

Agenda

Utah Working Interdisciplinary Network of Guardianship Stakeholders (WINGS)

April 26, 2017

12:00 to 2:00 p.m.

Administrative Office of the Courts
Scott M. Matheson Courthouse
450 South State Street
Judicial Council Room, Suite N31

12:00 p.m.	Welcome, minutes, meeting agenda		David Connors
12:10 p.m.	WINGS grant applications: <ul style="list-style-type: none">• Elder Justice Innovation Grant Application• ASPIRE/Utah State Office of Rehabilitation Request	Tab 1 Tab 2	Karolina Abuzyarova
12:20 p.m.	Legislative update: <ul style="list-style-type: none">• Funding request• Stakeholder participation		Nancy Sylvester
12:40 p.m.	Subcommittees break out discussion: <ul style="list-style-type: none">• Abuse: OPG, APS, DLC, Judge• Limited guardianship: Nancy, Kent, DLC, OPG, Judge		David Connors James Brady

Committee webpage: <http://www.utcourts.gov/utc/wings>

Meeting schedule: June 28, August 23, October 25, December 27

Tab 1

Utah Focus WINGS on Court Oversight

1. Applicant Information: State: Utah

Court Official Submitting Application (Name, title, address, phone, email):

Karolina Abuzyarova, WINGS and Court Visitor Program Coordinator

Administrative Office of the Courts, 450 South State Street, Salt Lake City, Utah 84114

Phone: 801-578-3925, Email: karolinaa@utcourts.gov

Indicate Whether Letters of Commitment from Mandated Stakeholders are Attached:

1. State unit on aging: X; 2. State protection & advocacy agency: X; 3. State adult protective services: X.

2. Statement of Need Questions for Focus WINGS on Court Oversight

1. Describe the origin and composition of your state WINGS group, and the frequency with which it has met.

Utah Working Interdisciplinary Network of Guardianship Stakeholders was established in April 2013 with grant support of the National Guardianship Network. Grant funding was utilized to hold a statewide summit in November 2013 with stakeholders from disability and aging networks. Results of the discussions of the three working groups were published in the Utah Bar Journal 27, # 3, May/June 2014. Current members of WINGS include: Disability Law Center, Long-Term Care Ombudsman, District Court Judges, Center for Alzheimer's Care, Imaging and Research, Office of Indian Affairs, Probate Clerk, Utah Attorney General's Medicaid Fraud Control Unit, Elder Law Attorney, Social Security Administration, Adult Protective Services, Utah Courts Associate General Counsel, Division of Aging and Adult Services, Office of Public Guardian, National Alliance on Mental Illness. Committee meets bimonthly. Meeting schedule and agendas are published on the Utah State Courts blog: <http://www.utcourts.gov/utc/wings>.

2. What key guardianship problems has WINGS addressed and what have been the accomplishments?

Utah WINGS addressed the issue of communication between agencies that address same population, but did not share information with each other in the past. WINGS summit participants clearly identified the need for a dialogue and face to face learning opportunities. WINGS formed Education Subcommittee that wrote curriculum on advance life planning and guardianship process. WINGS held three public classes at the senior centers in Salt Lake County in fall 2015. In spring 2016 classes were presented in Spanish to the Spanish speaking groups at the Consulate of Mexico in Salt Lake City.

In June 2016 WINGS secured \$30,000 grant for the fiscal year 2017 from the Utah State University to hold same classes statewide. From September to December 2016, over 100 professionals received training from the Utah WINGS on advance life planning and guardianship process. In spring 2017 more

classes are planned throughout Utah. Online training program based on the developed curriculum was published on the Utah State Courts website: <https://www.utcourts.gov/howto/family/gc/training.html>.

Court Visitor Volunteer Program is an inter-related initiative and provides an essential service of monitoring Court-appointed guardianship cases. WINGS stakeholders and Court Visitor Volunteer Program communicate regularly and provide referral services.

WINGS conducts public outreach and education: statewide screenings and panel discussions of documentaries “Last Will and Embezzlement”, “Caring for Mom and Dad”, presentations to attorneys, social workers, healthcare professionals; conference presentations. Capacity building of the judges involved with WINGS has been a great side effect and possibly an accomplishment of the WINGS.

