/or clients who are blind or sight impaired, the Project Coordinator will work with project partners at CNCS and the Kenai and Soldotna Senior Centers to provide training and orientation materials that are appropriate; traditional activities such as canning, beadwork, storytelling and singing could all be structured to fit the needs of differently-abled volunteers as well as their matched clients. KIT's Senior Companion program will comply with all applicable civil rights laws and regulations, including any and all accommodations necessary for a volunteer/client match per the CFR, subpart F, part I.

The Project Coordinator will work to ensure that the Assignment Plan is approved by KIT's Na'ini Social Services, the recipient or client, and accepted by the Senior Companion volunteer; the Project Coordinator will additionally meet quarterly with volunteer/client pairs to ensure that the outcomes identified in the Assignment Plan are achievable and expected impacts are discussed, planned, and finalized. These could be any outcomes related to the increased ability of the client to age in place and could additionally include physical, emotional or mental health outputs related to increased socialization, access to healthcare, improved ability to exercise or ambulate and/or a greater sense of belonging within the Dena'ina Athabascan and/or Alaska Native American Indian population.

Per regulation 2551.21-24 of the CFR, KIT's Tyotkas Elders program will develop an MOU between project partners (including Kenai and Soldotna Senior Centers, KIT's Tribal Circle, DWC, Na'ini Social Services and other programs), the Senior Companions Advisory Council, and the Kenaitze Tribal Council that is negotiated prior to the program start date and will indicate the roles and responsibilities of each partner; that will establish program eligibility for both volunteers and Senior Companion clients; that will govern the appropriate placement of Senior Companion volunteers with clients (based on life experiences, interest areas and/or abilities); that will state clearly all anti-discrimination assurances (including assurances that the program will not discriminate against volunteers or clients on the basis of color, race, nationality, religion, sex, age, political affiliation, or the basis of a disability

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or on the basis of limited English proficiency); that will indicate that the Project Coordinator will review matches regularly to ensure that clients and volunteers are being served at maximum quality; that the program will target 1)Kenaitze Tribal Elders (especially homebound and/or disabled Elders); 2)Alaska Native/American Indian Elders; and 3)Elders within the general public (through referral partners at Kenai and Soldotna Senior Centers); provide targeted, sensible activities based on the knowledge and expertise of the volunteer as well as the Senior Companion client; and, finally, that will establish program procedures prior to program start date including, but not limited, to: mandatory criminal history and sex offender registry background checks; service policies for volunteers that cover sick leave and annual leave, holidays, service schedules, termination, appeal procedures, reimbursement, and meal schedules.

Eligibility: KIT's Project Coordinator will work with Tyotkas Elders program staff to develop eligibility requirements for Senior Companions. These requirements will be included on outreach materials and within volunteer handbooks.

Eligible Senior Companions must be age 55 or older; undergo a physical exam that indicates they are capable with or without accommodation to serve adults with special needs without placing themselves or the client at-risk; and, finally, have an annual income (minus medical expenses) that is within 200 percent of federal poverty guidelines. Senior Companions that are enrolled in the program will remain eligible for a stipend so long as their income does not exceed federal poverty guidelines by 20%.

Interested volunteers with incomes within 100% of federal poverty guidelines will receive special consideration for a stipend, per 2551.43 CFR regulations, part d. Individuals with incomes over federal poverty guidelines may still apply to become a non-stipended Senior Companion under KIT's program; although the program will target low-income individuals for participation in order to improve the quality of life among Tribal members, Alaska Native/American Indian and members of the general public who are currently living in abject poverty and endure adverse living situations.

Individuals who have been convicted of murder or who are required to be registered on Alaska's sex offender registry will not be eligible to become Senior Companions. Client eligibility will be limited to Tribal Elders, Alaska Native/American Indian individuals and other adults age 55 and older who require supports and socialization to age in place in a way that allows for maximum independence and community connectivity.

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Plans and infrastructure to meet changing community needs will be met through regularly scheduled quarterly meetings that will allow KIT's Project Coordinator to effectively measure progress towards matching 45 Senior Companions with 40 in-need Elders in each year of the three-year project. The Project Coordinator will supervise all Senior Companions towards the meeting of goals as outlined in specific, client-directed Assignment Plans; changing needs will be incorporated into Assignment Plans as client needs dictate. For example, if a client receiving Senior Companion services is recovering from surgery, the Assignment Plan may be modified by the Volunteer, the Project Coordinator and the client to include a period of reduced physical activity and increased caretaker/respite support. These modifications will be written into the Assignment Plan and signed and dated by the Project Coordinator, the client and the volunteer. Such coordination will minimize disruption of the client/volunteer match and support it into perpetuity.

Senior Companion Advisory Council: Exemplary Senior Companions who are interested in serving on KIT's Senior Companion Advisory Committee will be encouraged to inform the program process in years two and three of the program, should they express interest. Clients who have "graduated" from the Senior Companion program will also be invited to participate on the Advisory Council as well, and will be encouraged to share program impacts, strategies for improvement and other inputs as they relate to advancing the scope, scale, and quality of KIT's Senior Companion program. KIT plans to engage Na'ini Social Services, Tribal Circle, Educational Fishery and Tyotkas staff and clients; members of KIT's Elders Committee; representatives from Kenai and Soldotna Senior Centers; and other community representatives for participation on the Advisory Committee. This will include Dena'ina Athabascan Tribal members, Alaska Native/American Indian populations, low-income populations, disabled or differently-abled populations, community action professionals, fund raisers, traditional healers and members of the Kenaitze Elders community.

