

**PROGRAM NARRATIVE**

**Date:** 12/23/2014

**360 Protection and Advocacy**

**Time:** 12:45:35

**Program:** Protection and Advocacy Program

**Reporting level:** 00-360-100-00-00-00-00000000

**Program Performance Measures**

P&A develops an annual plan with numerous goals and objectives. These relate to our seven federal grants. P&A's activities can be classified into six main areas of effort. While terminology, definitions, focus and depth of each activity varies, similar services are provided by the protection and advocacy systems in each state and territory.

1. Protective services – ensuring appropriate response, including risk management, investigation and provision of remedial effort, to reports of suspected abuse, neglect and/or exploitation of individuals with disabilities.
2. Case advocacy – providing advocacy and/or legal representation, within identified priority areas, to eligible individuals with disabilities to ensure access to appropriate services and resolution of disability-related discrimination or other rights violations.
3. Systems advocacy – collaborating with appropriate stakeholders to identify and advocate for systemic change that will result in positive outcomes for people with disabilities.
4. Information and referral – providing verbal and written information as well as directing individuals to resources external to P&A.
5. Education and training – training provided to groups of individuals, including people with disabilities and service providers, on disability-related rights issues as well as the development and publication of rights-related documents.
6. Self-advocacy support – providing information, technical assistance, and support to self-advocacy groups.

In the summer of 2011, P&A mailed a survey to 407 individuals and organizations requesting input on P&A's priorities and activities. Of note, the survey asked "Do you believe P&A's work is helpful to people with disabilities and their families?" Of the 67 respondents, 63 (94%) indicated 'yes' and 2 (3%) indicated 'no' and 2 (3%) did not respond to this specific question.

**Program Statistical Data**

Case assistance or advocacy representation (including legal representation) was provided as follows during the five most recently completed Federal fiscal years:

Federal Fiscal Year	DD	MH	PAIR	PABSS	TBI	HAVA*	AT	CAP	TOTAL
2009 (10/08-9/09)	394	168	92	75	6	0	24	-	759
2010 (10/09-9/10)	548	224	93	96	9	0	14	-	984
2011 (10/10-9/11)	512	234	75	89	9	0	20	-	939
2012 (10/11-9/12)	519	191	75	94	22	0	26	68	995
2013 (10/12-9/13)	508	172	79	71	26	0	18	73	947

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\* Individual case work is not done under the HAVA Program

Information and referral was provided to 1,885 individuals in FY 2012 and to 1,970 in FY 2013. Education and training was provided to 1,756 people in FY 2012 and to 2,540 in FY 2013.

**Explanation of Program Costs**

The bulk of the proposed budget (79%) supports salaries and benefits for agency personnel consisting of 27.5 FTE's (plus a temporary/hourly driver). These employees are spread throughout ten offices in ND. The remainder (21%) is for operating. Following is information on the proposed operating portion of the proposed budget which supports the agency's personnel and its work with % of total budget in brackets:

- IT Data Processing – Wide area network hub charges, wide area network access charges, records management (ITD), data processing charges, Website maintenance, server disc storage, secure e-mail, Connect ND, etc. [1.66%]
- IT Communications – Contract desktop support, basic phone service, long distance service, voice mail, and phone listings. [.6%]
- IT Software/Supplies – Computer Software and licenses. [.10%]
- IT Equipment < \$5,000 – Computer upgrades. [.61%]
- IT Equipment > \$5,000 – Replacement of heavy duty copier in the State office in Bismarck. [.176%]
- IT Contractual Services & Repairs – IT support for regional offices; Polycom service agreement for Bismarck. [.11%]
- Travel – Travel for the Committee on P&A members to attend board meetings; travel for the Mental Health Advisory Council members to attend Council meetings and other relevant activities; and travel for P&A staff to provide protection, advocacy and educational services as well as to receive training. This also includes out-of-state travel for conferences for board, Advisory Council, and staff. [2.5%]
- Professional Supplies and Materials – Subscriptions to law reporters & Westlaw; web-based data base for the P&A system; professional resource materials for P&A staff (PDR's, disabilities information); educational materials for loan library. [.79%]
- Miscellaneous Supplies – [.19%]
- Office Supplies – Supplies for staff, governing board and the advisory council. [.315%]
- Postage – Stamps and mailings necessary to conduct business; P.O. Box rental. [.25%]
- Printing – P&A copy machine copies (as per service agreements); copies of client records obtained from other sources; letterhead & envelopes; business cards; brochures and other educational materials; posters; reports. [.79%]
- Office Equipment & Furniture – Replacement of old copy machines with new multi-function machines for 6 regional offices; replacement of desk chairs, computer desks, & other worn out/broken furniture. [.38%]
- Utilities – Electric bill for Williston regional office. [.025%]
- Insurance – Risk management and property insurance. [.083%]
- Rentals/leases for equipment & other – Use of IT and other equipment for staff trainings and conferences. [.033%]
- Lease/Rent Building – Office rent for nine P&A offices (rent is not being charged for the P&A office at the Life Skills & Transition Center in Grafton). There are increases factored in as noted by a survey of existing landlords plus potential moves for the Minot and Devils Lake offices. [4.56%]
- Repairs - Service agreements for each copy machine and other misc. repairs. [.276%]
- Dues and Professional Development – NDRN dues; attorney licensing; conference registration for staff, advisory council and board members; stipends for consumers participation in conferences. [1.6%]
- Operating Fees and Services – Workers Comp. payments; job advertising; employee service awards; courier services; on-call answering service for after-hours emergencies. [.69%]

