



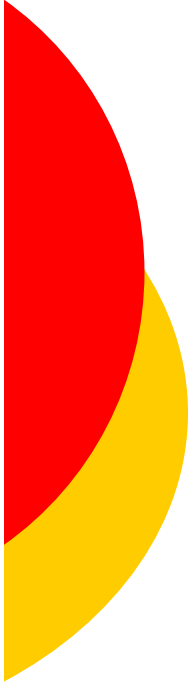
SELF DIRECTION

AND THE KPASS TOOLKIT

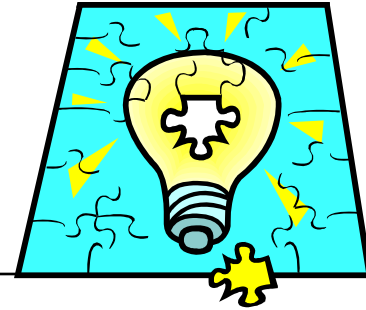
WHAT THIS TRAINING COVERS:

- **WHAT IS SELF DIRECTION**
- **HOW TO USE THE KPASS TOOLKIT**
- **A SELF DIRECTION ROUNDTABLE DISCUSSION**





WHAT IS SELF DIRECTION?



Self Direction is a management tool that supports an individual with a disability to be in charge of and responsible for the personal assistant (PA) services they receive.

A person with a disability can direct their personal assistant services themselves or they can select someone they trust to direct services on their behalf.

KANSAS HAS THREE MODELS OF SERVICE DELIVERY

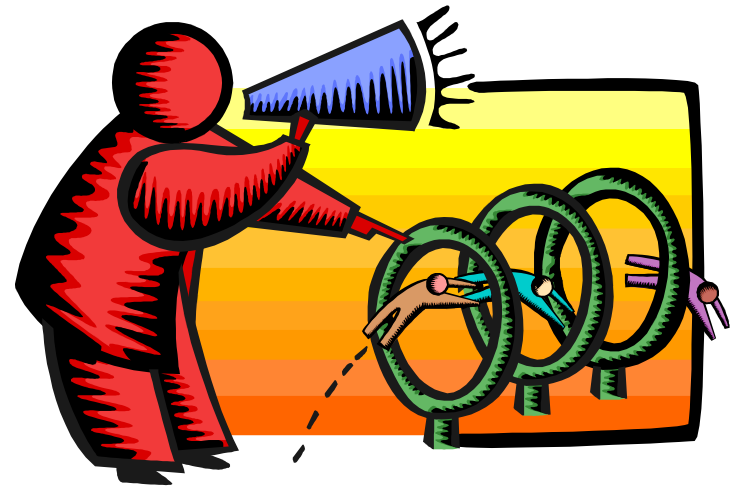
- Agency directed services
- Self Directed services with an agency or selected person providing supports
- Self Directed services





AGENCY DIRECTED SERVICES

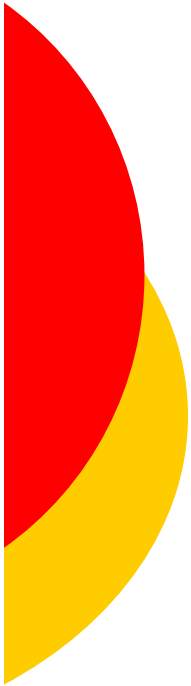
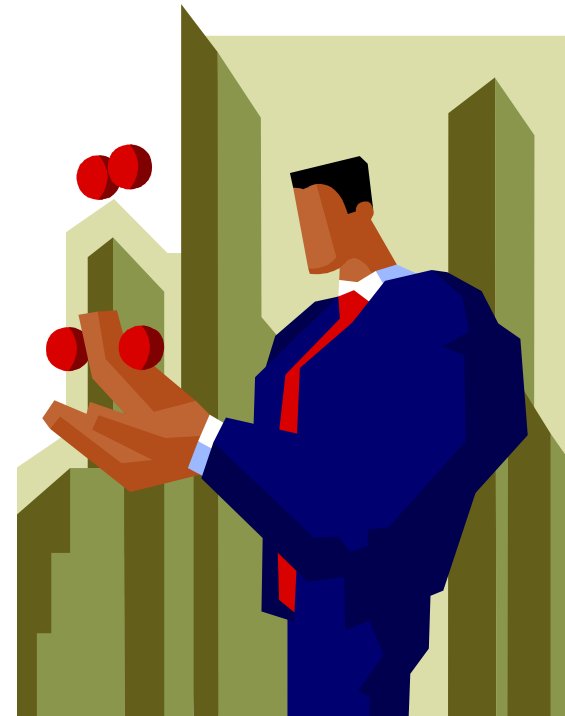
The agency (CDDO or Community Service Provider) is the employer and has the responsibility to provide the supports and services needed including conducting background checks.



