

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FOURTH LEGISLATURE  
HAWAI'I STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 119-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Imua Family Services

Dbas:

N/A

Street Address:

95 Mahalani Street 19A, Wailuku, HI 96793

Mailing Address:

95 Mahalani Street 19A, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN L. JAYNE

Title Executive Director

Phone # 808-244-7467

Fax # 808-242-5835

e-mail kjayne@imuafamilyservices.org

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

EARLY CHILDHOOD DEVELOPMENT PROGRAM PROVIDING CONTINUED THERAPEUTIC SUPPORT TO CHILDREN AGE 3-6

(Maximum 300 Characters)

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 200,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

NEW SERVICE (PRESENTLY DOES NOT EXIST)

EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0.00

FEDERAL \$ 0.00

COUNTY \$ 0.00

PRIVATE/OTHER \$ 114,945.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

KAREN L. JAYNE, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 17, 2008

DATE SIGNED

**Imua Family Services**  
**Application for Grants and Subsidies**

**I. Background and Summary**

**1. A brief description of the applicant's background**

Imua Family Services, a non-profit organization based on Maui and Lana'i, provides comprehensive, family-centered, community-based, transdisciplinary services for infants, toddlers, and preschool children, birth to age six and their families. Since 1947, we have been fulfilling our mission *to challenge and inspire our community by helping children with special needs and their families achieve their full potential through support, education, prevention, and treatment.*

Imua's programs include: Infant & Child Development (ICDP) providing early intervention services for children birth to age three with developmental delays and their families; Early Childhood Development (ECDP) providing therapeutic services in the areas of speech language, occupational, and physical therapy, special instruction and care coordination to children three through five years old who do not meet age appropriate developmental milestones and fall outside the scope of Department of Education (DOE) Special Education Preschool services; Newborn Hearing Screening providing hearing screening for all infants born at Maui Memorial Medical Center, approximately 2,000 annually, with early identification of hearing loss and referral to early intervention services; Camp Imua providing a week-long recreational overnight camp for 50 school age children with special needs; and You Make the Difference providing parent training classes to families with children birth to age six to help improve communication and foster learning with their children.

**2. The goals and objectives related to the request**

Imua Family Services is requesting support for the Early Childhood Development Program (ECDP) which provides continued therapeutic service to children age three through five who do not meet age appropriate developmental milestones and fall outside the scope of Department of Education (DOE) Special Education Preschool services. ECDP began in March 2007 as a three-year demonstration project with strong initial funding support from Hawaii based private foundations and community partners.

The goal of ECDP is to improve the quality of life for children age three through five so that they may be successful in all areas of development over their lifetime. Studies have determined that continued early intervention through age five provides children with valuable support during the crucial developmental years, giving them a greater chance of thriving in preschool and kindergarten, and leading a healthy productive life.

The Early Childhood Development Program objectives related to this request are:

1. To provide therapeutic services to at least 100 children three through five years old who do not meet age appropriate developmental milestones and fall outside the scope of DOE services.
2. To provide training and strategies to 100 parents and caregivers, and 15 preschool teachers and daycare providers per year so that they may support the development of the child.

3. To document the effects of continued early intervention services for children in the Early Childhood Development Program via establishment of a data collection system.

**3. State the public purpose and need to be served**

The public purpose of ECDP is to provide continued therapeutic support for children age three through five so that they will be better prepared for kindergarten and beyond thus reducing significant social costs related to special education. The most significant time in each child's development occurs in the first five years of life. This period of extraordinary growth lays the foundation for successful learning and development. During this time, important aspects of brain development, including those critical to cognition, perception, behavior, and communication are forming. In addition to physical brain growth, the foundation for the health and development of the child is being built during these first years. Young children develop competencies in the context of close personal relationships and day-to-day interactions with the important people in their lives. What each child experiences during this period of rapid physical and mental growth, both positive and negative, will influence how and what he or she learns throughout their lifetime (Shonkoff & Phillips, 2000).

Studies have determined that continued therapeutic intervention prior to age five provides children with valuable support during the crucial developmental years and gives them a greater chance of thriving in kindergarten and beyond. With continued therapeutic support, these children and their families also experience a much lower need for social services (Rist, M.C., 1990). Research by leading developmental specialists identified early intervention as one of the five critical assets essential to a child's positive development (Laws, K., Fieland, K., and Croskey, J., 1991).

ECDP fills a critical need within our community. While State funded DOE services are available to a small portion of children exiting Imua's early intervention program, many do not qualify; as their delay is not severe enough. Prior to Imua's ECDP, these children and their families had nowhere to go on Maui for continued therapeutic support. There are also many children and families who need additional support beyond what DOE Special Education Preschool can provide. For example, many families need support for their child after school hours and in the home environment. While DOE provides support for the child in the school environment pertaining to basic educational needs, many families need support for their child with everyday activities that are not linked directly to education but necessary to daily functioning such as eating with family at the dinner table, interacting with family members or going to sleep.

