

# TASP ANNUAL REPORT

## October, 2017 – October, 2018

### OUTREACH

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- **Website development and design:**

Extensive improvements have taken place this year through the work of the Development Committee and Chelsea Tighe, TASP Administrative Assistant.

**GO AND CHECK IT OUT!**

[www.achancetoparent.org](http://www.achancetoparent.org) and [www.achancetoparent.net](http://www.achancetoparent.net)
- **Trainings, Presentations, Articles and Conferences (a sampling):**
  - 2019 Conference planning is underway through the work of the Education Committee. Call for presentations will be posted and shared in early December.
  - SAVE THE DATE FOR OCTOBER 28 AND 29 IN SEATTLE, WASHINGTON.**
  - Poster Session:

Successful Parenting DC Project, AUCD Annual Conference 2017, Washington, DC, Bernadette Irwin and Susan Yuan
  - Invited Presentation:

Assessing Parents with Disabilities. Florida Child Protection Summit, Sept. 2018, Orlando, Fl. Nicole Brisson and Susan Yuan
  - Invited Addresses:

Feldman, M.A. (2017, Nov.). Overview of appropriate parenting assessments for parents with learning difficulties. Family Inclusion Network Victoria and Victorian Advocacy League for Individuals with Disability Conference. Melbourne, Australia.

Feldman, M.A. (2017, Nov.). An overview of international research and approaches to working with parents with intellectual disabilities. Family Inclusion Network Victoria and Victorian Advocacy League for Individuals with Disability Conference. Melbourne, Australia.
  - Conference Presentation:

Feldman, M., McConnell, D., Aunos, M., & Pacheco, L. (2017, Nov.). Prevalence of child protection outcomes in families led by parents with cognitive impairment in Canada. IASSIDD Asia-Pacific Conference, Bangkok, Thailand
  - Workshops:

Feldman, M. (2018, Jan.). Step-by-Step Parenting Program: Improving parenting skills in parents with learning difficulties. The Advocacy Network on Disabilities. Miami, FL.

Feldman, M. (2017, Dec.). Step-by-Step Parenting Program: Preventing child neglect through competence-based assessment & intervention for parents with learning difficulties. Department of Communities, Child Safety and Disability Services, Brisbane, Australia.

Feldman, M. (2017, Dec.). Step-by-Step Parenting Program: Preventing child neglect through competence-based assessment & intervention for parents with learning difficulties. Parenting Research Centre. Sydney, Australia.

Feldman, M. (2017, Nov.). Step-by-Step Parenting Program: Preventing child neglect through competence-based assessment & intervention for parents with learning difficulties. Parenting Research Centre. Melbourne, Australia.

- Kara Ayers has had two proposals on parenting accepted by APHA
- Kara Ayers has had 1 proposal on pregnancy with a genetic disability accepted by AUCD for panel
- Lindsay Brillhart presented on parenting with a disability at the SABE Conference in Alabama
- Sue Jones and Bernadette Irwin presented at the CWLA (Child Welfare League of America) Conference.
- Sue Jones presented at the Arc National Convention.
- Chapters in Books:  
Aunos, M., Feldman, M.A., Callow, E., Laliberte, T., & Lightfoot, L. (2017). Parenting by people with intellectual disability. In M. L. Wehmeyer, I. Brown, M. Percy, K. Shogren & A. Fung (Eds.) *A comprehensive guide to intellectual and developmental disabilities*. 2nd Ed. Pp. 609-630. Baltimore: Paul H. Brookes.
- Susan Yuan, Nicole Brisson and Kara Ayers submitted an article on parents with disabilities to a special edition on Family Support in AAIDD Inclusion.
- Nicole Brisson published Determining the Parenting Capacity of Parents with Low IQ' in the Autumn 2017 issue of *Juvenile Law Reader*.
- Kara Ayers published two fact sheets, one for mothers with I/DD who are pregnant (or considering pregnancy) and another for providers: <https://www.ucucedd.org/?p=2898>

- **Other work of TASP members:**
  - Kara Ayers is completing analysis of interviews through the Disabled Parenting Project
  - Kara Ayers provided Information and referral to 28 parents with disabilities.
  - Susan Yuan has served as a reviewer for three articles in the Journal of Public Child Welfare.
  - Nicole Brisson has conducted 50 Parenting Skills Assessments in the states of VT, CT, MA, NY, NJ, AK, and WA.
  - Susan Yuan has conducted an additional Parenting Skills Assessment through Sage Haven Associates in Vermont.
  - Nicole Brisson has been nominated to be a Fellow of AAIDD.
  - Cathy Haarstad has written a grant (with others from the ND Center for Persons with Disabilities) to the ND State Council on Developmental Disabilities called Self-Advocates Find Empowerment or SAFE to teach adults with developmental disabilities about safe and healthy social/sexual relationships. In supporting families, members of TASP observe that some parents (male or female) may find themselves the victim of sexual harassment, coercion, sexual abuse or domestic violence and access to training on this topic is helpful. Cathy will use a national curriculum for instruction in ND and share resources as appropriate with members of TASP
  - Nicole Brisson is training new Parenting Skills Assessors to work through Sage Haven Associates, shadowing her as she conducts assessments.
  - Several members of the TASP Board participated in interviews by Julie Clockston for her dissertation.
  - Several members of the TASP Board reviewed an on-line game under development by Sandra Azar.
- **Participation and collaboration on boards, commissions, or other systems work:**
  - Susan Yuan served as a member of the National Council on Independent Living (NCIL) Parenting Task Force.
  - Bernadette Irwin and Susan Yuan will participate in the AUCD Family Support Special Interest Group at the 2018 Conference.