3. Give a brief overview of existing court procedures for oversight of guardians.

Court Visitor Volunteer Program, www.utcourts.gov/visitor, provides the Court with volunteer service of monitoring the guardianship cases. Volunteer Court Visitors “observe and report” by gathering information through visits and interviews, by reviewing guardians’ annual reports, locating and educating guardians with whom the Court lost contact. Court Visitor Volunteer Program is staffed by Program Coordinator and Volunteer Coordinator and currently has over 60 volunteers statewide. Judges and clerks learned to rely on volunteer court visitors and appreciate the service.

4. Explain the gaps in oversight and the reasons for the gaps.

There is an unaddressed need in judicial education and leadership in the area of guardianship in Utah that results in poor oversight. Majority of the judges don’t review annual guardians’ reports, except for the WINGS leadership. There is a lack of understanding of the limited guardianship appointment process and less restrictive alternatives. There is also lack of understanding of the concept of abuse, neglect and exploitation, what the red flags are and what the Courts’ role in the process is.

Utah State Courts Ad Hoc Committee on Probate Law and Procedures was established in 2007 and published its report in 2009 that still stands true, www.utcourts.gov/utc/adhocprobate. According the Committee’s report, “most petitions are filed in good faith to appoint a person of goodwill who will serve in the best interests of the protected person, but we rely primarily on good faith and goodwill to achieve that result. Good intentions and lack of oversight have, over time, led to summary proceedings that presume to protect the respondent from others and from self, but that offer little real protection from the process itself or from those we put in charge of the respondent’s life”.

Goals established by the Committee remain to be the gaps of the current system: 1) a deliberate inquiry into the limitations and needs of the respondent; 2) a measured intervention based on those limitations and needs; and 3) oversight to protect the quality of life of a respected individual.

Utah Probate Code provides reasonable due process, however, “what seems to be lacking is the sense that this matters”. The biggest gap still remains getting the judges to understand the importance of the rights of the persons with diminished capacity.

5. What have been the primary challenges for WINGS and lessons learned?

Leadership turnover has been a problem for our group. Current Chair, Judge David Connors, is the third chair and is 1.5 years into a 3-year appointment, and provides consistent support of WINGS efforts. The procedure is for the current chair and Program Coordinator to look for a successor once the end of the term is approaching. However, the first Chair left and did not provide assistance with a successor.

Program Coordinator with support of a WINGS Executive Committee member approached several judges, and one of the judges agreed to step in. Addressing succession in advance is the key, as well as having several judges as members of WINGS to build capacity of the judiciary.

Funding continues to be an issue for the Utah WINGS. We are hoping that current funding request from the Utah State Legislature will establish the programs permanently. Utah Judicial Council might continue one time funding for the WINGS and Court Visitor Program, if legislature doesn't approve the request. Additional grant funding will certainly help to move this “ship” forward.

Navigating the uncertainty, securing support of the Court leadership and stakeholders, anticipating the next steps, and moving forward in financially unstable circumstances have been some of our challenges.

6. What objectives is WINGS currently targeting?

WINGS objectives are to develop judicial protocols in establishing limited guardianship and providing oversight for court appointed guardianships to prevent and stop abuse and exploitation. These protocols will provide the Courts with specific tools that go beyond general stakeholder interests.

At the WINGS meeting in February 2017 two Subcommittees were formed: Judicial Response Protocol Subcommittee on Abuse and Exploitation and Judicial Protocol Subcommittee on Limited Guardianship. The first Subcommittee on Judicial Response Protocol on Abuse and Exploitation will put together a list of red flags of possible abuse, neglect and exploitation and the corresponding statutory response by the judges. It would describe step by step instructions on how the probate judge could respond to cases of abuse in guardianship, what referral agencies are and what the court's authority is in these matters.

WINGS wants to create an oversight mechanism to protect the quality of life of a respected individual. The second Subcommittee on Judicial Protocol on Limited Guardianships will develop a procedure that will guide the probate judge to make a deliberate inquiry into the limitations and needs of the respondent and to craft a measured intervention based on those limitations and needs.

7. What financial and staffing resources have helped to sustain WINGS?

WINGS was established with the grant from the National Guardianship Network in 2013. Utah Judicial Council supports bimonthly WINGS meetings by providing space and paying for the Committee's lunch, and meeting expenses for the Executive Committee. Additional funding was secured from the Utah State University to support statewide public classes on advance life planning and guardianship.