**4. Describe the target population to be served**

Imua Family Services' Early Childhood Development Program (ECDP) serves children age three through five with developmental delays who fall outside the scope of Department of Education (DOE) Special Education Preschool Services. These target children have mild to moderate developmental delays, and therefore, are not eligible for DOE funded services. This gap in service availability creates a vulnerable population of children who have nowhere to go for support. If these children do not receive continued therapeutic services, their development will regress and ultimately crack the foundation needed for future success in kindergarten and beyond. ECDP provides support to these target children and their families.

Also included in the target population are children who require additional support beyond what the DOE can provide. These target children have developmental needs that are outside the scope of services provided by the DOE. While the DOE supports children in the school environment with their basic educational needs, many of these children require support with everyday activities that interfere with their daily functioning outside the school environment. ECDP provides support to these target children and their families.

On average, only 14.4% of children discharged from Imua's ICDP early intervention program at age three have reached age appropriate skill levels. This low percentage is due to the fact that most delays are not identified in children until approximately two years of age. In Fiscal 2007, only 16.2% of children discharged from ICDP had developmental delays severe enough to qualify for transition into DOE Special Education Preschool Services. In Fiscal 2007, 32.0% of children exited Imua's early intervention program having reached age appropriate skills. Based on this information, 37.4% of children discharged from Imua's early intervention program still need support at age three. Given this data, Imua plans to serve 100 children and families annually in the Demonstration Project.

Eight months through the first year of the three-year demonstration project, ECDP has served a total of 64 children. An additional 39 children are in the enrollment and/or intake process. Within the first eight months of ECDP, 128 parents and caregivers and 47 preschool teachers and daycare providers have been provided with training and strategies to help them support the development of children in ECDP.

**5. Describe the geographic coverage**

Imua Family Services provides services to children and families on the island of Maui. The staff is prepared to provide services to all parts of the island. Transportation can be an obstacle in service provision to remote areas; however, Imua ensures adequate services to these areas by utilizing strategies such as service provider carpools, if possible, and supporting several families in one geographical area during the scheduled day. Several places on Maui such as Hana and Kahakuloa require an understanding of the unique culture and needs of the families in order to provide appropriate services. Imua staff members are highly trained in cultural diversity providing a confident employee base; able to meet the needs of the children and families throughout the island of Maui. Staff members adjust their schedule when needed in order to deliver services and accommodate families who reside in rural areas of Maui.

**II. Service Summary and Outcomes**

**1. Describe the scope of work, tasks and responsibilities**

Imua Family Services has modeled the Early Childhood Development Program (ECDP) after the Infant & Child Development Program (ICDP) which provides early intervention services to children birth to age three and their families. Essentially, ECDP is an extension of ICDP in program design. This model was chosen for several reasons including efficacy seen in early intervention, continuity of service and comfort level with families transitioning from early intervention into ECDP. Imua has identified three main service activities for ECDP:

A. To provide therapeutic services to at least 100 children three through five years old who do not meet age appropriate developmental milestones and fall outside the scope of DOE services. This activity will be supported through the following key actions or events:

- Referrals: Referrals are received from sources such as pediatricians, family members, caregivers, preschool teachers, and daycare providers. Imua provides ongoing outreach in the community. These outreach efforts serve to educate the community on a resource they might not be aware is available. ECDP is included in Imua's agency press releases, brochures, website, and newsletters, as well as advertisements in family-centered magazines such as *Maui Family Magazine*.
- Comprehensive Developmental Evaluations (CDE): An initial evaluation completed by a team composed of therapists and family members determines the child's specific developmental concern. The evaluation utilizes research-based specialized assessment tools and observation techniques geared at determining the child's needs, including perceptual/fine motor, cognition, language, social/emotional, self-care, and gross motor development. Family members are encouraged to actively participate in the evaluation process, and are considered essential members of the team. The evaluation report is shared with the family, with a copy retained in the child's confidential file.
- Individualized Support Plan (ISP): The evaluation report is used to create a plan for the child and family, and guides the team in determining the most effective and appropriate services. The ISP is developed collaboratively by the team.

Each child's ISP includes objectives and strategies to support goals. Goals are in the family's own words describing what they would like their child to achieve in regards to development. Once the goal is established, an objective is developed that is measurable and timely. Strategies are then created that include ways in which the child can learn the skills needed to make progress towards meeting the overall goals, as well as ways in which the family can assist in the process. Strategies become an important part of daily routines, as the child's success requires involvement by the entire team.

The ISP includes frequency of service which determines the recommended number of therapy sessions per month, intensity of services which includes length of time for each therapy session, and method of services which includes a combination of individual and group sessions dependent upon the specific needs of the child.

- Individualized Therapy Sessions: Each child receives therapeutic services that are individualized to address their specific developmental needs. ECDP staff are highly trained and extremely qualified in delivery of therapeutic services using the transdisciplinary model. This model utilizes a team approach to service delivery. Team members make a commitment to work together across discipline boundaries to implement a unified ISP. Consultation, co-treatment, and frequent team meetings are an integral part of ECDP transdisciplinary therapeutic service.