## **PROJECT WORK**

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**Successful Parenting –DC Project**, in collaboration with CFSA and DDA, Washington, DC, with the assistance of Mat McCullough, Office of Disability Rights, DC, the DC DD Council, and NCIL. Bernadette Irwin serves as Project Manager, supervising the work of 5 Peer Navigators working with 14 families served by both DDA and CFSA. In addition, the project provides at least 4 trainings a year to CFSA and other human service workers in DC.

See the full report for more information on the program and all the accomplishments over the past year.

## **COMMITTEE WORK**

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Following the retreat held a year ago, ten committees were restructured into 5: Executive Committee, Fiscal Committee, Development Committee, Education Committee, and Advocacy Committee. Each board member is requested to participate in at least one committee, with several participating in more than one. Reports from each Committee will be presented at the Annual Meeting.

- **Education Committee**

Members: Nicole Brisson (Chair), Susan Yuan, Lindsay Brillhart, Susan Jones, Denise Mock, Ginny Cruz, Sandy Azar, Elizabeth Lightfoot, Maurice Feldman, Catherine Wade, Julie Clockston, Tom Robinson, Chelsea Tighe

The Education Committee has been working to determine the most impactful ways to educate the public and professionals regarding best practices. We have updated the website to include a form for professionals wishing to provide consultation services. There have been some revisions to the Resources section of the website to include more relevant information. A matrix of important training topics was created that includes the names of TASP members best suited to teach each topic to which audiences. A spreadsheet of upcoming conferences was created so TASP can submit proposals and be represented at as many relevant conferences as possible. The Education Committee oversees the Conference Committee, which is planning the 2019 Chance to Parent conference in Seattle in the Fall. Currently, the Committee is working to revise Ginny's curriculum, "Parents with Developmental Disabilities" in preparation for a full day workshop at the conference, with the hopes of it becoming a train-the-trainer curriculum to be taught nationally.

- **Developmental Committee**

Members: Cathy Haarstad (Chair), Chelsea Tighe, Kara Ayers, Denise Mock, Bernadette Irwin, Carolyn Carpool, Leslie Pokres.

**Web Development:**

We transitioned day-to-day website management to Chelsea and Cathy. Kudos to Chelsea for all her hard work. We made many changes and improvements to the TASP web page. These include

- We changed the website banner to say The Association for Successful Parenting.
- We added, updated and reorganized the content under all headings except education.
- We added an application to serve on the board. We added information on board service.
- We reviewed monthly data on who uses the website and how often they visit.
- We renewed contracts to maintain the website (WebIXI) and added security to the site (Go Daddy). We cleaned up malware and are now better protected.

### **Social Media:**

- We continued to get posted comments and articles from just a few sources.
- Currently we have 1380 likes for the TASP Facebook page; From October - November we have had 6 new page likes; 40 Post engagements and 93 Post reaches. The most commentary was aligned with Personal stories - such as Ricardo and Donna which reached 127 individuals who shared this story 25 times and They've Got This! Story which reached 74 individuals and was shared 15 times. The more we can personalize stories the more traffic we will see. For example, if we were able to have each board member share reasons they become involved with a picture of themselves
- Kudos to Denice Mock for keeping our Facebook page updated.

### **Membership:**

- We added a way for visitors to sign on to our mailing list, which is now managed through MailChimp. Through this and the addition of various conference sign-ups, board lists, member lists, the TASP mailing list increased from 0 to 279.
- We produced a membership renewal reminder letter that has not been shared.

#### **Policy:**

- We created a draft Terms of Service Policy, a draft Privacy Policy and they were reviewed and approved by WebIXI and the committee and they now await board approval.
- We created a draft Internal Use Policy (who within TASP can do what) with the website and Facebook page that needs to be reviewed by the Development Committee and then sent to the full board.

### **What's Next:**

Decide on components for a newsletter, how often it should be sent to people on the mailing list, then draft a template and set up a publishing schedule. Research and share information on the benefits of mailing lists versus membership to share with the board. Continue to encourage the education

and advocacy committees to share new content. If we continue to pursue the idea of being a membership organization, articulate what the benefits will be and our ability to extend those given our diverse locations as participants.

- **Advocacy Committee**

Members: Ellen Gilmartin (Chair), Lindsay Brillhart, Kara Ayers (who will be taking over as Chair), Maggie Butler, Julie Petty, Kelly Buckland, Aaron Bishop

The Advocacy committee was chaired by Ellen Gilmartin for most of the past fiscal year. Unfortunately, changes in her work schedule made it very difficult to continue in this important work.