Although KIT has no experience in managing a volunteer program, the Tribe does have expansive expertise in the provision of Elder services as well as primary health, preventative, dental and behavioral healthcare through an integrated, holistic health model at the Dena'ina Wellness Center. Dena'ina Wellness Center staff have extensive experience in measuring health outcomes related to the Healthy Futures Primary Focus Area, including and increase in access to primary and preventative healthcare, improvements in medical insurance and benefits enrollment services (through expanded and enhanced CHIPRA funding), and a focus towards improving health so that Elders are able to age

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in place. In particular, traditional healing, dance and drumming, beach walking, cooking for nutrition, and diabetes prevention programming are expected to be especially beneficial to volunteer/client pairs, as it is a goal of the program to dually enroll client/volunteer pairs in wellness programs to increase overall retention when applicable and when both parties are eligible for services. The Project Coordinator will work with Dena'ina Wellness Center staff to track the type, frequency and volume of healthcare services provided to both Senior Companion clients as well as volunteers, as it relates to an improved ability to live independently and/or increases socialization outcomes.

Organizational Capability

Organizational Capability: A seven-member Tribal Council composed of elected Tribal members governs the Tribe. The council adopts policy and procedures, adopts tribal code, serves as an appellate court, mediates employee and consumer grievances, sets short and long term Tribal goals, and determines budget and fiscal policy. Jaylene Peterson-Nyren, BA, serves as Executive Director for the Kenaitze Indian Tribe and reports directly to the Tribal Council. Ms. Peterson-Nyren oversees a staff of approximately 270 and an annual budget of over \$27 million. The Tribe has administered and implemented over 900 grants and contracts since 1980. The financial management system has been designed for ensuring compliance with generally accepted accounting principles, maintaining proper internal controls over financial reporting, and providing safeguards against loss and unauthorized disposition of Tribal assets. The fund accounting software, Microsoft Dynamics GP, provides an audit trail for each financial transaction and enables all grants/contracts to be separately monitored, recorded, and reported. The Tribe has an established accounting system in accordance with the requirements of the 24 CFR Part 85 and 1003, as well as OMB Circulars A-87 and A-133. This accounting system is guided by extensive accounting policies and procedures, which are approved by the Kenaitze Tribal Council. Managers and staff are trained on these policies and procedures and adherence is expected at all levels within the organization.

Analisa Selden, Director of Human Services for KIT, provides oversight of the Tyotkas Elders program and is responsible for the day-to-day operations of the program site, including all traditional activities, daily lunches, and transportation assistance. Ms. Selden has over 24 years experience in nonprofit and tribal programs management and has worked in Alaska-based community programs for over twenty years. Mrs. Selden is included in the Senior Companions budget at 7.5% of her time. This includes supervising the Project Coordinator and overseeing data collection and program reporting.

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The Project Coordinator will work to ensure that KIT's Senior Companion program is in compliance with Title 45 federal regulations regarding the operation, eligibility requirements, cost reimbursement structure, terms of service, suspension and termination of assistance, clients served, placements and assignments, application and fiscal requirements, non-stipended volunteers and other items relating to operation of a Senior Companion program.

As KIT's Senior Companion program will be a new endeavor, the Project Coordinator position is currently unfilled. The Project Coordinator will spend 40 hours a week, 52 weeks per year on the Senior Companion project, for a total of 1,040 hours. The remainder of the Project Coordinator's time will be spent providing program oversight and operation of a potential CNS-funded Foster Grandparents program. KIT will seek out applicants with 2-5 years experience in volunteer management for the Project Coordinator position; priority will be given to qualified tribal members and/or Alaska Native/American Indian applicants with expertise in operating CNCS programs or volunteer programs.

Cost Effectiveness and Budget Adequacy: The Project Coordinator will spend a total of 2,080 hours providing Senior Companion program oversight and operation, including outreach/volunteer recruitment; scheduling matching meet-and-greet activities such as Tribal Circles and days at the subsistence net; providing vital opportunities for volunteers to familiarize themselves with potential client matches. The Project Coordinator will also be responsible for developing policies, procedures and volunteer manuals and materials for the program; this program development will occur in partnership with RurAL CAP, who currently operates a CNS-funded Elder mentoring program in Anchorage, Alaska. The Project Coordinator will operate a volunteer station on-site at Kenaitze Indian Tribe's Na'ini Social Services program; the Coordinator will provide initial overview of the program, provide volunteers with online orientation, and work with the CASA/Tribal Court Coordinator in scheduling Knowing Who You Are Training. The Project Coordinator will work with the volunteer to then match them with an applicable client; the client, volunteer and Project Coordinator will develop an Assignment Plan. Quarterly check-ins, with input from the volunteer and the client, will ensure progress towards the goals outlined in the Assignment Plan. Finally, the Project Coordinator will be responsible for collecting baseline client data (including frequency and volume of services that work to improve the ability of Elders to age in place), volunteer contact information and volunteer service hours and all other project data through the use of Volsoft Volunteer Reporter

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software.

Other

N/A

PNS Amendment (if applicable)

N/A