

APS Program Planning Template: State/Territory/District-Specific Focus

State/Territory/District	Kansas
Contact	Debra Schwarz
Budget Allocation	\$2,178,155
Timeline	<p>AMERICAN RESCUE PLAN ACT (ARPA) OF 2021- Grant 1 August 2021 – September 2023 \$704,707</p> <p>AMERICAN RESCUE PLAN ACT OF 2021 - Proposed Grant 2 August 2022 – September 2024 \$1,473,448</p>
<p>Vision 2025</p> <p>The Vision clarifies what your ARPA Grant 1 Program aspires to become and to achieve. It is designed to inspire by providing a picture of where the program is heading in 3-5 years.</p> <p>Note: If you are a part of a larger organization, does it have its own future vision? If so, you may want to adapt it to your own program.</p>	<p>The Kansas APS Program respects an adult’s quality of life, while providing vulnerable adults support, compassion, and services to ensure the safety and protection from all forms of abuse, neglect, and financial exploitation while safeguarding their right to independence and self-determination.</p>

<p>Mission Statement</p> <p>Mission and Values statements can be an effective tool to educate the public; state and local government officials; state government agencies; provider agencies; and service recipients as to what the Adult Protective Services is and how they do business.</p> <p>Mission Statements answer four key questions about your APS Program:</p> <ul style="list-style-type: none"> • Who do we serve? • What needs do they have that we can fulfil? • How do we meet those needs? How do we make the clients' lives better? • Does it link directly to the Vision Statement? <p>Note: if you are a part of a larger organization, does it have its Mission Statement? If so, you may want to adapt it for your own program.</p>	<p>The Kansas APS Program improves the quality of life for vulnerable adults in need of protection by enhancing prevention services, fostering independence, and promoting advocacy by building connections with families, supportive individuals, and community partners.</p>
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Guiding Principles / Core Values

Guiding Principles or Core Values guide internal processes and client interactions for your APS Program.

Note: if you are a part of a larger organization, does it have its own set of Guiding Principles or Core Values? If so, you may want to adapt it for this program.

- Respect for Self-Determination
- Teamwork and Collaboration in the Community
- Teamwork and Collaboration within the APS Program
- Consistent, committed, and efficient service delivery
- Conduct thorough investigations: Trust but verify
- Utilization of the least restrictive environment

<p>Goals for Program Improvement</p> <p>These are goals to be obtained in order to move your APS program from current practices to your Vision.</p> <p>Now that you have new funds targeted for your work with APS, what can be enhanced or improved in your current program? These goals must meet the APS Formula Grant requirements. It is recommended these goals become SMART goals (specific, measurable, actionable, and timely).</p> <p>Using the results of your Environmental Scan, identify key issues that need to be addressed during this planning cycle.</p> <p>These are goals to move your APS Program from current practices to your Vision #1.</p>	<ul style="list-style-type: none"> • Contract out or grow the number of in-house staff to provide support for the growing number and complexities of investigations that are received each year. • Educate our partners on APS services, clients rights, and statutory requirements through the development of brochures, meetings, and outreach events. • Enhance our data automation system for better reporting and time saving measures on our ANE processes, and to support NAMRS. • Help provide support and services to our APS clients for stabilization and crisis intervention. • Strive for additional training to better improve the abilities of staff, supervisors and administration in meeting and supporting personal, professional, and work needs. • Development of standardized tools to ensure consistency.
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Targeted Improvement Projects

Using the results of your Environmental Scan and PESTEL, describe the targeted improvements and enhancements needed for this planning cycle.

Your improvements should be concrete, measurable, and complete.

WHY is this improvement needed?

What **Purpose** or **NEED** will it fill?

What **RESOURCES** will be used?

What **ACTIVITIES** will it entail?

What are the direct **OUTPUTS** of the activities? What are the intended results and how will clients benefit?

See example on next page.