SELF DIRECTED SERVICES WITH AN AGENCY OR SELECTED PERSON PROVIDING SUPPORTS

You are the employer and share responsibilities for the direction of your services with others, either an advocate or an agency.

You (or your advocate) direct *some* components of your personal assistant services, and the agency has the responsibility to direct the other components.



SELF DIRECTION

The person with a disability is the employer.



AS THE EMPLOYER, YOU:

- Create a job description based on your needs
- Interview and select your payroll agent
- Interview and hire your PA
- Check employment and personal references



AS THE EMPLOYER, YOU:

- Decide what your PA does and when they do it
- Provide the training your PA needs to be successful
- Make a backup plan so that you have the supports and services you need when your PA is sick or quits unexpectedly



BENEFITS OF SELF DIRECTION

- You take control of your life decisions and resources
- Increased satisfaction with your living and working conditions
- Higher quality of life



USING THE KPASS TOOLKIT

- The KPASS Toolkit is a comprehensive guide to assist individuals in self direction
- It is distributed on CD-ROM, but can be printed from the CD format

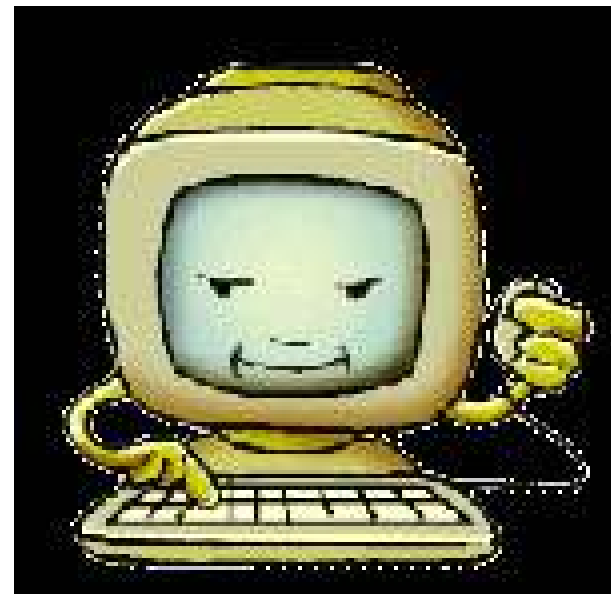


KPASS TOOLKIT LAYOUT

The Toolkit has 10 chapters that address different aspects of self directing your own services such as:

- Selecting a payroll agent
- Developing your job description
- Training your PA

Just click on the chapter that best suits your need at the time



KPASS TOOLKIT LAYOUT

The KPASS toolkit also includes 7 appendices for reference that include:

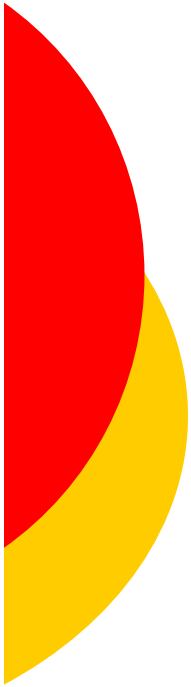
- References and resources
- Policies
- A job description toolkit

Just click on the appendix that best suits your need at the time



Navigation in the Easy to Use Word Format

- If you are using the Easy to Use Word Format of the KPASS Toolkit, simply click the topic in the Table of Contents you wish to go to and you will be automatically taken there.
- To return to the Table of Contents, simply press the Ctrl and Home buttons at the same time.



IF YOU HAVE TROUBLE USING A COMPUTER, PRINT OUT THE KPASS TOOLKIT

The toolkit can be printed out one chapter or appendix at a time, or the entire document can be printed at once



SELF DIRECTION ROUND TABLE DISCUSSION

- Developing a job description
- Interviewing a personal assistant
- Managing a PA





FOR MORE INFORMATION:

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