WINGS and Court Visitor Program Coordinator identified, applied and administered both grants.

Program Coordinator facilitates discussions, writes minutes, suggests draft agenda, follows up on tasks.

Associate General Counsel provides legal support to the group, created WINGS bylaws, and coordinates a much needed Guardianship Signature Program that provides legal representation to vulnerable adults.

WINGS had three Committee Chairs since its inception in 2013. Current Committee Chair became an advocate for guardianship issues. WINGS Chair made reports to the Utah Judicial Council on WINGS progress and accomplishments and most recently presented to the Utah State Legislature on the impact of the Court Visitor Volunteer Program and requested permanent funding for the program. The Chair regularly utilizes volunteer visitors, reads annual reports submitted by guardians and calls for the hearing when problems in guardianship cases are identified. In all aspects, Judge Connors' probate court is an exemplary court by Utah standards.

8. How has WINGS sought to garner political/governmental leadership support and buy-in?

WINGS garners support by making regular presentations to the Utah Judicial Council. Garnering stakeholders' support for collective action has been the key in all WINGS accomplishments. During the budget request to the Utah State Legislature, WINGS Chair was accompanied by key stakeholders: Office of Public Guardian, Adult Protective Services, Attorney General's representative, Courts Associate General Counsel and volunteer court visitors. Success stories of the volunteer court visitor program, public education efforts, and investigations of cases of abuse in guardianships that resulted in criminal charges served as examples of the need in state funds to support the Court-lead guardianship reform. Judicial Council has been supportive of the Utah WINGS all the way. Every grant application by WINGS had to be signed off by the Judicial Council and Chief Justice. Every request has been approved. Application for Focus WINGS Court Oversight passed similar approval process and is therefore supported by the state's highest court and the Chief Justice and puts the Courts in the primary role and responsibility for administration of the project.

3. Project Approach Questions for Focus WINGS on Court Oversight

1. Describe the support, role, and responsibilities of the court in administering the project and implementing the grant conditions set out above.

Program Coordinator will be the main point of contact for the grant and designated project director. Coordinator will serve as a liaison with WINGS. The Chair will serve as liaison with Court management.

2. Describe the ongoing planning process for WINGS. What are the roles and responsibilities of the coordinator and the steering committee? Which members comprise the steering committee and how will it function in the proposed project?

See point 2.7 on the roles and responsibilities, and point 2.1 on steering committee members. Members of the steering committee volunteered to be part of the Judicial Response Subcommittees that will be charged with developing protocols. Members of the Judicial Response Protocol Subcommittee on Abuse and Exploitation: Elder Law attorney, Disability Law Center, Probate Clerk, District Court Judge, Office of Public Guardian. Members of the Judicial Protocol Subcommittee on Limited Guardianship: Office of Public Guardian, Disability Law Center, Adult Protective Services, WINGS Chair/District Court Judge, Associate General Counsel. Program Coordinator will staff the Subcommittees and follow up on assignments. Once protocols are developed, WINGS Chair and Program Coordinator will work with Judicial Institute to make it part of the judicial education. Classes will be delivered by WINGS experts.

3. How frequently has WINGS met, and what is the plan for future meetings?

WINGS meets bimonthly and plans to continue doing so. Executive Committee meets several weeks before the general WINGS meeting to plan the agenda. Subcommittees meet every month or bimonthly depending on the tasks at hand. With the new grant monthly meetings will be scheduled.

4. What stakeholders regularly have participated in WINGS, and what, if any, additional stakeholders will be sought?

See point 2.1 on the participating stakeholders. Stakeholders that have been participating regularly are: Adult Protective Services, Office of Public Guardian, Disability Law Center, Division on Aging and Adult Services, Long-Term Care Ombudsman, National Alliance on Mental Illness, private Elder Law attorney from the Utah State Bar, Director of the Utah State Courts Self-Help Center. We need to re-engage SSA and VA, as despite the designated participants, they are not active participants of WINGS.