EXAMPLE: Illustrate targeted improvements using a Logic Model Framework

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
<p>Based on the results of your Environmental Scan and PESTEL, what <i>needs</i> of your APS Program will be served by the ARPA funds?</p> <p>Should be a clear “connection” with the Environmental Scan items.</p>	<p>People, financial, organizational, or community resources Directed toward doing the activity.</p>	<p>Improvement Projects</p> <p>Identify the “What” for each targeted improvement, with enough context and information to explain.</p>	<p>Direct products of program activities. May include types, levels, and targets of services to be delivered by the program.</p> <p>Examples include number of people served, number of events held, and number of units of service provided.</p>	<p>Specific changes in behavior, knowledge, skills, status, or level of functioning in 1 year.</p> <p>Internal Benefits.</p>	<p>Specific changes in behavior, knowledge, skills, status, or level of functioning.</p> <p>Long-Term outcomes should be achievable within the 2-to-5-year timeframe of grants.</p> <p>Benefits to your Clients.</p>
<p>APRA 1 Project 1</p> <p>Spend more time with our clients and less time filling out forms and paperwork</p>	<p>\$240,000.00 to Improve and enhance our KIPS system.</p>	<p>Development and automation of forms in our current system & processes to save time for workers daily functions.</p>	<p>Increase face to face time with clients by 10%.</p> <p>Reduce recurrent maltreatment by 10%.</p>	<p>Increase staff morale.</p> <p>Less paperwork to complete due to automation.</p>	<p>More time for our clients, less time spent on paperwork.</p> <p>Improved client satisfaction.</p> <p>Greater long- term investigation and assessment efficiency.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
				<p>Increase quality for investigation of safety and capacity.</p> <p>Less human errors due to automation.</p>	
<p>ARPA 1 Project 2</p> <p>Improve the abilities of program staff to better meet the needs of APS clients and support professional growth for all program staff.</p>	<p>\$32,707.00 to provide additional training for supervisors and staff.</p>	<p>Have greater skill sets in understanding of vulnerable populations, aging issues, COVID-19 issues/concerns, and professional development.</p>	<p>Increase the number of trainings made available to the APS staff by 25% to improve practice.</p> <p>Implement a new training manual for onboarding new staff by the end of 2022.</p>	<p>Develop a diverse group of APS workers to better meet the daily needs of their clients.</p> <p>Encourage the practice self-care to assist with increased retention.</p> <p>Staff with a greater knowledge base of clients' needs and investigation processes.</p>	<p>Improve consistency in our practice to provide consistent long-term outcomes for our clients.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
<p>ARPA 1 Project 3</p> <p>Help with employee retention and burnout by assisting existing program staff with investigating and closing an increasing number of complex situations/investigations</p>	<p>\$220,000.00 to temporary part-time staff positions to help APS staff.</p>	<p>Adding additional temporary positions to Assist APS workers with client advocacy, referrals, applications, etc.</p>	<p>Track duties of temporary positions and develop a matrix to show long-term needs for additional program staff.</p> <p>Track number of staff leaving and rational for leaving to help us identify and build on retention.</p>	<p>Reduce burnout for staff and take some of the heavy lifting off staff.</p> <p>Increase staff morale and have opportunities for better self-care.</p> <p>Allows the APS specialist more time to perform a detailed and comprehensive assessment.</p>	<p>Clients benefit from better case management and more frequent interactions that create sustainable outcomes.</p> <p>Staff retention, less burnout, and more productivity.</p> <p>Build capacity to meet needs of staff.</p> <p>Staff feel heard and more supported.</p>
<p>ARPA 1 Project 4</p> <p>Continued need for consistent data reporting and re-mapping of required data elements to align with NAMRS</p>	<p>\$70,000.00 for Improving data collections/reporting to NAMRS.</p>	<p>Upgrades to KIPS for better reporting & mapping of NAMRS required data points.</p>	<p>Less errors in mapping.</p> <p>Cleaner reporting process.</p> <p>Less staff time involved, allowing focus on other critical issues.</p>	<p>Less time spent reviewing for errors and clean-up of the errors.</p>	<p>Clean and accurate data consistently being reported to represent Kansas's true activities in APS.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
reporting requirements					
<p>ARPA 1 Project 5</p> <p>APS will continue to network with our community partners to help them understand APS parameters</p>	<p>\$42,000.00 for the development and distribution of brochures and items for outreach and education to APS clients & community partners.</p>	<p>Enhance awareness and information on services that APS can provide our clients and help support our community partners.</p> <p>Brochures targeting current financial scams and who to call when you need help.</p>	<p>Increase community presentations to community partners, colleges, and other state agencies by 20%.</p> <p>Participating in quarterly MDT teams once program is operational.</p> <p>Provide clear and understandable brochures to our clients and providers in multiple languages.</p> <p>Track the number of community outreach events by APS.</p>	<p>Improved reporting of ANE concerns by community partners.</p> <p>Understanding APS parameters.</p> <p>Growing relationships with community partners.</p>	<p>Improves client outcomes by utilizing the least restrictive environment and encouraging empowerment through supported decision making.</p> <p>Consistent practices from staff create clear expectations for our community partners.</p> <p>Enhance our working relationships with Law Enforcement and Community Partners.</p> <p>Long term positive trusting relationships.</p> <p>Appropriate ANE referrals.</p> <p>Greater knowledge base of APS.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
<p>ARPA 1 Project 6</p> <p>Help APS clients remain in the community independently with needed supports and services</p>	<p>\$100,000.00 to provide goods and services to our APS clients.</p>	<p>Purchasing needed items and support services to help the client remain in the least restrictive environment.</p>	<p>Matrix for showing those items purchased that allows them to remain in the home.</p> <p>Successful interventions.</p>	<p>Respects the right to self-determination.</p> <p>Happy customers/client satisfaction.</p> <p>Provides services addressing the needs while reducing the ANE risks to clients.</p>	<p>Continued independence of our clients to remain in their home and in the community.</p> <p>Fewer referrals for Nursing Facility placement.</p> <p>Increases a positive perception of APS by the client and the community.</p> <p>Reduces negative stigma associated with APS.</p>
<p>ARPA 2 Project 1</p> <p>Help our APS clients remain independently in the community with needed supports and services</p>	<p>\$200,000.00 to provide goods and services to our APS clients for a two-year period.</p>	<p>Purchasing needed items and support services to help the client remain in the least restrictive environment.</p>	<p>Matrix for showing those items purchased that allows them to remain in the home.</p> <p>Successful interventions.</p>	<p>Respects the right to self-determination.</p> <p>Happy customers/client satisfaction.</p> <p>Provides services addressing the needs while reducing the ANE risks to clients.</p>	<p>Continued independence of our clients to remain in their home and in the community.</p> <p>Fewer referrals for Nursing Facility placement.</p> <p>Increases a positive perception of APS by the client and the community.</p> <p>Reduces negative stigma associated with APS.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
<p>ARPA 2 Project 2</p> <p>Provide training and education to hospital and nursing facility personnel regarding APS roles and guardianships</p>	<p>\$25,000.00 to provide statewide training to Hospitals and Nursing Facilities</p>	<p>Develop statewide training and materials to educate our NF's, and Hospitals and their statewide associations on the role of APS and options other than guardianship as well as explain APS's limitations.</p>	<p>Track the number of training events to these entities.</p> <p>Monitor to see if there is a reduction in referrals for guardianship.</p>	<p>Less inappropriate referrals.</p> <p>Better understanding of what guardianship entails and limitations.</p>	<p>Least restrictive options have been explored for and with the client.</p> <p>Fewer guardianship requests and more pre-planning upon admittance to the facility.</p> <p>Continued right to self-determination for our clients.</p>
<p>ARPA 2 Project 3</p> <p>Development of standardized tools for investigations and assessments</p>	<p>\$100,000.00 for the purchase or development of standardized tools.</p>	<p>Purchase and customize standardized tools for investigations and employ new tools for interviews and assessments.</p>	<p>Case reads/reviews shows greater consistency of APS outcomes with the tools by 10%.</p>	<p>Provides consistency in Investigations.</p> <p>Supports newer staff in process & procedures.</p>	<p>Long-term consistent outcomes for clients.</p> <p>Less data errors and more consistency of practice.</p> <p>Consistency in case findings.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
<p>ARPA 2 Project 4</p> <p>Assist the APS worker in financial exploitation cases</p>	<p>\$196,000.00 to assist staff with financial exploitation cases.</p>	<p>Contract with a Forensic Accountant or Accounting firm to provide data analysis of the financial record, analyzing and quantifying financial discrepancies for the APS investigation and/or legal prosecution.</p> <p>They would gather, compile and prepare reports for APS Investigations</p>	<p>Track number of cases for which assistance was provided by the forensic accountant or accounting firm.</p>	<p>Quicker turnaround of investigations/ findings due to the support of the forensic accountant.</p> <p>Potential prosecution of alleged preparators.</p> <p>Stopping the exploitation from continuing.</p>	<p>Forensic Expertise to support the findings.</p> <p>Potential prosecution and jail time/person felony under the mistreatment of a dependent adult Statute.</p> <p>Recommendations for stopping the continued financial exploitation of the client.</p>
<p>ARPA 2 Project 5</p> <p>Development of a new automation system that will</p>	<p>\$248,076.00 for the development and integration of a new</p>	<p>Development of a new automation system to include upgraded forms</p>	<p>Improved data collection and reporting.</p>	<p>Allows for more focus and quality for investigation of safety and capacity.</p>	<p>Greater long-term investigation records and assessment efficiency.</p>