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- Professional Services – A large portion of this (\$135,000) is for contracting for voter education (federal HAVA funds); contracting for services with funds (\$50,000) in the Protection & Advocacy for Beneficiaries of Social Security (PABSS) grant; interpreter fees; legal services (when it is more efficient to contract); facilitation for agency strategic planning & task forces. [6.00%]

**Program Goals and Objectives**

As required by federal grantors, each year P&A solicits public comment on its priorities and activities and revises them as deemed relevant. In the summer of 2013, P&A held two public meetings; one in Williston and one in Grand Forks. In addition, P&A mailed a survey to 400 clients, family members, and guardians requesting input on P&A's priorities and activities. 67 written responses were received for a return rate of almost 17%. P&A sent electronic surveys to professionals and service providers and received 22 responses.

Along with asking questions about its priorities, the survey included the following question to help gauge P&A's perceived effectiveness: "Do you believe P&A's work is beneficial to people with disabilities and their families?" 59 (88%) of the clients, family members and guardians responded "yes"; 7 (10%) responded "no"; and 1 did not answer the question. 20 (91%) of the professionals and providers said "yes" and 2 (9%) said "no".

The public comment was used for the review and revision of P&A's priorities for the current fiscal year (10/13 – 9/14). Program priorities (goal areas) include: 1) abuse, neglect and exploitation; 2) community integration; 3) educational services; 4) employment; 5) healthcare; 6) criminal justice; 7) voting. A work plan with measurable objectives addresses each of these priorities.

In June of 2014, P&A held a 2-day planning session to develop priorities for FY 2015 (10/14-9/15). In addition to agency staff participation, five of the seven governing board members sat in on at least part of the planning meeting along with several members from P&A's advisory council for its mental health advocacy program. As a result of this activity, priorities, goals, and objectives have been drafted and will be sent out in August for public comment.

**REQUEST DETAIL BY PROGRAM**

360 Protection and Advocacy

Bill#: SB2014

Date: 12/23/2014

Biennium: 2015-2017

Time: 12:45:35

Program: Protection and Advocacy Program		Reporting Level: 00-360-100-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
<b>Accrued Leave Payments</b>					
Salaries - Permanent	0	93,590	(93,590)	0	0
<b>Total</b>	<b>0</b>	<b>93,590</b>	<b>(93,590)</b>	<b>0</b>	<b>0</b>
<b>Accrued Leave Payments</b>					
General Fund	0	46,579	(46,579)	0	0
Federal Funds	0	47,011	(47,011)	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>93,590</b>	<b>(93,590)</b>	<b>0</b>	<b>0</b>
<b>Protection and Advocacy Services</b>					
Salaries - Permanent	2,837,644	3,165,544	201,104	3,366,648	203,112
Salaries - Other	0	0	0	0	554,000
Temporary Salaries	9,251	4,600	400	5,000	0
Overtime	335	0	0	0	0
Fringe Benefits	1,078,225	1,297,899	44,355	1,342,254	88,437
Travel	96,244	154,600	(4,300)	150,300	8,000
Supplies - IT Software	2,246	7,595	(1,615)	5,980	852
Supply/Material-Professional	24,051	40,250	7,200	47,450	700
Food and Clothing	83	134	(134)	0	0
Miscellaneous Supplies	0	7,500	4,000	11,500	200
Office Supplies	16,203	17,900	925	18,825	1,500
Postage	9,177	11,550	3,350	14,900	100
Printing	11,627	36,050	11,550	47,600	350
IT Equip Under \$5,000	26,334	49,125	(12,500)	36,625	2,080
Other Equip Under \$5,000	4,202	11,824	(11,824)	0	0
Office Equip & Furn Supplies	7,063	21,408	1,292	22,700	2,500
Utilities	0	1,182	318	1,500	0
Insurance	5,544	5,900	(900)	5,000	0
Rentals/Leases-Equip & Other	68	1,000	1,000	2,000	0
Rentals/Leases - Bldg/Land	199,475	234,000	37,833	271,833	7,200
Repairs	8,601	14,277	2,197	16,474	0
IT - Data Processing	71,741	86,276	12,736	99,012	137,004
IT - Communications	39,568	44,495	(8,802)	35,693	2,316
IT Contractual Svcs and Rprs	775	10,950	(4,350)	6,600	0
Professional Development	38,680	53,550	15,739	69,289	2,000
Operating Fees and Services	21,017	34,625	6,561	41,186	0
Fees - Professional Services	87,014	359,350	0	359,350	0
Medical, Dental and Optical	610	0	0	0	0

