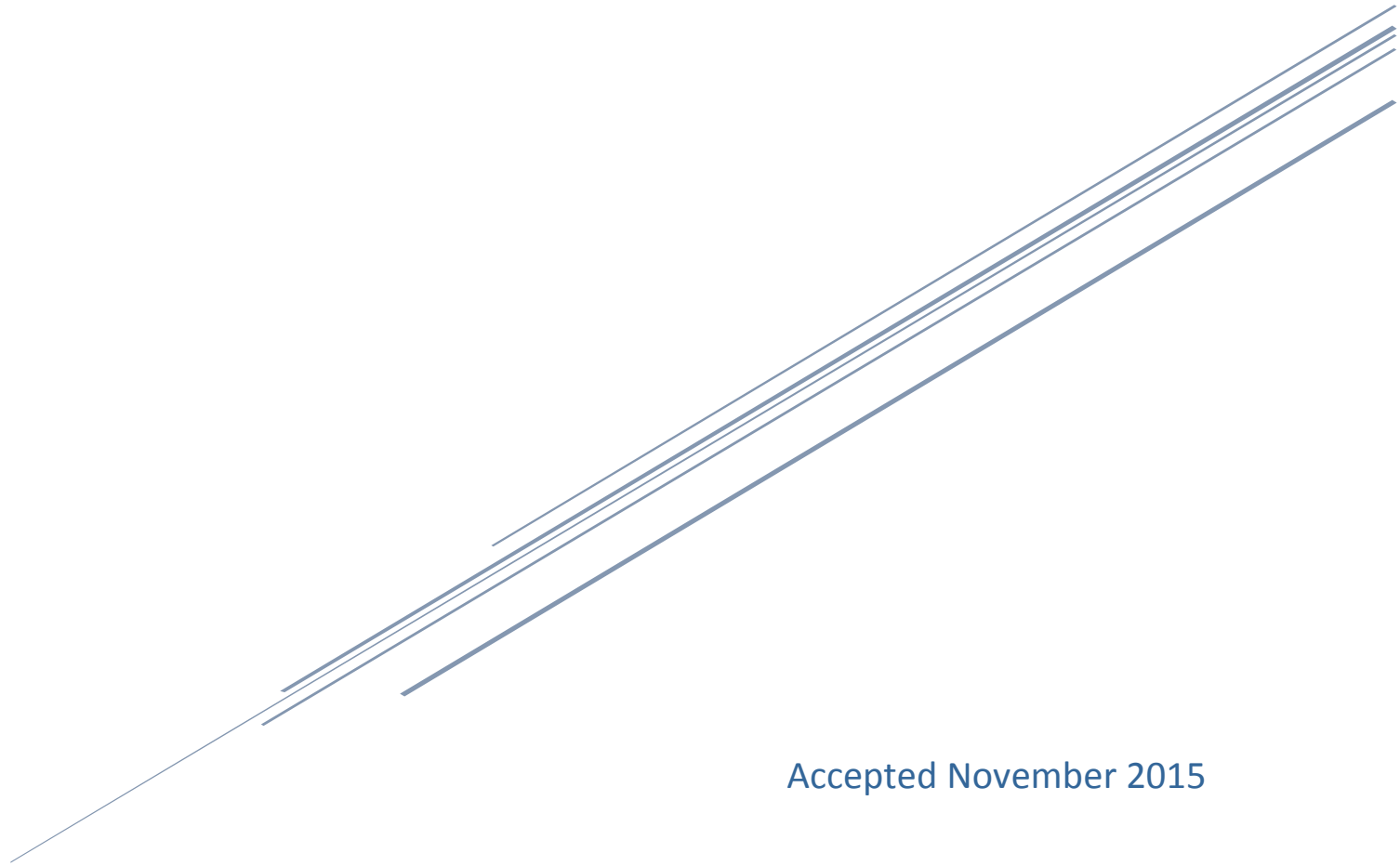


PEOPLE FIRST OF MISSOURI HSRN ACTION PLAN - YEAR ONE IMPLEMENTATION



Accepted November 2015

ORGANIZATIONAL ACTION PLAN

- I. **Organizational Priority Issue/Concern:** How PFMO communicates with local chapters, members, advisors and supporters, as well as other advocacy groups, needs some attention.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	Specific Activities to Complete Tasks	Who's RESPONSIBLE	TIME FRAME (when tasks to be completed)
1. Enhance communication with local chapters, SC members, advisors, and PF members	a. Develop mechanisms that support chapters and SC members to receive more timely communications & information b. Identify a person responsible for communication within the PFMO network c. Establish a phone tree for advisors to use	a. Update chapter information – Update steering committee member/advisor information – Ensure that we get contact information at each meeting b. Didn't identify anyone – IHD will work on designating someone c. Update advisor contact info, Roger Dickey will organize tree, and start tree	a. Becky, Katie, and Alicia to work with IHD to update info – Sergeant at Arms will get up to date contact info from members SC Mtgs b. Vim will work on this c. Roger Dickey will set this up	a. Complete by March 2016 b. Not determined c. Complete by March 2016
2. Support Chapters who are close to each other to engage with each other	a. Provide PF Chapters with contact information for chapters that are close to them	a. Once chapter contact information has been updated, share it with all local chapters	a. Becky, Katie, and Alicia to work with IHD to update info	Over the next 6 months
3. Increase opportunities for advisors to better communicate with each other	a. Hold a weekend meeting for advisors b. Conduct structured meetings at steering committee meetings	a. Determine willingness of Advisors to come to weekend meeting – If willing, set up meeting b. Establish time and agenda for advisors to meet at each SC Mtg	a. Sarah, Mark and Vim b. Sarah, Mark and Vim	a. By May 2016 b. Implement at next S. Meeting
4. Increase communication and collaboration with other advocacy groups	a. Develop a list of other advocacy groups that share PFMO priorities b. Create relationships with other key advocacy groups	a. Request SC Members and local chapters to identify advocacy groups PFMO may want to develop a relationship with – Small group will review list and prioritize list b. Reach out to identified advocacy groups	a. IHD – Small group: Abria, Cathy, Wayne, Katie, Alicia, Greg b. To be determined	a. Before next meeting – At next meeting b. Begin after next meeting

IV. Organizational Priority Issue/Concern: How PFMO encourages and supports local chapter development needs serious attention.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	Specific Activities to Complete Tasks	Who's Responsible	TIME FRAME (when tasks to be completed)
