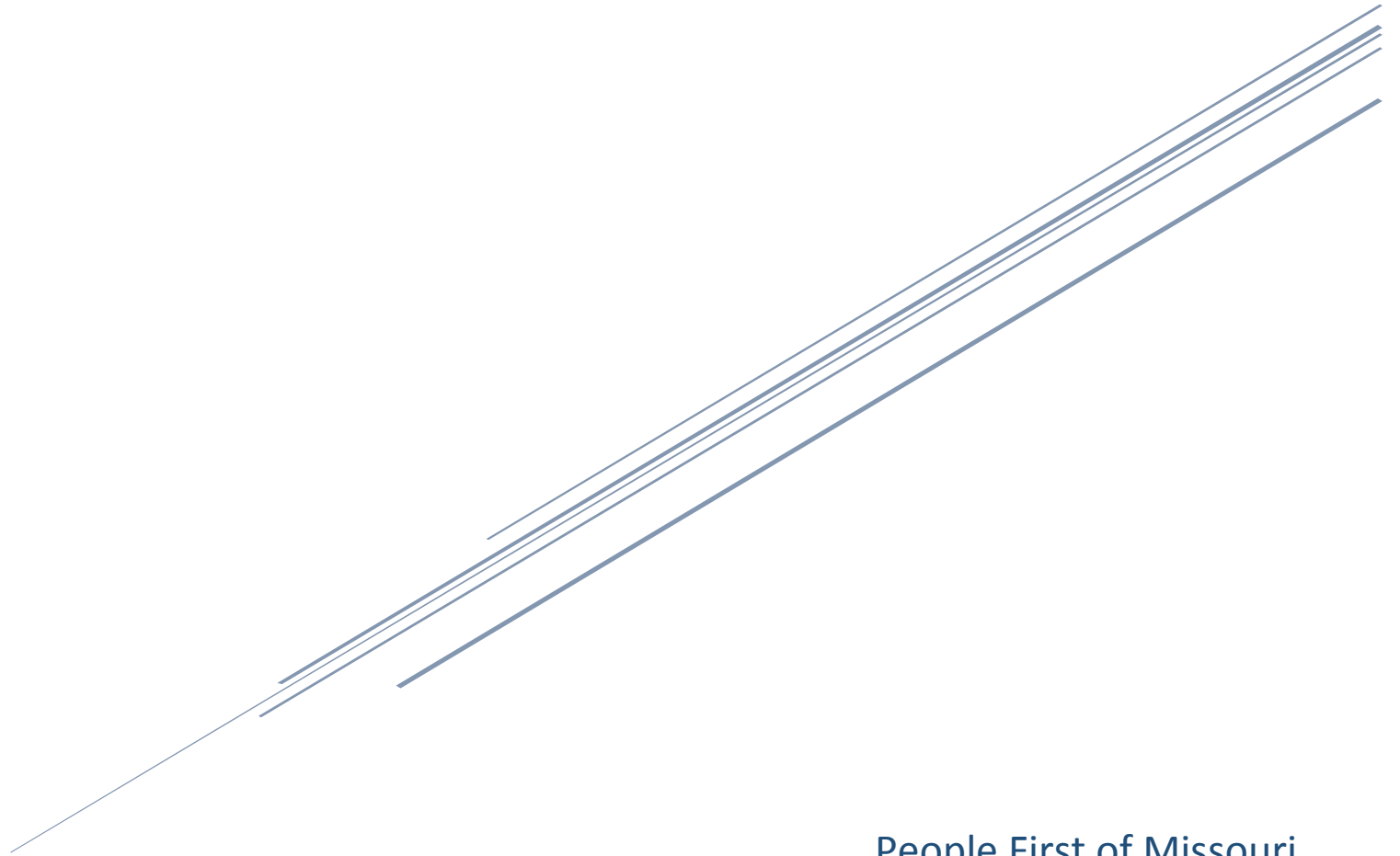


PEOPLE FIRST OF MISSOURI HSRN ACTION PLAN - 2015



People First of Missouri
Reviewed and Finalized 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)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
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. 95% of Chapters, SC members, & advisors express receiving timely emails b. Communication Coordinator identified c. Phone tree established	November 2015	<ul style="list-style-type: none"> • PFMO Officers • IHD • Advisors
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. Chapters meet together Chapters support each other	Over the next 6 months	<ul style="list-style-type: none"> • IHD • Local Chapters • Advisors
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. Conduct the meeting	Soon	<ul style="list-style-type: none"> • Advisors • PFMO Officers
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			

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

II. Organizational Priority Issue/Concern: How PFMO orients new members, conducts leadership training, and trains advisors, needs attention.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Increase opportunities for new steering committee members to connect and develop relationships with existing members	a. Document and share member stories b. Provide networking opportunities at steering committee meetings (i.e. ice breakers)	a. Member stories collected and shared with new members b. New members are connected		
2. Ensure that all new SC members receive an orientation and updated orientation materials	a. Review and update existing orientation materials/resources b. Establish orientation opportunities at quarterly steering committee meetings c. Establish a mentoring program for new members	a. Updated orientation materials developed b. Orientation opportunities provided at 2 SC meetings a year c. New members connected with a mentor		
3. Increase leadership training opportunities within PFMO	a. Prioritize leadership training needs b. Develop & provide training opportunities c. Evaluate training	a. Training priorities identified b. 2 training opportunities provided annually c. Training outcomes/impact identified		
4. Ensure that advisors receive orientation and training	a. Review and update existing material/resources b. Establish an annual orientation opportunity c. Establish an annual training opportunity	a. Updated orientation materials developed b. Orientation opportunity conducted c. One training opportunity provided		