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
house all APS and intake records (CCWIS System)	automation system.	& processes to save time for workers daily functions.		Less human errors due to automation.	
ARPA 2 Project 6 Improve the abilities of program staff to better meet the needs of APS clients, as well as supporting professional growth of all program staff	\$100,000.00 to provide additional training and technology for supervisors and staff; two-years.	Providing APS staff with greater skillsets for their professional development and the purchase of technology to add functionally to practice.	Increase the number of trainings made available to APS staff by 25% to improve practice. Implement a new training manual for onboarding new staff by the end of 2022.	Better retention of employees. Improved daily practices. Staff have a greater knowledge base of APS guiding principles.	Provides better long-term outcomes for our clients through improving the consistency in our practice.
ARPA 2 Project 7 Help with employee retention and burnout by assisting existing program staff	\$534,372.00 for 6 full-time permanent APS family service coordinator positions to assist APS staff with daily activities; long-	Adding full-time positions to assist APS workers in client advocacy, referrals, applications, etc.	Track duties of temporary positions to show long-term needs for additional APS staff. Track numbers of staff leaving and rational for leaving to help APS identify and build	Reduce burnout and take some the heavy lifting off staff. Increase staff morale and provide the opportunity for better self-care.	Clients benefit from better case management and more frequent interactions that create sustainable outcomes. Staff retention, less burnout and more productivity.