5. What workgroups has WINGS created; how often have they met, and plan to meet?

Curriculum Development Subcommittee and Education Subcommittee met every month or every other month depending on the need when developing the training program. Judicial Response Protocol Subcommittees were formed at the February 2017 WINGS meeting and will communicate and meet before the next general WINGS meeting in April to decide on the course of action.

6. What have been the key accomplishments of WINGS? See point 2.2

7. What have been the key obstacles and lessons learned? See point 2.5.

8. What are the anticipated key objectives for the proposed project and how will they be met?
How does WINGS plan to make measurable progress beyond its current status and reinforce its efforts to date?

Utah WINGS would like to implement the goals and recommendations set forth by the Utah Ad Hoc Committee on Probate Law and Procedures that go hand in hand with WINGS discussions and stakeholders' feedback on the need of judicial education on limited guardianship and court oversight. By forming Judicial Protocol Subcommittee on Limited guardianship, we will establish a process that: 1) will make a deliberate inquiry into the limitations and needs of the respondent; and 2) come up with a measured intervention based on those limitations and needs. By forming Judicial Response Protocol Subcommittee on Abuse and Exploitation WINGS 3) will ensure the oversight to protect the quality of life of a respected individual. Progress will be measured by the evaluation and monitoring of the implementation of the established protocols in guardianship procedures and oversight by the Courts.

9. Describe how WINGS will take the inclusive approach and target disadvantaged populations as required in the grant conditions.

WINGS invited public and caregivers as part of the planning team and participants of the WINGS Summit in November 2013. Webpages are now being translated into Spanish, public classes on advance life planning and guardianship were presented in English and Spanish to members of the public. Current goal is to put specific tools in the hand of the judges and clerks that will follow the current law, presume limited guardianship, provide an obligatory oversight of guardianships by watching for red flags of abuse and exploitation in annual reports and petitions, and by following an established judicial response protocol. Established process will benefit everyone served by the Courts.

10. What are the primary activities you envision will drive your WINGS in the focus on court oversight?

WINGS Subcommittees on Limited Guardianship will develop step by step instructions on establishing limited guardianship. Subcommittee on Abuse and Exploitation will come up with protocols of judicial action in providing oversight of established guardianships. Oversight could be strengthened by reviewing annual reports, looking for possible red flags and taking appropriate judicial action or making referrals to the agencies that can address the problem.

- a. How will these activities be accomplished?

Judicial response protocols will be incorporated into the training provided to judges and clerks by Judicial Institute that is the Education Department of the Utah State Courts. Monitoring and evaluating implementation of the protocols will be the key in making sure policies are being followed.

- b. How do these activities go above and beyond the envisioned accomplishments for existing WINGS, such that they justify the need for the extra funds?

Judicial response protocols in establishing limited guardianship and providing court oversight to prevent abuse and exploitation will hand Utah Judiciary specific tools that go above and beyond general stakeholder interests and will help provide the people an open, fair, efficient, and independent system for the advancement of justice under the law. Funding is essential in engaging technical expertise to develop protocols, building-in evaluation mechanism to gather data from the beginning, and taking the training on the road to all judicial districts to make sure the process is uniform statewide.

- 11. How has WINGS engaged the public and how will it do so in the proposed project?

We engaged the public through public education classes on advance life planning and guardianship. WINGS conducted outreach events and public presentations. We engaged public in planning process. The purpose of the proposed project is provide judiciary with the specific tools to implement recommendations developed by the Ad Hoc Committee on Probate Law and Procedures, see point 2.4 on gaps. WINGS group agrees that judicial education remains a missing piece in this puzzle. Utah WINGS did an excellent job reaching out to stakeholders, identifying public needs, however, the Courts are not prepared and do not have the knowledge and the mechanism to implement its own recommendations.

- 12. How have you addressed or will you address turnover in WINGS leadership? See point 2.5

- 13. How will WINGS continue to garner political/governmental leadership support and buy-in?

By continuing to inform Judicial Council on WINGS progress and success, by continuing working with stakeholders, having stakeholders work on advocacy issues that the Courts cannot address due to its neutrality.

- 14. How will WINGS use the funding under this project to ensure or support its sustainability once the funding ends?