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
IT Equip/Sftware Over \$5000	0	0	10,500	10,500	0
<b>Total</b>	<b>4,595,778</b>	<b>5,671,584</b>	<b>316,635</b>	<b>5,988,219</b>	<b>1,010,351</b>
<b>Protection and Advocacy Services</b>					
General Fund	1,985,356	2,484,983	136,508	2,621,491	862,539
Federal Funds	2,610,422	3,186,601	180,127	3,366,728	147,812
Special Funds	0	0	0	0	0
<b>Total</b>	<b>4,595,778</b>	<b>5,671,584</b>	<b>316,635</b>	<b>5,988,219</b>	<b>1,010,351</b>
<b>Total Expenditures</b>	<b>4,595,778</b>	<b>5,765,174</b>	<b>223,045</b>	<b>5,988,219</b>	<b>1,010,351</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,985,356</b>	<b>2,531,562</b>	<b>89,929</b>	<b>2,621,491</b>	<b>862,539</b>
<b>Federal Funds</b>					
002 Federal Fund Budget	0	0	0	0	0
H101 MI Program	829,971	1,047,011	(58,351)	988,660	13,912
H112 PAIR Program	328,606	415,000	38,713	453,713	9,738
H113 DD Program	661,892	834,872	105,619	940,491	13,911
H115 Assistive Technology	88,656	95,000	3,948	98,948	9,737
H117 PABSS Program	169,237	175,000	16,004	191,004	9,738
H119 TBI Program	130,035	110,000	16,986	126,986	5,566
H120 HAVA Program	108,013	227,989	151	228,140	0
H125 Client Assistance	201,181	243,740	6,779	250,519	0
H127 Medicaid Title 19	68,922	85,000	3,267	88,267	85,210
H129 PABSS - Rep Payee	19,344	0	0	0	0
H131 NDRN	4,565	0	0	0	0
<b>Total</b>	<b>2,610,422</b>	<b>3,233,612</b>	<b>133,116</b>	<b>3,366,728</b>	<b>147,812</b>
<b>Special Funds</b>					
003 Special Fund Budget	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>4,595,778</b>	<b>5,765,174</b>	<b>223,045</b>	<b>5,988,219</b>	<b>1,010,351</b>
<b>FTE Employees</b>	<b>28.50</b>	<b>27.50</b>	<b>0.00</b>	<b>27.50</b>	<b>2.00</b>

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017

**CHANGE PACKAGE DETAIL**

360 Protection and Advocacy  
Biennium: 2015-2017

Bill#: SB2014

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Program: Protection and Advocacy Program			Reporting Level: 00-360-100-00-00-00-00000000			
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
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**Base Budget Changes**

**Ongoing Budget Changes**

A-A 1 Base Budget		0.00	70,776	0	0	70,776
Base Payroll Change		0.00	19,153	133,116	0	152,269
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>89,929</b>	<b>133,116</b>	<b>0</b>	<b>223,045</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>89,929</b>	<b>133,116</b>	<b>0</b>	<b>223,045</b>

**Optional Budget Changes**

**One Time Optional Changes**

A-D 4 OAR #4 IT Desktop Support Services One-Time	4	0.00	48,358	0	0	48,358
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>48,358</b>	<b>0</b>	<b>0</b>	<b>48,358</b>

**Ongoing Optional Changes**

A-C 1 OAR #1 Paralegal	1	1.00	90,492	62,602	0	153,094
A-C 2 OAR #2 DD Quality Assurance/Intake	2	1.00	85,209	85,210	0	170,419
A-C 3 OAR #3 Salary Equity	3	0.00	554,000	0	0	554,000
A-C 4 OAR #4 IT Desktop Support Services	4	0.00	84,480	0	0	84,480
<b>Total Ongoing Optional Changes</b>		<b>2.00</b>	<b>814,181</b>	<b>147,812</b>	<b>0</b>	<b>961,993</b>
<b>Total Optional Budget Changes</b>		<b>2.00</b>	<b>862,539</b>	<b>147,812</b>	<b>0</b>	<b>1,010,351</b>