III. Organizational Priority Issue/Concern: How PFMO recruits, retains and involves members, particularly youth, needs real attention.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Expand local chapter membership and retention	<ul style="list-style-type: none"> a. PFMO develop and disseminate recruitment tool kits b. Reach out to where people are supported, live, and work c. Identify ways to contact and invite individuals directly d. Look at chapter dynamics – stop the drama – engage in team building e. Address transportation issues 			
2. Revive and establish new PF chapters	a. (See Organizational Priority IV)			
3. Engage youth in self-advocacy movement and PFMO	<ul style="list-style-type: none"> a. Local Chapters do presentations at schools on self-advocacy and the benefits of joining People First b. Use social media to reach out and engage youth about self-advocacy and People First 			

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)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
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 			
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 			
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 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 			
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 			

V. **Organizational Priority Issue/Concern:** How PFMO and its leaders receive support to get things done needs some attention.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Hire a statewide advisor	a. Explore what is involved with hiring a statewide advisor b. Obtain funds to hire advisor (i.e. PFMO develop and provide certified training for service coordinators for a fee) c. Build partnerships that will assist with funding and recruitment of an advisor	a. Advisor hired and trained	Within 5 years	<ul style="list-style-type: none"> • PFMO Officers • UMKC IHD • Division of DD
2. Have a physical presence for the organization (office and legislative presence)	a. Explore what it will take to have a physical/legislative presence b. Obtain funds c. Build partnerships d. Obtain space and supplies	a. PFMO has an office in Jeff City	Within 5 years	<ul style="list-style-type: none"> • PFMO Officers
3. PFMO has a seat on the Mental Health Commission	a. Contact Governor's Office	a. PFMO has a seat on the commission		

SELF-ADVOCACY/SELF-DETERMINATION SUPPORT ACTION PLAN

I. Support Priority Issue/Concern: Efforts that support people to participate on decision making boards, committees, and task forces aren't working well.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Increase awareness of people with disabilities of important boards at the local community and statewide levels	a. Create a list of key decision making boards at the local and state level b. Obtain/maintain contact information for key decision making boards, committees, and task forces			
2. Increase capacity of people with disabilities to participate as members of boards, committees and task forces	a. Develop training resources on how to participate on boards, committees, and task forces b. Offer training and provide resources			
3. Increase the number of individuals with disabilities serving on local and state boards, committees and task forces	a. Identify process and build relationships with decision makers, for being included on boards, committees and task forces b. Support individuals with disabilities to become members, including finding supports for transportation			
4. Increase availability of individuals that can support people to participate on boards, committees and task forces	a. Develop and provide training on how to support people with disabilities to be on boards b. Recruit individuals willing to support people with disabilities to participate on boards c. Maintain data base of support people			

II. Support Priority Issue/Concern: Efforts that support people to influence laws and rules that affect their lives aren't working well.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Raise awareness among people with disabilities about laws and rules that affect their lives	a. Create and maintain a resource booklet in plain language that describes the major laws and rules that impact the lives of people with disabilities b. Post booklet on PFMO website and find other ways and places to get it out			
2. Raise awareness among people with disabilities about upcoming legislation that affects their lives	a. On an annual basis, develop fact sheets in plain language about upcoming legislation b. Post fact sheets on PFMO website, and get it out through Facebook c. Find other ways and places to share information			
3. Enhance capacity of people with disabilities to influence laws and rules	a. Make available training and resource materials in plain language to local chapters and other disability groups			
4. Increase voter registration of people with disabilities	a. Ensure voter registration materials are in plain language and accessible formats b. Get voter registration materials to local chapters and other disability groups c. Ensure that organizations engaged with voter registration include people with disabilities d. Ensure that voting places and machines are accessible			

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)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
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 			
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 			

IV. Support Priority Issue/Concern: Efforts that support people to influence decision makers who affect their lives aren't working well.

OBJECTIVES (list of objectives)	TASKS (what needs to happen to achieve objectives)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
1. Increase awareness of decision-makers of what it means to have a disability and understand the need for supports and laws that help people with disabilities to contribute to the community	a. Provide decision makers with real stories about people's lives b. Educate them about access issues and general safety concerns c. People with disabilities participate on city councils and on other decision making groups			
2. Enhance capacity of people with disabilities to connect with legislators, mayors, police officers, fireman, first responders, etc.	a. Provide training and resource materials that teach people with disabilities how to connect with, and influence decision makers in a variety of settings (i.e., 1 st responders training)			
3. Enhance opportunities for individuals supporting people with disabilities to develop relationships with decision makers	a. Develop strategies for how to share with organizations where staff work the importance of them connecting with decision makers b. Have available examples of how it's been done in other organizations c. Involve support people in education about developing relationships with decision makers			
4. Increase involvement of PFMO leaders on committees that are responsible for hiring directors of agencies, or organizations, that make decisions that affect the lives of people with disabilities	a. Share stories of successful SA leaders as an example of how this can work b. Network and share with decision makers the importance of having a self-advocate as part of the hiring process c. PFMO get a seat on the Mental Health Commission			
5. Increase availability of supports (transportation and other) for people to participate in meetings, events, and processes to influence decision makers	a. Maintain list/calendar of meetings or events that affect people with disabilities b. Make available on PFMO website the ability for org's to self-report meetings/events c. Maintain list of transportation resources			

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)	SUCCESS CRITERIA (how success will be identified)	TIME FRAME (by when tasks needs to be completed)	RESOURCES (what or who can help complete the tasks)
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 and expos d. Develop peer mentoring opportunities (St Charles, Kirksville) 			
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 			
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/trainers 			