Therapy is provided in the environment the family chooses such as home, preschool, daycare, or community locations. The therapist utilizes specialized learning tools including books, games, puzzles, and toys to support the child's development. Each session is designed to focus on the goals established in the ISP. Family members and preschool teachers are active participants in this process. Therapists teach family members and preschool teachers techniques utilized so that they may continue

working with the child after each session. This process serves to strengthen the bond between parent/caregiver/teacher and child, as well as ensure learning is incorporated into every facet of everyday life.

Annual comprehensive developmental assessments (CDA) are conducted to measure the child's progress against developmental milestones. CDAs provide needed feedback for the child and family. Team members meet after each CDA to review the child's progress, update goals as necessary, and discuss strategies for continued therapy. The CDA and subsequent team meetings serve to mark the child's progress and determine whether continued therapeutic support is necessary.

- Transition: Once the child meets developmental milestones, team members assist the family with resources to support their child's age appropriate development. Preschool teachers are provided with strategies that help enhance the classroom environment to ensure the child's continued age appropriate development.
- B. To provide training and strategies to 100 parents and caregivers, and 15 preschool teachers and daycare providers per year so that they may support the development of the child. This activity will be supported through the following key actions or events:
- Individualized Support Plan (ISP): The ISP includes strategies that can be integrated within the child's home, preschool, or daycare environment. Integration of these techniques will ensure parents, caregivers, and preschool teachers are active participants in the child's development; will strengthen parent/child bonds, and enhance the child's learning and developmental experience.
  - Training: ECDP staff teaches parents, caregivers, preschool teachers, and daycare provider's strategies to support the child's development. These strategies are outlined in the child's ISP, thus, ensuring relevancy for the parent, caregiver, or preschool teacher in order to support the child's development and learning environment.
- C. To document the effects of continued early intervention services for children in the Early Childhood Development Program Demonstration Project via establishment of a data collection system. This activity will be supported through the following key actions or events:
- Program Assistant: Imua Family Services Program Assistant is well versed in database entry and management. This individual is responsible for data collection, monthly reporting, and tracking each child's progress throughout the demonstration project.
  - Database: Imua utilizes our existing database system. This system is customized to fit data collection and reporting needs for the Early Childhood Development Program Demonstration Project. The database has the capability to track demographics and program information.

**2. Provide a projected annual timeline for accomplishing the results or outcomes of the service**

<b>ECDP Demonstration Project Time Line Table for One Year</b>				
<b>Activity</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Advisory Committee	X	X	X	X
Referral	X	X	X	X
Outreach	X	X	X	X
Comprehensive Developmental Evaluations	X	X	X	X
Individualized Support Plans	X	X	X	X
Individual Therapy	X	X	X	X
Training	X	X	X	X
Annual Client Surveys				X
Program Evaluation		X		X

**3. Describe quality assurance and evaluation plans for the request. Specify plans to monitor, evaluate, and improve results**

Imua Family Services practices a Continuous Quality Improvement (CQI) process that includes staff at all levels of the organization. The process utilizes Imua's existing structures and systems to create opportunities for improvement. Imua promotes individual responsibility and involvement towards problem or opportunity identification and resolution.

CQI is intended to determine whether the services meet expectations regarding quality and outcomes of each program. The process utilizes specific program guidelines related to services provided; who is qualified to deliver the services; and who is eligible to receive the services as outlined in approved contracts with funding sources. Observed deficiencies are identified, corrective action plans are created and ultimately deficiencies are corrected. Open communication, teamwork, and inter-departmental activities are emphasized in all phases of the quality improvement process. A task-oriented team approach is utilized to identify, analyze, and solve problems. Formal and informal feedback from program clients, other collateral sources, and stakeholders is utilized to direct the discussion and decision-making.

Imua Family Services will evaluate the effectiveness of the Early Childhood Development Program on a semi-annual basis in order to determine viability. Evaluation will be monitored by the ECDP Advisory Committee, a committee of Board, staff and community members convened to develop and monitor the program. The evaluation will consist of several parts collected throughout the evaluation time period:

1. On-going observation and documentation of progress in each child's development.
2. Quarterly analysis of numerical data collected reflecting number of referrals, children enrolled, child's progress, transition into kindergarten, and discharge data.
3. Review of each child's Individual Service Plan (ISP) at six-month intervals with family members of children in the program.
4. Annual Comprehensive Developmental Assessments (CDA) of each child in the program.
5. Annual written surveys distributed to families in the program, preschool teachers, daycare providers, physicians, and collaborative partners.

Annual reports on the Early Childhood Development Program Demonstration Projects' effectiveness will be presented to Imua's Executive Director, Continuous Quality Assurance Team, and Board of Directors.

**4. List the measures of effectiveness**

Imua has identified several main measures of effectiveness for ECDP:

1. 90% of children in ECDP will show improvement in reaching age appropriate developmental skills as measured by observation and annual developmental evaluations.
2. 75% of children in ECDP who attend preschool or daycare will show improved participation as measured through observation, interviews and an annual survey of preschool teachers and daycare providers.
3. 100% of parents and caregivers with children in ECDP will report increased knowledge of strategies to improve the home environment as measured by interviews and annual review of the ISP.
4. 100% of preschool teachers and daycare providers will report increased knowledge of strategies to improve the preschool and daycare environment as measured through interviews and an annual survey of preschool teachers and daycare providers.