Purpose/Needs to be filled by ARPA Funds	Inputs (Resources Deployed)	Activities	Outputs from Investment	Short-Term Outcomes	Long-Term Outcomes
with investigating and closing an increasing number of complex situations/investigations	term over a two-year period.		retention in our staff. Develop a matrix for tracking.	Allows the APS specialist more time to perform a detailed and comprehensive assessment.	Build capacity to better meet the needs of staff and APS clients. Staff feel heard and more supported.
<u>ARPA 2 Project 8</u> Need for consistent data reporting and mapping of needed data elements to align with NAMRS reporting requirements	\$70,000.00 to CCWIS for the build and mapping for Improving data collections /reporting with NAMRS	Upgrades to the CCWIS system for better reporting & mapping of NAMRS data points required	Less errors in mapping Cleaner reporting process Less staff time involved, allowing focus on other critical issues	Less time spent reviewing for errors and clean-up of the errors Accurate data being reported	Clean and accurate data consistently being reported to represent Kansas’s true activities in APS. Provides data to show alignment of states activities Accurately reflects client’s data for long term data analysis

7) Budget / Spending Plan for ARPA funds – Semi-annually for 3 to 5 years

Budget/Spending Plan will be used to enhance, improve, and expand the ability of APS workers to investigate allegations of abuse, neglect, and exploitation. Be sure to use separate line items for each major improvement project.

Operational Plan Submission due by **January 31, 2022.**

ARPA 1- First Grant Allocation - August 2021 - September 2023

ARPA 1	Description	2022 Period 1	2022 Period 2	2023 Period 1	2023 Period 2	Total
Project 1	Improvement/enhancement of KIPS	100,000.00	100,000.00	40,000.00	0	\$240,000
Project 2	Training Expense	\$16,353.50	\$16,353.50	0	0	32,707.00
Project 3	Hire Temp Staff	\$110,000.00	\$110,000.00	0	0	220,000.00
Project 4	Improve data collection for NAMRS in KIPS	70,000.00	0	0	0	\$70,000
Project 5	Community Outreach	42,000.00	0	0	0	42,000.00
Project 6	Purchase of goods/services for clients	\$25,000	\$25,000	\$25,000	25,000.00	\$100,000
Total		\$363,353.50	\$251,353.50	\$65,000	\$25,000	\$704,707

ARPA 2- Second Grant Allocation - August 2022 September 2024

ARPA 2	Description	2023 Period 1	2023 Period 2	2024 Period 1	2024 Period 2	Total
Project 1	Client Goods & Services	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000.00
Project 2	Training to Hospital and NF	6,250.00	6,250.00	6,250.00	6,250.00	\$25,000.00
Project 3	Development/purchase of standardized tools			\$50,000.00	\$50,000.00	\$100,000.00

ARPA 2	Description	2023 Period 1	2023 Period 2	2024 Period 1	2024 Period 2	Total
Project 4	Forensic accountant	\$40,000.00	\$76,000.00	\$40,000.00	\$40,000.00	\$196,000.00
Project 5	New CCWIS Automation System			124,038.00	124,038.00	\$248,076.00
Project 6	Staff Training & Technology	25,000.00	25,000.00	25,000.00	25,000.00	\$100,000.00
Project 7	Adding Full time positions	133,593.00	133,593.00	133,593.00	133,593.00	\$534,372.00
Project 8	CCWIS NAMRS improvements for data reporting				70,000.00	\$70,000.00
Total		\$254,843	\$290,843	\$428,881	\$498,881	\$1,473,448.00

Summary of ARPA 1 + ARPA 2 Expense

	2022 Period 1	2022 Period 2	2023 Period 1	2023 Period 2	2024 Period 1	2024 Period 2	Total
Summary	\$363,353.50	\$251,353.50	\$319,843.00	\$315,843.00	\$428,881.00	\$498,881.00	\$2,178,155.00

Categories *may* include:

- Development Operational Plan
- Staffing (include FTE or Consulting Agreements)
- Training
- Technology Upgrade
- Equipment
- Administrative Costs
- Transportation
- Wrap-around services