1. Enhance communication that's timely and consistent with local chapters	<ul style="list-style-type: none"> a. Enhance and update website and other forms of social media b. Establish one place/one person where information is shared 	<ul style="list-style-type: none"> a. Establish questions and mechanism for website and facebook feedback <ul style="list-style-type: none"> - Have website review group review the website and facebook using feedback questions b. Didn't identify anyone – IHD will work on designating someone 	<ul style="list-style-type: none"> a. Vim and Danielle <ul style="list-style-type: none"> - Website review group: Abria, Greg, Kelly, Alicia, Katie, Judy, Kim b. Vim will work on this 	<ul style="list-style-type: none"> a. January 2016 <ul style="list-style-type: none"> - Reviewed by Feb. 28 b. Not determined
2. Ensure that local chapters have access to training and training materials, as well as resource manuals, on a variety of topics (i.e. – How to start a chapter, How to run a meeting, How to recruit and train members, How to fund raise, New member orientation manual, Self-Advocacy & Self-Determination, etc.)	<ul style="list-style-type: none"> a. Identify and prioritize training and resource materials needed b. Review and update existing training and resource manuals c. Develop and conduct training with local chapters d. Disseminate resource manuals 	<ul style="list-style-type: none"> a. Survey SC Members & chapters on needed or desired training <ul style="list-style-type: none"> - At a SC Mtg prioritize training topics b. Inventory and review existing training materials <ul style="list-style-type: none"> - Update training and materials c. To be determined d. To be determined 	<ul style="list-style-type: none"> a. Vim and Laura b. IHD and Training group: Melony, Christina, Greg, Cathy, Katie <ul style="list-style-type: none"> - To be determined 	<ul style="list-style-type: none"> a. March 2016 <ul style="list-style-type: none"> - Prioritize topics Spring SC Mtg b. Begin after March SC Mtg
3. Ensure that local PF Chapters have access to support and mentoring to assist with chapter development	<ul style="list-style-type: none"> a. Identify existing PF leaders and other supporters available to provide assistance to local chapters b. Find resources to support travel associated with providing assistance c. Identify chapters willing to mentor other chapters d. Maintain an up to date database 	<ul style="list-style-type: none"> a. Establish a volunteer speaker's bureau of experienced PFMO SC members <ul style="list-style-type: none"> - Inventory skills, availability and location of volunteers - Maintain a database and develop a matching process b. Possible travel resources: DDC grant, HSRN funds, local funds c. Identify and Inventory skills of chapters willing to mentor other chapters and maintain data base 	<ul style="list-style-type: none"> a. IHD and PFMO officers. Interested volunteers – Roger C., Patty, Johanna, Becky, Scott, Greg, John, Jason, Michael, Gary, Katie b. PFMO officers and HSRN leadership team c. IHD and PFMO officers 	<ul style="list-style-type: none"> a. June 2016 b. When needed c. June 2016
4. Support local chapters with advisor recruitment, training and evaluation	<ul style="list-style-type: none"> a. Review existing practices b. Develop recruitment and training resources and processes 	<ul style="list-style-type: none"> a. Determine process at a future advisors mtg. b. Same as above 	<ul style="list-style-type: none"> a. Advisors b. Advisors 	<ul style="list-style-type: none"> a. June 2016