We are planning to develop judicial response protocols in establishing limited guardianship and to prevent, identify and stop abuse and neglect with the help of technical assistance from outside experts/moderators. Once protocols are developed we would like to implement the policy statewide through classes in different districts and by incorporating the protocols as part of the Judicial Institutes' Conference for the new District Court Judges and Annual Judicial Conference. In addition, the probate clerks and case managers will need to be part of the process and undergo same training. Once protocols are part of the annual conferences and trainings, it will become an in-built system that will need to be evaluated and monitored. Evaluation and monitoring of the implemented protocols will be an ongoing Courts' responsibility that will sustain the project.

Budget Information and Form

CATEGORY	FEDERAL GRANT PROJECT FUNDS REQUESTED	JUSTIFICATION (SHOW CALCULATIONS)
PERSONNEL	\$10,000	Part of the Coordinator's salary
FRINGE BENEFITS		
TRAVEL	\$10,000	Presenters' travel to judicial districts statewide; Coordinator's travel for program monitoring and evaluation.
EQUIPMENT	0	
SUPPLIES	\$2,000	Printed materials
CONTRACTUAL	\$8,000	Presenters' honorarium
OTHER		
INDIRECT CHARGES		
TOTAL	\$30,000	

Required Match Information. Match is required by ACL, the court must agree to track the time of participating stakeholders and other contributed in-kind or cash resources. For every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. The non-Federal resources that can be used as match include, for example, time of participating stakeholders or contributions of cash or services. The ABA Commission will provide technical assistance about and a reporting form for the match requirement.

By submitting this proposal, the applicant acknowledges that federal in-kind or cash match is required and agrees to provide match of at least: \$ 10,000 (part of coordinator's salary, Stakeholder's time, WINGS Chair's time, Associate General Counsel's time)

If your match exceeds the minimum requirement, please briefly explain the sources: N/A.



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DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON
Executive Director

DIVISION OF AGING AND ADULT SERVICES

NELS HOLMGREN
Director

February 27, 2017

Elder Justice Innovation Grant Program administered by
The American Bar Association Commission on Law and Aging
The National Center for State Courts
Erica Wood, Project Director
Erica.wood@americanbar.org
Brenda Uekert, Principal Court Research Consultant
buekert@ncsc.org

Dear Grant Selection Committee,

The Division of Aging and Adult Services serves as Utah's State Unit on Aging as outlined in Utah statute ([62A-3-104](#)). The Division is pleased to support the Utah Judicial Council's application for Working Interdisciplinary Networks of Guardianship Stakeholders (WINGS) Focus on Court Oversight project.

Various agencies within the Division and the Utah Department of Human Services, including Adult Protective Services, the Long-term Care Ombudsman program, and the Office of Public Guardian are working with the Administrative Office of the Courts on the Court Visitor Volunteer Program and Court-community partnership WINGS. We would like to build on the existing partnerships and work together to improve court oversight and ensure appropriate responses in cases of abuse of vulnerable adults.

The Office of Public Guardian and Adult Protective Services have agreed to serve on a WINGS subcommittee that will focus on Judicial Response Protocol in situations of abuse, neglect and exploitation. In addition, the Office of Public Guardian will serve on the task force that will develop the Judicial Protocol in appointments of limited guardianship.

The Division's leadership is committed to support the Utah WINGS program on an ongoing basis and supports its application for the Elder Justice Innovation grant focusing on Court Oversight of the adult guardianship practices. Please feel free to contact me with any questions you have regarding this issue.

Respectfully,

Nels Holmgren
Director, Division of Aging and Adult Services
801-538-3910, nholmgren@utah.gov

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February 27, 2017

Elder Justice Innovation Grant Program administered by
The American Bar Association Commission on Law and Aging
and the National Center for State Courts
Erica Wood, Project Director
Erica.wood@americanbar.org

Dear Grant Selection Committee:

I am writing to express the Disability Law Center's (DLC) support for the WINGS Focus on Court Oversight grant proposal to be submitted by the Utah Judicial Council. The DLC is committed to collaborating with the Utah Judicial Council and other community partners that are part of the Working Interdisciplinary Network of Guardianship Stakeholders (WINGS).

As Utah's federally-designated Protection and Advocacy agency, the DLC is charged with enforcing and strengthening laws that protect the opportunities, choices, and legal rights of Utahns with disabilities. The Protection and Advocacy system was created to prevent abuse and neglect of people with disabilities. Our interest is not only to protect individuals in situations where they may be exploited or have their needs neglected, but also to ensure that their rights are not unduly limited in guardianship.