**III. Financial**

**1. Budget – See attached budget forms**

**2. Quarterly Funding Requirements**

<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total Grant</b>
<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$200,000</b>

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Imua Family Services has been providing occupational therapy, physical therapy, speech language therapy, special education/special instruction, and social work services to children and their families on Maui since 1947. The agency has an extensive background in therapeutic service provision. The following is a listing of verifiable previous and current contracts and experiences demonstrating Imua's long-standing history with early intervention service delivery pertinent and consistent with this Request for Proposal:

**Infant & Child Development Program (ICDP):** Imua initiated ICDP in 1974 in collaboration with the Hawaii Department of Health to provide comprehensive infant and toddler development services. Through ICDP, children age birth to three and their families receive early intervention services including occupational therapy, physical therapy, speech-language pathology, special education, special instruction, social work, and care coordination. Services consist of professional evaluation and treatment in the areas of physical development (gross and fine motor), cognitive development, speech-language development, psychosocial development, and self-help skills. ICDP focuses on providing early intervention to greatly enhance developmental possibilities, reduce long-term effects and costs, and increase familial capacity to meet the child's life-time developmental needs. The contracts listed below involve specific knowledge and working relationships with professional service providers and demonstrate Imua Family Services experience, ability,



and knowledge in providing early intervention services to infants and toddlers, from birth to age three and their families on Maui.

- FY04-FY08 ASO Log #04-012 Infant and Child Development Services-Maui  
State of Hawaii, Department of Health, Early Intervention Section  
1350 South King Street, Suite 200, Honolulu, HI 96814  
Sue Brown, Supervisor, 808-973-9656 [sue.brown@doh.hawaii.gov](mailto:sue.brown@doh.hawaii.gov)
- FY04-FY08 ASO Log #04-178 Infant and Child Development Services-Lana`i  
State of Hawaii, Department of Health, Early Intervention Section  
1350 South King Street, Suite 200, Honolulu, HI 96814  
Sue Brown, Supervisor, 808-973-9656 [sue.brown@doh.hawaii.gov](mailto:sue.brown@doh.hawaii.gov)
- FY07-FY10 ASO Log #07-014 Professional Services in Support of Early Intervention  
State of Hawaii, Department of Health, Early Intervention Section  
1350 South King Street, Suite 200, Honolulu, HI 96814  
Sue Brown, Supervisor, 808-973-9656 [sue.brown@doh.hawaii.gov](mailto:sue.brown@doh.hawaii.gov)
- FY00-FY03 YO-020 Infant and Child Development Services-Maui  
State of Hawaii, Department of Health, Early Intervention Section  
1350 South King Street, Suite 200, Honolulu, HI 96814  
Sue Brown, Supervisor, 808-973-9656 [sue.brown@doh.hawaii.gov](mailto:sue.brown@doh.hawaii.gov)
- FY00-FY03 YO-021 Infant and Child Development Services-Lana`i  
State of Hawaii, Department of Health, Early Intervention Section  
1350 South King Street, Suite 200, Honolulu, HI 96814  
Sue Brown, Supervisor, 808-973-9656 [sue.brown@doh.hawaii.gov](mailto:sue.brown@doh.hawaii.gov)

**Early Childhood Development Program (ECDP):** Imua Family Services provides therapeutic services including occupational therapy, physical therapy, speech-language therapy, special education, special instruction, social work, and care coordination for children age three to six who do not meet age-appropriate developmental milestones and fall outside the scope of Department of Education (DOE) Special Education Services. ECDP provides care coordination to families linking them to services that help them cope with substance abuse, mental health, homelessness, poverty, domestic violence, social isolation, parenting, child development, family dynamics, and abuse and neglect. The program came to fruition during Fiscal 2007 after many years of development by Imua Family Services staff and board members. ECDP is a three-year demonstration project primarily funded through grants from private foundations. The program is currently funded by the following foundations: In addition, families pay a fee-for-service based on family income in relation to the Hawaii State Poverty Guidelines. The contracts listed below provide a limited example of the community's confidence in Imua Family Services' experience, ability, and knowledge related to working with children age three to six and their families.

FY07-09 various grants from private foundations including:

- Sophie Russell Testamentary Trust - \$10,000; Bank of Hawaii Trustee; P.O. Box 3170, Honolulu, HI 96802; Paula Boyce, AVP and Grants Administrator, 808-538-4444
- The Atherton Family Foundation - \$15,000; Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Jeanne Hamilton, Program Officer, 808-566-5524, [jhamilton@hcf-hawaii.org](mailto:jhamilton@hcf-hawaii.org)