At the Strategic Planning meeting held about one year ago, participants discussed how important it is to reach out to parents. Parents need to be served better by TASP, and given as much opportunity as possible to serve TASP. TASP will be most relevant and credible if parents are involved in every aspect of its work and the Advocacy Committee should help facilitate this involvement.

The ambitious and important work of the advocacy committee was, unfortunately, on hold for much of this past year. Ellen Gilmartin, recognizing this fact, has stepped aside. Kara Ayers has volunteered as the new committee chair. Her involvement will help to revitalize and refocus the important work of this committee.

Kara has reported the following:

The Advocacy Committee met in October. We plan to develop goals and aims for the committee to focus its work on for the next year. There are several current pending policies at a state level. We've discussed these and potential connections of TASP members within these states. Susan provided examples of letters that TASP has sent in the past to support these policies. Lindsay shared an update on the conference with the group and several committee members plan to submit proposals. We're working to share website updates with Chelsea. Our committee is also interested in cross-collaboration opportunities with other groups or TASP committees. We're excited to welcome new committee members, Molly and Frank.

- **Executive Committee**

Update to be provided during the annual meeting.

- **Fiscal Committee**

Members: Leslie Kinney (Treasurer and Chair), Cathy Haarstad, Ellen Gilmartin, Chelsea Tighe

The Finance Committee has had a series of phone meetings this year. Initial recommendations were to maintain fiscal records through QuickBooks for Non-

profits and to engage an accountant who can advise us with this set-up and complete tax filings. Quickbooks has been purchased and Joe Brusak, CPA has been engaged to provide financial guidance. He has participated in several calls and is now working closely with Chelsea Tighe,

Chelsea has taken over invoicing for the Successful Parenting-DC project as of September with the end of our CBE contracts and, as noted in her report, is working with the funder, DC Child & Family Services to begin electronic billings and is having ongoing communications regarding several past-due payments for the DC project.

The Finance Committee has recognized a need for documented fiscal policies and procedures and has reviewed templates that can serve as guides in this process. As the organization has matured it is important to separate out the duties of regular bookkeeping from the oversight role of the Board and Board Treasurer in order to maintain a system of checks and balances. To this end, Chelsea Tighe as administrative staff will take over bookkeeping responsibilities. Joe Brusak will do monthly bank reconciliations and will file the 990 for TASP. The new Treasurer will chair the Finance Committee and be the fiscal liaison to the board. The Treasurer will take the lead on budget development, oversight of fiscal reporting and accountability, contract management as authorized by the board, and development of policies and procedures for this new structure.

Leslie Kinney is completing her service as Treasurer and volunteer bookkeeper. Routine tasks have involved payment of bills, periodic communication with vendors, securement of insurance coverage, tracking of income and expense, preparation of budget statements for the Board, and annual filings of the IRS 990 and reports to the State of Colorado where TASP was incorporated. She is currently preparing materials for the transitions described above.

## **ADMINISTRATIVE UPDATES**

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During the past year, work has been focused in several areas, including:

- Updating all TASP lists (board, member, committee, etc.)
- A complete overhaul and update of the TASP website in conjunction with the Development Committee and Webixi (over 7 months). This included regaining the site from a malware attack which had rendered it useless, setting up ongoing site security through GoDaddy, regular communication with PJ/Webixi, re-working our Webixi contract to make it more useful for TASP's needs, re-formatting the website and adding/deleting/rearranging pages, sub-pages, and banners, as needed, as well as creating forms for various pages. The site now gets regular updates, and most website needs can be completed in-house, without outsourcing to Webixi.
- Developing a TASP mailing list that now includes over 275 contacts, pulled together from past conferences, meetings, board lists, etc. This also includes

a way to capture emails from people who visit the website, so we continue to build our list moving forward. An account has been set up through MailChimp to be able to send emails to the entire mailing list (as was done with the annual meeting invite).

- Identified and secured a CPA to work with TASP to assist in setting up Quickbooks and training staff on the program, completing tax documents going forward, and advising on financial questions and needs. This remains in process, but he has almost completed the Quickbooks setup with Leslie's help and input
- Worked on the Medicaid application, including gathering needed information from board members, creating needed documents, and applying for and obtaining an NPI number, taxonomy code, Foreign Business License and Clean Hands documentation for TASP in DC. This is ongoing and due by early December.
- Maintained regular communication with DDA, DDS, Maximus, and CFSA in DC around various needs/questions related to billing, taxonomies, NPI and the Medicaid application
- Set up the new DC online invoicing system for TASP and took part in training on how to use the system.
- Moved TASP to electronic payment through CFSA (still in process)
- Worked and collaborated with all committees, including participation on bi-weekly and monthly calls, taking minutes, and following up on needed items.
- Researched and located an affordable and centrally located DC office for SPDC
- Developed and update a variety of Google Docs to house needed info in a central location accessible to all members
- General administrative tasks included updating the TASP flier, letterhead, and logo for the website, setting up central email for TASP ([info@achancetoparent.net](mailto:info@achancetoparent.net)) to streamline and brand incoming emails, and setting up a PO Box to have a central mailing address, locally, which I check on a regular basis