In collaboration with the Utah State Courts, our office trained volunteer court visitors on how to communicate with individuals with cognitive impairments, serious mental illness, acquired brain injuries and dementia/Alzheimer's. We helped train attorneys to represent respondents in adult guardianship cases as part of the Guardianship Signature Program initiated by Utah WINGS.

The DLC is happy to assist the WINGS group by (1) serving on a WINGS Subcommittee that identifies Judicial Response Protocol in cases of abuse, neglect and exploitation; (2) serving on a Judicial Response Protocol Subcommittee which establishes limited guardianship; (3) assisting in training judges and clerks on the process developed by both subcommittees.

There is a great need for further implementation of Court Oversight and judicial education regarding due process in the appointment of limited guardianships, as well as when abuse and neglect is identified. The DLC

is an active member of the Utah WINGS project and is committed to helping the project advance its core purpose.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Zahradnikova", with a long, sweeping horizontal flourish extending to the right.

Adina Zahradnikova
Executive Director
Disability Law Center
azahradnikova@disabilitylawcenter.org
801-363-1347 Ext. 3220



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DEPARTMENT OF HUMAN SERVICES

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LANA STOHL
Deputy Director

February 27, 2017

Elder Justice Innovation Grant Program
Administered by the American Bar Association Commission on Law and Aging
And the National Center for State Courts
Erica Wood, Project Director, Erica.wood@americanbar.org
Brenda Uekert, Principal Court Research Consultant

Dear Grant Selection Committee:

The Adult Protective Services (APS) agency is a unit of the Division of Aging and Adult Services. Its purpose is to assist vulnerable and elder adults in need of protection to prevent or discontinue abuse, neglect, or exploitation until that condition no longer requires intervention.

Adult Protective Services is a founding member and an active participant of the Working Interdisciplinary Networks of Guardianship Stakeholders (WINGS). Utah WINGS has been successful in a number of ways in improving the system and interagency communication. Since its inception in 2013, we communicate regularly and request investigations by volunteer Court Visitors in adult guardianship cases that APS is involved in. Prompt response and quality of service has been essential in providing the judge with accurate information in situations of financial exploitation, abuse or neglect.

In addition, as a group WINGS secured grant funding to support public education on less restrictive alternatives and guardianship. This information helps public plan ahead and guides them through a complicated court process. In our most recent WINGS meeting APS volunteered to be part of the Judicial Response Protocol Subcommittee in matters of abuse, neglect and exploitation. Elder Justice Innovation Grant with emphasis on Court Oversight comes in at a right time. Grant funding and technical expertise will be very helpful in providing additional support in our effort of institutionalizing and making uniform judicial response in cases of abuse and neglect. Judicial education is an important part of this project as well. I am excited to be part of this effort and look forward to working with you.

Sincerely,

Nan Mendenhall

Nan Mendenhall

Director, Adult Protective Services
Adult Protective services
195 North 1950 West
Salt Lake City, Utah 84116
nmendenh@utah.gov
801-538-4591

Tab 2



Karolina Abuzyarova <karolinaa@utcourts.gov>

DWS Solicitation for Life Planning & Guardianship

Devin Shipp <dshipp@utah.gov>
To: karolinaa@utcourts.gov

Mon, Apr 3, 2017 at 11:45 AM

Karolina Abuzyarova,

The Department of Workforce Service's ASPIRE program are seeking services for disabled children reaching the age 18-years old. These services must focus on helping these disabled children transition to a self-determined young adult life. These services will be administered by the interested vendor through monthly hosted ASPIRE events, which also will include individualized assistance. The services must focus on the following options as it specifically applies to Utah residents:

- Power of Attorney
- Financial Co-signature
- Healthcare Directives
- Guardianship Of Incapacity Adults

This contract will begin approximately April 2017 through September 2018. The interested vendor will demonstrate how these services will be delivered by providing curriculum and materials that cover these options. Additionally the interested vendor must demonstrate the they meet the following qualifications:

- Knowledge and/or experience power of attorney
- Knowledge and/or experience financial co-signature
- Knowledge and/or experience of healthcare directives
- Knowledge and/or experience guardianship
- Knowledge and/or pro se process
- Experience working directly with families of individuals with disabilities in pursuit of options for life planning for an adult with disabilities
- Experience planning and conducting workshops,
- Experience creating appropriate materials with grade 8 or below reading level
- Experience in Utah and knowledge of the laws and procedures for Utah youth and families.