- Fred Baldwin Memorial Foundation - \$10,000; Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu HI 96813; Jeanne Hamilton, Program Officer, 808-566-5524, [jhamilton@hcf-hawaii.org](mailto:jhamilton@hcf-hawaii.org)
- McNerny Foundation - \$30,000; Bank of Hawaii Trustee; P.O. Box 3170, Honolulu, HI 96802; Paula Boyce, AVP and Grants Administrator, 808-538-4444
- Samuel N. and Mary Castle Foundation - \$25,000; 733 Bishop Street, Suite 1275, Honolulu, HI 96813; Alfred L. Castle, Executive Director, 808-522-1101, [acastle@aloha.net](mailto:acastle@aloha.net)
- Okumura Family Fund - \$10,000; Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Carrie Shoda-Sutherland, Program Officer, 808-537-6333
- HMSA Foundation - \$25,000; P.O. Box 860, Honolulu, HI 96808; Mark L. Foreman, Executive Administrator, 808-948-5585
- Hawaii Children's Trust Fund - \$62,000 over two years; Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Carrie Shoda-Sutherland, Program Officer, 808-537-6333
- Harry and Jeanette Weinberg Foundation - \$10,000; 3660 Waiialae Avenue, Suite 400, Honolulu, HI 96816; Gailene Wong, Grant Director, 808-924-1000
- Maui United Way - \$39,241; 278 Ho'okahi Street, Suite 301, Wailuku, HI 96793; 808-244-8787

**Speech Therapy Services:** Imua Family Services provides speech-language therapy services for children age three to six with mild to moderate speech-language delays who do not qualify for Special Education services through the Department of Education. The contract listed below demonstrates Imua Family Services' experience, ability, and knowledge related to working with children age three to six with speech-language needs.

- FY07-10 Oscar and Rosetta Fish Foundation  
Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Pi'ikea Miller, Sr Program Officer, 808-537-6333, [pmiller@hcf-hawaii.org](mailto:pmiller@hcf-hawaii.org)
- FY04-06 Oscar and Rosetta Fish Foundation  
Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Pi'ikea Miller, Sr Program Officer, 808-537-6333, [pmiller@hcf-hawaii.org](mailto:pmiller@hcf-hawaii.org)
- FY01-03 Oscar and Rosetta Fish Foundation  
Hawaii Community Foundation, 1164 Bishop Street, Suite 800, Honolulu, HI 96813; Pi'ikea Miller, Sr Program Officer, 808-537-6333, [pmiller@hcf-hawaii.org](mailto:pmiller@hcf-hawaii.org)

Imua Family Services provides alternative services including parent training classes and newborn hearing screening services to children birth to age three with special needs and their families. The services provided are described in detail below:

**You Make the Difference Program:** Imua initiated the You Make the Difference Program in 2004 in collaboration with the County of Maui to provide parent education classes to families with young children birth to age six. This program provides You Make the Difference parent training classes to the rising number of families who continually seek new strategies to improve communication and foster learning with their children. This nine-week researched based series of parent/infant classes occurs in community settings easily accessible to parents. For example, classes are offered at a substance abuse recovery center

for parents with children suspected of prenatal drug exposure. The contracts listed below demonstrate Imua Family Services experience, ability, and knowledge related to working with parents of children birth to age six.

- FY07 – FY08 Grant ID #2182 You Make A Difference Program – Maui County of Maui, 2200 Main Street, Suite 601, Wailuku, HI 96793  
Rudy Squer, Grant Manager, 808-270-7358 [rudy.squer@co.maui.hi.us](mailto:rudy.squer@co.maui.hi.us)
- FY05 – FY06 Grant ID #1826 You Make A Difference Program – Maui County of Maui, 2200 Main Street, Suite 601, Wailuku, HI 96793  
Rudy Squer, Grant Manager, 808-270-7358 [rudy.squer@co.maui.hi.us](mailto:rudy.squer@co.maui.hi.us)
- FY04 Grant ID #1620 You Make A Difference Program – Maui County of Maui, 2200 Main Street, Suite 601, Wailuku, HI 96793  
Rudy Squer, Grant Manager, 808-270-7358 [rudy.squer@co.maui.hi.us](mailto:rudy.squer@co.maui.hi.us)

**Newborn Hearing Screening:** Imua Family Services provides Otoacoustic Emissions (OAE) hearing screening, reporting and follow-up screening services at Maui Memorial Medical Center for newborns on Maui. In addition, for those newborns that do not pass the OAE screen, an Auditory Brainstem Response (ABR) hearing screening is completed to test hearing ability. Parents are provided with complete test results; and, if necessary, are referred to Imua Family Services' ICDP for early intervention services when concerns are raised over hearing test results. This contract demonstrates Imua's involvement and expertise in working with newborn infants and their families to identify possible hearing problems at their earliest occurrence.

