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Our Mission:

To create a better future for all Nebraskans through brain injury prevention, education, advocacy, and support.

Part I Applicant Information

Organization Name: Brain Injury Alliance of NE	Date of ADRC Program Grantee Annual Plan Update: 4-22-24
Name – Contact Person: Peggy Reisher	Phone Number: 402-890-0606
Address (Street, City, State, Zip): PO Box 22147, Lincoln NE 68542	
Email Address: peggy@biane.org	
Signature – Authorized Representative 	Date Signed: 4-22-24

A. Organization

1. Name a designated project director who is directly responsible to the sponsor for the management of the project. Include information about the director's experience, qualifications and job duties. Indicate if the director will have additional programmatic responsibilities.

Peggy Reisher is the designated project director responsible for project management. Since 2013, Peggy has been the Executive Director of the Brain Injury Alliance of Nebraska. She has helped grow BIA-NE from a contracted staff of two part-time individuals to 10.5 staff members. Peggy is currently responsible for effectively managing all operations and administration of the BIA-NE office. She participates as a non-voting member of the Executive Committee of the Board of Directors in developing and implementing all programs.

Furthermore, Peggy has historical knowledge of the goals and objectives of the ADRC as she has been a part of Nebraska's ADRC efforts since 2016, when she joined the ADRC Advisory Council. Peggy currently participates in the ADRC Leadership and Quality Assurance Committee meetings.

Peggy's programmatic responsibilities will be to oversee the project, participate in ADRC committee meetings, and process reports as needed.

2. Describe how this program will operate within your organizational structure. How will the ADRC seek guidance and perspective that benefits individuals experiencing disabilities?

BIA-NE staff works to build a trusting relationship with the client to promote disclosure of changes caused by the client's disability. Basic demographic information is collected from the client to understand the person better and provide the best information about referrals to appropriate resources and services. The process also identifies barriers to services, ways to work through the barriers, and unmet needs.

BIA-NE staff will:

- Introduce and Explain:
 - Explain their role and interview the client to understand his or her status
 - Review the confidentiality policies with the client
 - Obtain verbal permission to share information, as needed
- Identify:
 - Barriers
 - Ask questions to get at the root of the barriers(s)
 - Natural supports
 - Services, agencies and individuals who can help
 - Legal issues related to the disability
- Educate and Assist:
 - Provide education about disability-related services and supports
 - Educate about financial benefits
 - Demonstrate techniques to prioritize needs
 - Propose options and potential referrals
 - Offer the client the opportunity to call BIA-NE for further information as needed
- Assist client to access services effectively.
 - Help frame questions to use when speaking to professionals (i.e. develop a script)
 - Suggest communication/advocacy strategies
 - Call agency ahead to identify contact, complete research, and provide information to facilitate a successful interaction

- Provide encouragement and understanding
 - Listen and validate feelings
 - Point out client's strengths and progress
 - Link client to support groups and community events as appropriate
 - Link client to educational programs as appropriate

3. Describe the proposed staffing of the ADRC. Include all positions, FTEs, contracted labor, and responsibilities.

- BIA-NE Executive Director, Peggy Reisher, will be responsible for project management, oversight, reporting, participation in ADRC leadership and Quality Assurance meetings, completing daily time studies, and reviewing monthly MAC reports.
 - Based on our 2023 time tracking, from January 1st to December 31st, 2023, Peggy spent 56.50 hours of her 2395.50 total hours on ADRC administrative activities. This breaks down to about 4.71 hours per month, accounting for approximately 2.4% of her annual time.
- The BIA-NE Resource Facilitation team provides needs assessments, counseling and referrals, preliminary care planning, and short-term tracking based on consumer needs, preferences, and the situational context for aging adults and persons with disabilities needing Long Term Services and Supports (LTSS). They work with consumers, family members, and others regarding their needs and preferences for LTSS. This includes providing information, referral, and education on accessing LTSS. Staff will be responsible for providing the clients with Information & Referral and Options Counseling services. They will also complete time studies, participate in Consumer Review meetings, and attend training. Anticipate 2.9 hours each month, which is 2% of their time. These individuals are:
 - Teresa Larsen
 - MenDi McCuiston (MenDi is the only part-time staff / 20 hrs per week)
 - Shir Smith
 - Gina Simanek
 - Brenda Horner
 - Carrin Meadows
 - Heather Carroll
- In addition, the BIA-NE Director of Operations, Paula Dodds, will be completing the MAC cost spreadsheet quarterly and daily time studies. Anticipate nearly 2.6 hours a month, which is 2% of her time.