The interested vendor must be agree to have their employees/volunteers completed background check (BCI) prior to beginning work with these youth and their families. The deadline for the qualifications to be received is April 17, 2017 at 5:00 p.m. (MST). Please email information concerning your qualifications to dshipp@utah.gov.

Thank You,
Devin

DEVIN SHIPP | Contract Analyst

Utah Department of Workforce Services
140 East 300 South Salt Lake City, Utah 84111
Cell: 801-671-1712 | Email: dshipp@utah.gov

ASPIRE/Utah State Office of Rehabilitation Request for Proposals

Life Planning Options and Guardianship

Background

ASPIRE in the Utah State Office of Rehabilitation is seeking bids for services to ASPIRE youth and families. As children with disabilities approach age 18, they and their families must consider what supports, if any, are needed for the young adult to live as self-determined life as possible. Support options are many and can include power of attorney, healthcare directives, financial co-signature, and guardianship. This contract award seeks to provide this information and training to ASPIRE families located across the state of Utah. The term of this contract is April 1, 2017 through September 1, 2018. The total budget is not exceed \$40,000.

Scope of Work

Contractor will provide:

1. Monthly Event – “Orientation to Life Planning/Guardianship”

- USOR/ASPIRE will host 12 monthly events of one hour each to connect with families and offer training in the ASPIRE Scope of Work. These orientations will include available options such as power of attorney, co-signing for financial accounts, healthcare directives, plenary and limited guardianship, supported decision making, etc.
- USOR/ASPIRE will identify a consistent day of the week, time of day and location. (ASPIRE will survey families).
- Four locations will be identified in the ASPIRE service areas around the state. A fifth location will become a “Floating” event with up to 4 additional events, for a total of 16 one hour events in agreed upon locations.
- Topics covered would rotate by month at each location. Topics to be discussed and determined with the Utah Site Coordinator.
- The provider will provide snacks for attendees and all materials.

Sample Schedule:

Month	Ogden	Salt Lake Valley	Utah County	SW Utah
April '17	UWIPS	Orientation to life planning and guardianship	Financial	Parent
May '17	Parent	UWIPS	Orientation to life planning and guardianship	Financial
June '17	Financial	Parent	UWIPS	Orientation to life planning and guardianship
July '17	Orientation to life	Financial	Parent	UWIPS

	planning and guardianship			
August '17	UWIPS	Orientation to life planning and guardianship	Financial	Parent
September '17	Parent	UWIPS	Orientation to life planning and guardianship	Financial
October '17	Financial	Parent	UWIPS	Orientation to life planning and guardianship
November '17	Orientation to life planning and guardianship	Financial	Parent	UWIPS
December '17	UWIPS	Orientation to life planning and guardianship	Financial	Parent
January '18	Parent	UWIPS	Orientation to life planning and guardianship	Financial
February '18	Financial	Parent	UWIPS	Orientation to life planning and guardianship
March '18	Orientation to life planning and guardianship	Financial	Parent	UWIPS
April '18	UWIPS	Orientation to life planning and guardianship	Financial	Parent

2. Workshops for ASPIRE families

The Process of Guardianship

- A workshop covering the process of guardianship will be offered twelve (12) times between March 2017 and September 2018, approximately every 1 to 2 months.
- The contractor and ASPIRE will determine dates and locations around the state which align to ASPIRE youth approaching age 18.
- At two hours per workshop, this is approximately 24 hours.
- The contractor will provide event flyers to ASPIRE staff.
- The contractor will provide all materials and snacks for attendees.

The Pro Se Process

- A workshop covering the Pro Se or self-directed guardianship process will be offered eight (8) times between March 2017 and September 2018, approximately every 2 to 3 months.

- The contractor and ASPIRE will determine dates and locations around the state which align to ASPIRE youth approaching age 18.
- At two hours per workshop, this is approximately 16 total hours.
- The contractor will provide event flyers to ASPIRE staff.
- The contractor will provide all materials and snacks for attendees.