- FY08 Agreement for Services with Hawaii Health Systems Corporation  
MMMC, 221 Mahalani Street, Wailuku, HI 96793  
Shirley Chun-Ming, RNC, Obstetrics Supervisor, 808-242-2641  
[schun-ming@hhsc.org](mailto:schun-ming@hhsc.org)
- FY07 Agreement for Services with Hawaii Health Systems Corporation  
MMMC, 221 Mahalani Street, Wailuku, HI 96793  
Shirley Chun-Ming, RNC, Obstetrics Supervisor, 808-242-2641  
[schun-ming@hhsc.org](mailto:schun-ming@hhsc.org)
- FY03-06 Agreement for Services with Hawaii Health Systems Corporation  
MMMC, 221 Mahalani Street, Wailuku, HI 96793  
Shirley Chun-Ming, RNC, Obstetrics Supervisor, 808-242-2641  
[schun-ming@hhsc.org](mailto:schun-ming@hhsc.org)

**Camp Imua:** Imua Family Services provides a week-long recreational camping experience to school-age children with disabilities at no cost to the family. Camp Imua brings together Maui County families, businesses, schools, and students. Camp supporters work collaboratively to provide nutritious meals, goods, services, recreational and cultural activities, entertainment, and countless volunteer hours in support of Maui County's children. This program demonstrates Imua's involvement and expertise in working with school age children and their families. In 2008, Camp Imua will celebrate its 32<sup>nd</sup> year of providing a wonderful camping experience to Maui County children with special needs.

## **B. Facilities**

Imua Family Services maintains main office space, meeting, and therapeutic rooms located in the J. Walter Cameron Center located at 95 Mahalani Street in Wailuku, Hawaii. The

Cameron Center is centrally located on Maui near both major Kaiser medical facilities and the Maui Memorial Medical Center, Maui's only hospital. Well known as a hub for non-profit agencies focused on helping children and families with developmental disabilities and delays, the Cameron Center, established in 1973, has a long standing well-recognized reputation in the Maui community as the place for social service support. Imua Family Services was one of Cameron Center's first tenants. Imua Family Services name is prominently displayed on the office doors and identified in all Cameron Center maps. The facility has adequate parking for families and staff. Imua Family Services office space and accompanying meeting and therapeutic areas meet American with Disabilities Act (ADA) requirements. The entire facility, including bathrooms, is wheelchair accessible. The Cameron Center facility is accessible to the public 24 hours a day, 365 days a year.

Imua Family Services main office space encompasses 8,128 square feet in Suite 19A of the main level of Cameron Center. The space includes offices for executive and director level staff, bathrooms, kitchen, lunchroom/conference meeting space, computer area, reception area, classroom, and direct service staff office area. The direct service staff office area provides adequate space for all program related staff. The office space includes locked cabinets to store confidential client files, two copy machines for printing, copying and document scanning, and ample space for meetings and conferences. Cameron Center provides an auditorium, two conference rooms and a Board room at no charge to tenants, in addition to meeting space within Imua Family Services offices.

Imua Family Services administrative office hours are 7:45 a.m. to 4:30 p.m., Monday through Friday. The majority of services take place Monday through Friday between the hours of 8:00 a.m. and 6:00 p.m. However, staff members adjust their work schedules to meet the needs of the families, which means staff are available to meet before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and if necessary, from 8:00 a.m. to 7:30 p.m. on Saturday and Sunday. Staff meets families early in the morning and conduct visits into the early evening as needed. For families that are only able to meet on weekends, service providers adjust their schedule to meet the needs of the family. All staff members have full access to Imua Family Services offices with individual key and security code access. Imua Family Services management supports staff in creating schedules that are flexible to meet the needs of the families that we serve.

In general, direct service staff is not in the office. Most of their work is conducted in clients' homes and/or community settings. In order to facilitate productivity and positive job satisfaction, each direct service staff person is given an agency laptop for work-related use. The laptop computer allows the staff person to access Imua Family Services information systems server from remote locations. The staff person uses a secure log-in and password to work in Imua Family Services server while out of the office. This system allows staff to maintain a flexible schedule to accommodate families while adhering to agency policies procedures and program timelines. Remote capability reduces the requirement for physical space within the agency's office, as direct service staff is able to work from home in order to complete critical documentation and paperwork. Each staff person has an e-mail account for use in communicating with team members, staff, and agency leadership.

In addition to occupying a main office, Imua Family Services maintains a separate space within Cameron Center devoted to a gross motor/sensory therapeutic area. This 422 square

foot facility is utilized to help children with gross and fine motor activities, and sensory needs. The highly functional therapeutic work area includes specialized equipment such as a vestibulator, therapy balls, and tools to further develop balance, gross motor, and sensory skills. The gross motor/sensory room allows Imua staff to incorporate sensory experiences and positioning techniques to aid children with motor development needs. The gross motor/sensory room provides a controlled safe environment for children with high-sensory issues such as those that are highly aroused, fearful of loud noises and uncomfortable in busy open spaces. Children with these issues have difficulty in open settings such as parks, and in many cases, even their home environment. In these cases, services would start by utilizing Imua's gross motor/sensory room with the goal to transition the child into a more natural environment. Activities in the gross motor sensory room help children learn how to use their muscles for crawling, walking, and climbing, as well as building sensory perception skills. The equipment in the room was purchased with support from the Boeing Corporation; one of Imua Family Services corporate partners.

In addition to the gross motor/sensory therapeutic and classroom areas, Imua Family Services has a separate space within the Cameron Center utilized for evaluations and work with children who need a low-sensory quiet environment. We call this room the Anuenue Room; Anuenue is the Hawaiian word for rainbow, which has significant meaning to our mission and guiding principles. The Anuenue Room is also used for family meetings, trainings, and therapeutic services.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

A team of multi-disciplined, highly trained and extremely qualified professionals, who meet the highest professional standards and competencies for licensure in the State of Hawaii, provide comprehensive therapeutic services. The staff includes personnel from the following professions: Occupational Therapy, Physical Therapy, Speech-Language Pathology, Special Education, and Care Coordination.