4. Describe the ADRC's physical location in the service area. Include how individuals experiencing disabilities can be accommodated when utilizing the physical location. Describe how individuals who are unable to go to the physical location will be able to connect with the ADRC.

Two of the BIA-NE staff members use office space at the Salvation Army in North Platte, which is ADA handicap accessible. These two staff members are also willing to meet individuals in their homes or find other accessible locations in the community. The other staff work from home offices and meet individuals in their homes or find accessible locations in the community. However, much of the work staff do is via the telephone and virtual Zoom meetings.

5. PeerPlace is the software used to track client information and units of service. Grantee is required to follow State Unit on Aging prescribed data entry practices. Describe your experience with PeerPlace and how a client and service unit tracking system will be implemented.

BIA-NE is familiar with PeerPlace as BIA-NE. Currently, BIA-NE has just one staff member entering all of the staff's client information into PeerPlace so that it is getting entered consistently and correctly.

6. The ADRC will be welcoming and accessible. Describe how the ADRC will work with individuals who experience all types of disabilities, those who do not speak English as a first language, or whose culture may affect how they use the ADRC.

BIA-NE staff only speak English. BIA-NE will use a Language Line or interpreters for non-English speaking or limited English-speaking individuals. With advance notice, BIA-NE will also use sign language interpreters for ADRC services.

BIA-NE takes a Person-Centered Planning (PCP) approach when helping individuals develop individualized support plans. The plan is driven by an individual's preferences and personal goals and directed by the consumer and/or their representative. The individual's culture often time guides these personal preferences and goals.

7. Describe how the ADRC will ensure that its services are objective, unbiased, and in the best interest of the client.

BIA-NE staff work to build trusting relationships with individuals. Basic demographic information is collected to better understand the person and provide the best information about their disability and referrals to appropriate resources. The process also identifies barriers to services, ways to work through the barriers, and unmet needs.

No one with a disability or their family will be turned away. Staff will use professional and comprehensive interviewing, communication, and assessment techniques.

BIA-NE staff respects the client's right to:

- Confidential access to information.
- Trauma Informed Care.
- Assistance is based on the client's value system.
- To be treated with respect and cultural sensitivity.
- Self-determination and self-advocacy.
- Opportunity to access the services of their choice.
- Accurate and comprehensive information about services.

8. Describe current & future collaborations as it relates to the ADRC.

Currently, the BIA-NE's opportunities to collaborate have increased as a result of the ADRC partnership. BIA-NE has a stronger working relationship with internal partners because of training, consumer review meetings, and referrals, which are required of the ADRC partnership.

BIA-NE will look for future collaborations and partnerships as they relate to the ADRC by building relationships with referrals in the community. The more we learn about programs that serve individuals with disabilities, the better equipped we are to serve the clients.

9. Describe how the agency will implement a quality assurance process.

BIA-NE will follow the quality assurance process that is developed and documented in the ADRC Operations Manual.

- BIA-NE will guide the client, meaning that each step is explained clearly; the client receives help navigating the system; they feel their needs are essential and that staff go "above and beyond" to help them.
- BIA-NE will ensure services are accessible, referring to hours of operation, parking, a welcoming environment, privacy in talking with BIA-NE staff, limited waiting time, convenient locations, accessibility to services, responsiveness of staff; and ease in finding contact information.

- BIA-NE will make sure clients feel support in decision making, meaning that they connect with the services they need; receive help exploring choices available, receive help weighing the pros and cons of each choice, and feel that their personal circumstances are considered.
- BIA-NE will make sure services are customized, meaning that a client's particular circumstances are addressed; their opinions are considered before recommending services; they receive help in making decisions and with paperwork, and the needs of their family are considered once the process is developed.