SELF-ADVOCACY/SELF-DETERMINATION SUPPORT ACTION PLAN

- III. **Support Priority Issue/Concern:** Efforts that teach everyone—family members, professionals, support staff, and the public—practices that promote inclusion and self-determination aren't working well.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	Specific Activities to Complete Tasks	Who's Responsible	TIME FRAME (when tasks to be completed)
1. Increase awareness of family members, professionals, & support staff of practices that promote inclusion & self-determination	<ul style="list-style-type: none"> a. Create materials, such as an information flier, that reflect the importance of the practice and value of inclusion and self-determination b. Distribute the information through parent groups, places where people work, live, and play c. Partner with other organizations to get the information out 	<ul style="list-style-type: none"> a. Identify & review existing materials <ul style="list-style-type: none"> – Based on the review of materials, create a flier and other materials b. Develop a distribution strategy c. Identify groups willing to send out information 	<ul style="list-style-type: none"> a. Katie, Abria, Patty, Connie, Alicia b. Katie, Abria, Patty, Connie, Alicia c. Katie, Abria, Patty, Connie, Alicia 	<ul style="list-style-type: none"> a. June 2016 b. To be determined c. To be determined
2. Increase public awareness of practices and value of the inclusion & self-determination of people with disabilities	<ul style="list-style-type: none"> a. Create consistent messages that reflect the importance and value of inclusion and self-determination b. Distribute messages through different mediums such as: send with utility bills, put on give-aways, PSAs, place in schools and Dr. offices, etc. c. Partner with other organizations to share messages 	<ul style="list-style-type: none"> a. Identify & review existing messages <ul style="list-style-type: none"> – Based on the review, create consistent messages b. Develop a distribution strategy c. Identify groups willing to send out information 	<ul style="list-style-type: none"> a. Gary, Jason, Katie, Patty b. Gary, Jason, Katie, Patty c. Gary, Jason, Katie, Patty 	<ul style="list-style-type: none"> a. June 2016 b. To be determined c. To be determined

V. Support Priority Issue/Concern: Efforts to include youth (age 15 to 30) in self-advocacy and leadership development activities aren't working well.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	Specific Activities to Complete Tasks	Who's Responsible	TIME FRAME (when tasks to be completed)
1. Enhance efforts to include youth in self-advocacy movement by developing better partnerships with schools (Secondary & Post-Secondary)	<ul style="list-style-type: none"> a. Meet with administrators, Spec Ed Directors, teachers, school boards and transition coordinators b. Do outreach and professional development at schools—start in early years c. Obtain table space at school events such as fairs & expos d. Develop peer mentoring opportunities (St Charles, Kirksville) 	<ul style="list-style-type: none"> a. Several individuals volunteered to meet with school officials. No specifics on how & when were identified b. Develop a small group to look into professional dev. at schools (what & how) Several chapters are involved in doing outreach in schools – not specific to youth c. Same as “b.” d. Same as “b.” 	<ul style="list-style-type: none"> a. Susan, Kelly, Cathy, John b. See if Susan is willing to lead a group 	<ul style="list-style-type: none"> a. Complete end of May 2016 b. March SC Mtg.
2. Enhance efforts to include youth in self-advocacy movement by engaging youth themselves	<ul style="list-style-type: none"> a. Conduct listening sessions with youth b. Use social media to reach out and engage youth 	<ul style="list-style-type: none"> a. Small group to work on how to conduct youth listening sessions <ul style="list-style-type: none"> - Connect with other groups wanting to sponsor listening sessions b. Small group will work on developing strategies for using social media 	<ul style="list-style-type: none"> a. Johanna, John, Gary, Kelly, Abria <ul style="list-style-type: none"> - Vim b. Greg, Alicia, Christina, Katie 	<ul style="list-style-type: none"> a. Complete June 2016 - March 2016 b. June 2016
3. Enhance efforts that engage youth with disabilities in leadership development activities	<ul style="list-style-type: none"> a. Sponsor training that builds decision making skills of youth with disabilities b. Find ways to incorporate training in schools c. Find ways to train the trainers/teachers 	<ul style="list-style-type: none"> a. Review existing training efforts (i.e., Project Stir, Self-Determination Academy) and support or adapt those b. Create new training if needed c. To be determined d. To be determined 	No one identified at this time	

Acronyms:

PFMO – People First of Missouri

HSRN – Heartland Self-Advocacy Resource Network

SC – Steering Committee

IHD – Institute for Human Development

UMKC – University of Missouri – Kansas City