Imua Family Services draws upon over 75 years of experience in leadership, management, and administration. Our diverse Board includes individuals with multi-year commitment to the organization including parents of children who received services from Imua, a pediatrician, and a developmental pediatrician. In addition, Imua staff has over 90 years of experience in their field of expertise; and over 50 years of experience in early intervention. The Executive Director has a Master's Degree in Business Administration with 21 years of experience in leading organizations. The Program Director has a Master's Degree in Social Work, over 6 years of experience in working with families and a Certificate in Interdisciplinary Studies with a focus on children with special needs. The Occupational Therapist has a Master's Degree in Occupational Therapy and registration from the National Certification Board of Occupational Therapy (NCBOT). The Physical Therapist has a Master's Degree in Physical Therapy. The Speech-Language Pathologists have Master's Degrees in Speech-Language Pathology with a Certificate of Clinical Competence. The Care Coordinator has a Bachelor's Degree in Family Resources with over 6 years of experience working with families.

The Program Director supervises all ECDP staff. Supervision consists of clinical consultation, observation and feedback, personnel evaluations, professional development action plans, and general compliance with agency and quality assurance procedures. The Program Director meets with each staff member at least once a month to discuss services being provided, review caseloads, and give updates of program issues. In addition, staff meetings are held twice per month. Each staff member receives an annual performance evaluation by the Program Director which includes a self evaluation of accomplishments and future goals, overall assessment of performance, and establishment of goals and objectives for the future.

Each staff member at Imua Family Services receives an individual professional development plan for ongoing staff development and training. Imua provides financial support for all staff members to pursue continuing education opportunities. Training opportunities are shared with other staff members to support and enhance the overall capacity of the staff to provide the highest quality of services possible to the children and families.