B. Services Provision

10. Describe the marketing and outreach the ADRC will utilize to make these services known to members of the target population. Address how the ADRC will reach individuals who are isolated as well as community agencies and service providers in the service area. Identify how the ADRC will work with hospitals, nursing homes, assisted living facilities, and home health care agencies to accept referrals. (4 Points)

BIA-NE has done the following in an attempt to make services known to the target population:

- Updated the BIA-NE's organizational information on the 211 site to indicate BIA-NE is an ADRC Partner
- Included the ADRC logo on the BIA-NE website, staff signature lines, e-newsletter footer, and on social media sites
- Printed brochures and make them available when doing booth work at conferences.
- Added a statement about being an ADRC partner on the central phone line.

BIA-NE staff is located in both rural and urban areas of the state. Staff track outreach opportunities, including traditional healthcare providers such as hospitals, nursing homes, and home healthcare agencies. However, individuals with disabilities are also served in community-based programs such as homeless shelters, correctional facilities, schools, domestic violence programs, etc. BIA-NE asks these programs and organizations if staff can come in and provide training that allows the community-based program to learn more about the unique needs of individuals with disabilities. BIA-NE encourages those programs to contact BIA-NE should they have a referral for our ADRC services.

11. Describe how the ADRC will provide information and referral services.

Information and Referral Services, as defined by the state ADRC program, declare that BIA-NE's purpose will be to maintain information about human service resources in the community and link people who need assistance to appropriate service providers and/or supply descriptive information about the agencies or organizations which offer the services. BIA-NE staff will provide Information and Referral services via telephone, email, or home/community-based visits. BIA-NE staff will help the client find the service/support they need by establishing contact with the individual, assessing the long and short-term needs, and identifying resources to meet that individual's need(s). BIA-NE will provide a referral to the identified resource(s) and, when appropriate, follow up to ensure their needs have been met.

12. Describe how the ADRC will provide Options Counseling Services.

Options Counseling, as defined by the state ADRC program, declares that BIA-NE's purpose will be to assist an eligible individual in need of long-term care and his or her representatives to make informed choices about the services and settings that best meet his or her long-term care needs. BIA-NE staff will provide Options Counseling services via the telephone, email, or home/community-based visits. BIA-NE will assist individuals with their need for long-term support and services as appropriate. As a result, clients will be able to make informed decisions about services and settings that allow them to live as independently as possible in the setting of their choice.

Items 13, 14, and 15 will not be provided by BIA-NE.

16. Describe how the ADRC will provide individuals seeking assistance with home care, with a home care registry as well as information about their rights and responsibilities as home care consumers.

BIA-NE does not provide this service. BIA-NE will refer individuals needing home care to appropriate services in the community.

17. Describe how ADRC will provide individual systems advocacy. This includes information about the client rights and assistance with exercising those rights.

According to the ADRC Operations Manual, the clients receiving ADRC services have the following rights:

- The right to receive services regardless of race, color, sex, national origin, religion, or disability.
- The right to accept or reject ADRC services.
- The right to have individual preferences respected.
- The right to confidentiality. Information will always be kept confidential.
- The right to personal information collected by the ADRC, if desired.
- The right to expect ADRC staff to respect personal dignity.
- The right to choose from the ADRC services available.
- The right to choose who provides ADRC services.
- The right to register a complaint or file a grievance without discrimination or reprisal.

BIA-NE can review the client's rights related to ADRC services with the client and let them know they have a right to accept or decline them at any time. BIA-NE will respect their preferences and personal dignity, including keeping their information confidential. BIA-NE will let them know they can choose the services they receive and choose who provides them. They will also be informed that they can file a complaint or grievance regarding ADRC services at any time and BIA-NE can provide them with a written copy of their rights if they choose to want them.