3. Individual Assistance to ASPIRE Families

- ASPIRE will identify youth and families who may require additional assistance outside of formal workshops. The ASPIRE Site Coordinator will refer these families for individual assistance.
- Up to 100 hours of individual assistance will be available to families for the term of the contract.

USOR/ASPIRE will:

- Conduct outreach and promotion of all events and services to ASPIRE youth and families.
- Discuss with the contractor and determine locations, dates and times for monthly events.
- Provide childcare assistance for minor siblings and family members during the monthly events.

Instructions to the bidder

Please provide a description of the events you will conduct if awarded this contract. Include agendas, lesson plans of workshops and a copy of accompanying materials.

Describe previous experience training people with disabilities in life planning options and guardianship.

List qualifications of anticipated staff that will provide trainings in the areas of life planning options and guardianship.

In September 2013, the U.S. Department of Education awarded the PROMISE Initiative (Promoting Readiness of Minors in Supplemental Security Income) to a six state consortium, ASPIRE (Achieving Success by Promoting Readiness for Education and Employment). The six states of the ASPIRE consortium are Arizona, Colorado, Montana, North Dakota, South Dakota and Utah. The purpose of ASPIRE is to

1. Increase a youth and family's overall household income, and thereby reduce the household's dependence upon public benefits, by increased educational attainment and increased career achievement.
2. Inform federal policymakers in all the four federal agencies through evaluation of interventions and outcomes

2051 youth and their families enrolled in ASPIRE before the closing date of April 30, 2016. To be eligible, the youth were between the ages of 14 and 16 and receive Supplemental Security Income (SSI). The youth were randomly assigned to one of two groups. Both the ASPIRE and Usual Services groups will receive the services available in their communities. The ASPIRE Services group will receive additional services and supports.

ASPIRE Interventions. The same interventions, or services and supports will be delivered to ASPIRE youth in the six states. Delivery of the ASPIRE Services may vary by state depending on each state's infrastructure and framework. Interventions for youth and families assigned to ASPIRE Services include:

- Training and information for parents and families, including advocacy, community resources, educational and employment opportunities, and more.
- A complete individualized explanation of the public benefits the youth and family are receiving and how working and increased earnings will impact those benefits.
- A paid employment opportunity for the youth while he or she is still in high school.
- Self-determination training for the youth and families.
- Financial education and capability training to assist families in understanding their values and available resources to move from poverty to self-sufficiency.
- Case management services provided to the youth and family to assist them in navigating the complicated systems of public benefits and assistance in accessing services, supports and information to support greater self-sufficiency.

ASPIRE Staff. ASPIRE Case Managers live and work in the same communities as the ASPIRE youth and families across all six states. Additional staff will provide project wide training and direction, as well as ensure consistent implementation and completion of all project goals. All Staff must receive suitability clearance from the Social Security Administration. They will receive training, including: family-centered assessment and planning, interview and case management strategies, cultural and poverty competency, plain language communication, Social Security other work incentives, customized employment and resource mapping.

Evaluation. A national evaluator, MPR (Mathematic Policy Research), will conduct a rigorous evaluation of the PROMISE project to determine effectiveness at improving the educational employment outcomes of participating youth and reducing their dependence on SSI, increased family income and overall household reduction in dependence on public benefits. MPR will be conducting evaluation in all PROMISE Initiatives nationally. They include ASPIRE in California, New York, Wisconsin, Maryland and Arkansas. ASPIRE will cooperate with MPR and conduct formative evaluation during the operation of the project. The ASPIRE Formative Evaluation Team is comprised of evaluators from the University of Utah, University of Kansas and University of Montana. A management information system will be used to compile and analyze all ASPIRE data.

ASPIRE – a Unique Consortium. The PROMISE initiative offers a unique opportunity for the Western states, with diverse demographic and geographic composition, to inform federal policymakers. The ASPIRE consortium is representative of the United States, with a broad cross section of demographics, geography and culture. This type of demonstration across the six states will ensure the unique characteristics and needs of urban, rural, frontier and tribal populations are represented within this national initiative. The \$32.5 million award began October 1, 2013 and continues until September 30, 2018.

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