18. Describe the role the ADRC will have in emergency preparedness and response in the service area. Will the ADRC have the equipment necessary to operate remotely or at an alternate work location? If the ADRC has an emergency preparedness plan, please attach it. (4 Points)

BIA-NE is willing to be a part of an emergency preparedness response in the service area if another organization leads it. BIA-NE does not have an emergency preparedness plan for any of the communities BIA-NE serves. Organizationally, BIA-NE can work remotely and has done so from its inception.

Attachment A - BIA-NE Proposed ADRC Budget

Attachment B - BIA-NE Budget Narrative

FY 2025 BUDGET - ADRC

BIA-NE - Initial Proposed Budget
ADRC SERVICES

[Taxonomy #, Service, Unit Measure]	40. Info & Referral (1 contact)	41. Options Counseling (1 hour)	42. Transitional OC (1 hour)	43. Benefits Assistance (1 hour)	44. Mobility Training (1 hour)	45. Point of Entry	46. Unmet Service Needs	47. Home Care Provider Registry	ADRC TOTAL	TOTAL
COST CATEGORIES										
1. Personnel	\$855	\$7,700							\$8,555	\$8,555
2. Travel									\$0	\$0
3. Print & Supp.									\$0	\$0
4. Equipment									\$0	\$0
5. Build Space									\$0	\$0
6. Comm. & Utilit.									\$0	\$0
7. Other									\$0	\$0
8a. Raw Food									\$0	\$0
8b. Contractual									\$0	\$0
9. GROSS COST	\$855	\$7,700	\$0	\$0	\$0	\$0	\$0	\$0	\$8,555	\$8,555
FUNDING										
17b. CASA ADRC									\$0	\$0
17c. MAC Return									\$0	\$0
19b. TOTAL SUA COST	\$855	\$7,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21. CM Client Responsibility										

Projected Units	17.00	158.00	0.00	0.00	0.00					
Gross Cost (9) Per Unit	\$ 48.65	\$ 48.65								
Match (16b) Per Unit	\$ -	\$ -								
Total SUA (19b) Per Unit	\$ 50.29	\$ 48.73								
CM (19) Per Unit										

CHECK (this should be -0-)
Have Service Units? Need a budget.

\$0	\$0	\$0	\$0	\$0	\$0
OK	OK	OK	OK	OK	OK

BIA-NE			Units of Service				Change (%)
Taxonomy #	Service Name	Service Unit	07/01/23 - 12/31/23 (Actual)	01/01/24 - 06/30/24 (Projected)	07/01/23 - 06/30/24 (Combined)	07/01/24 - 06/30/25 (Projected)	
ADRC Direct Services							
40	Information & Referral	Contact	39	10	49		-100.00%
41	Options Counseling	Hour	48	120	168		-100.00%
42	Transitional Options Counseling	Hour			-		0.00%
43	Benefits Assistance	Hour			-		0.00%
44	Mobility Training	Hour			-		0.00%
45	Point of Entry	Hour			-		0.00%
46	Unmet Service Needs	Hour			-		0.00%
47	Home Care Provider Registry	Hour			-		0.00%

Budget Narrative – Brain Injury Alliance of NE

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$0.00			\$8,555.00	Peggy Reisher, Project Director, BIA-NE Executive Director, 0.02 FTE, Teresa Larsen, Resource Facilitator 0.02 FTE Gina Simanek, Resource Facilitator 0.02 FTE Brenda Horner, Resource Facilitator 0.02 FTE Shir Smith, Resource Facilitator 0.02 FTE MenDi McCuiston, Resource Facilitator 0.02 FTE Heather Carroll, Resource Facilitator 0.02 FTE Carrine Meadows, Resource Facilitator, 0.02 FTE Paula Dodds, Director of Operations, 0.02 FTE
Travel	\$0.00			\$0.00	
Print & Supp.	\$0.00			\$0.00	
Equipment	\$0.00			\$0.00	
Build Space	\$0.00			\$0.00	
Comm. & Utilt.	\$0.00			\$0.00	
Other	\$0.00			\$0.00	
Contractual	\$0.00			\$0.00	
TOTAL	\$0.00			\$8,555.00	