**B. Organization Chart**

See attachments for Organization Charts

**VI. Other**

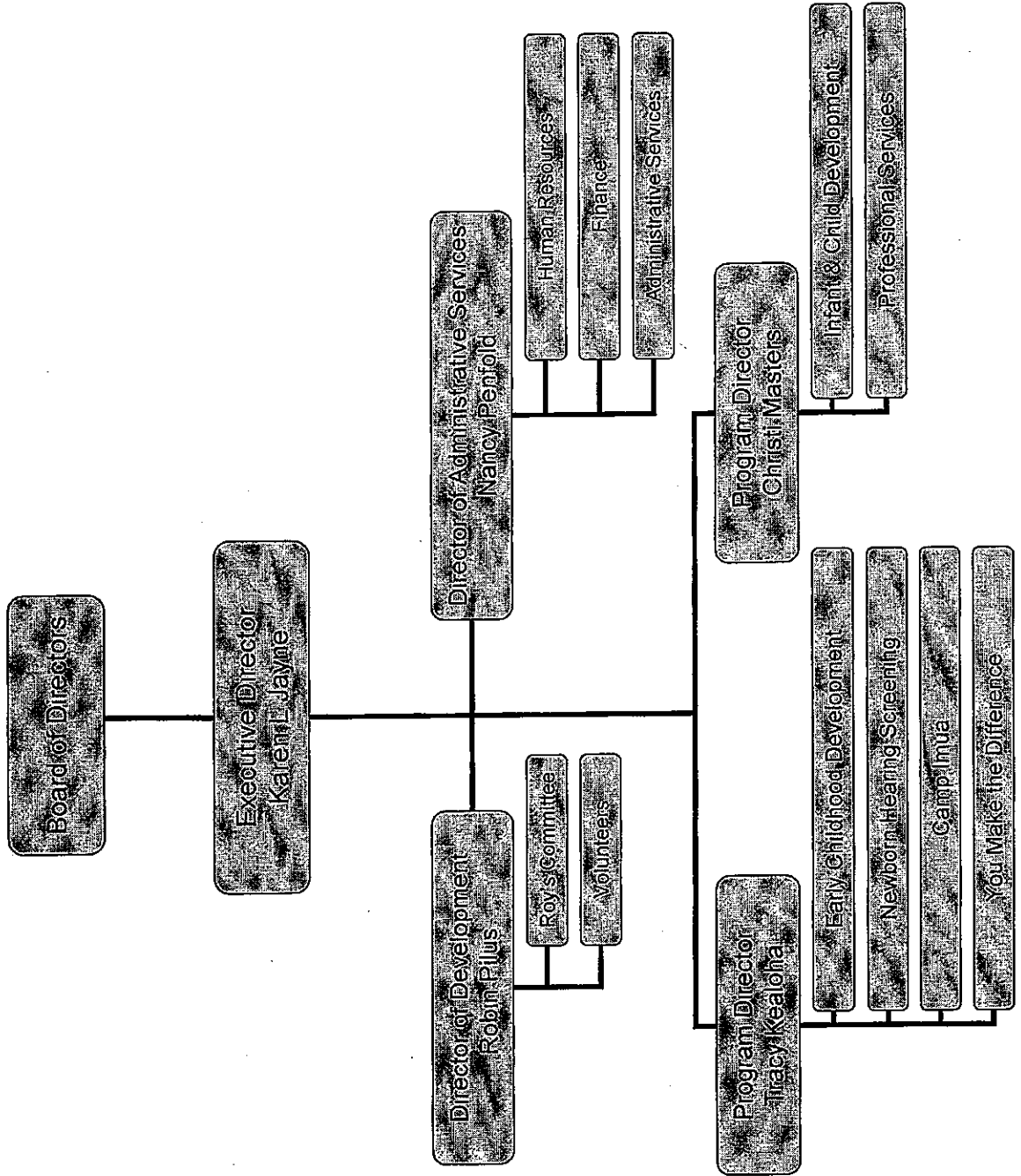
**A. Litigation**

Imua Family Services has no pending litigation to which we are a party or any outstanding judgments.

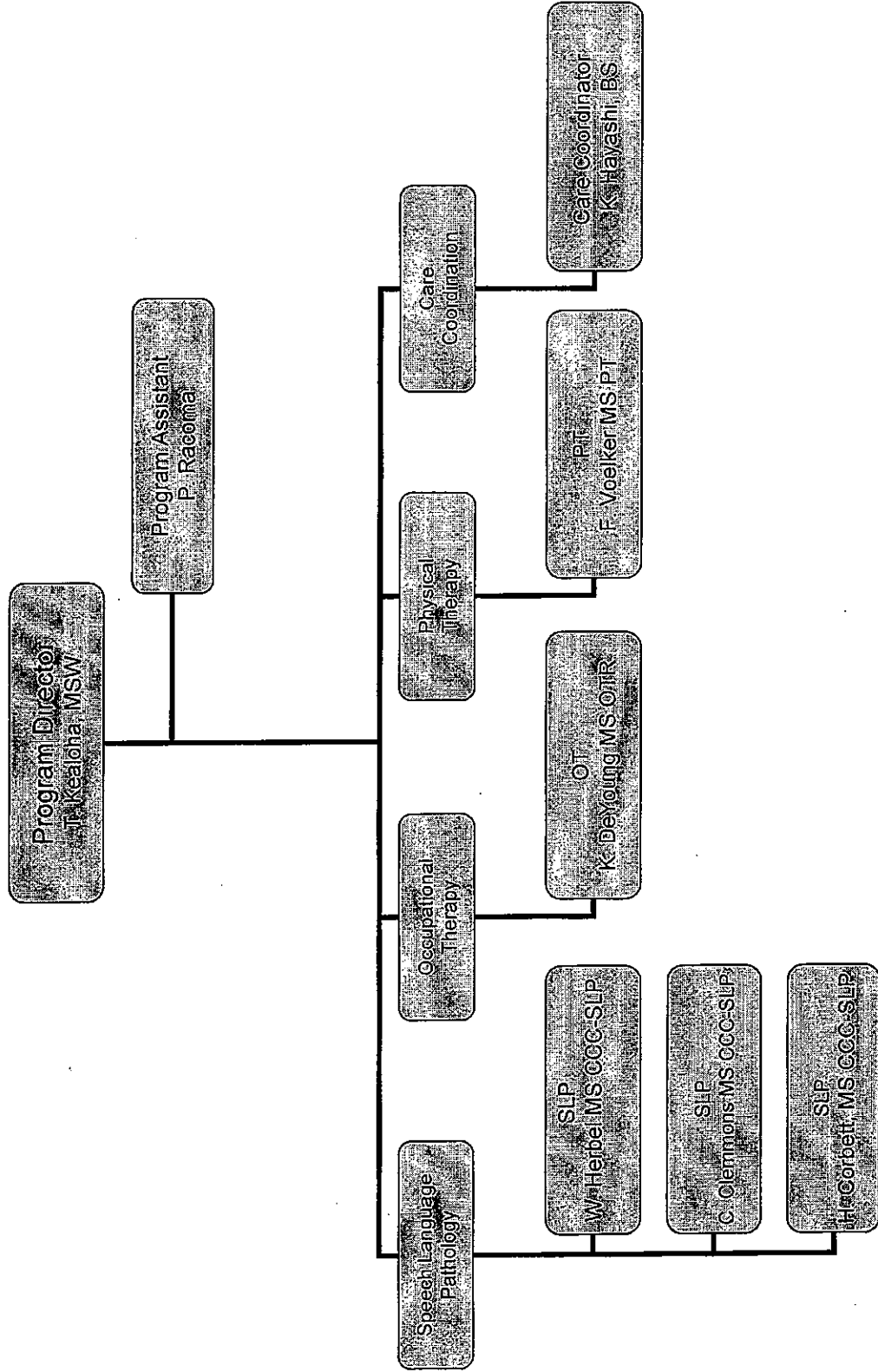
**B. Licensure or Accreditation**

Imua Family Services therapeutic staff meets the highest standards of their professions and hold current licenses with the State of Hawaii within their profession.

# Imua Family Services Organization Chart



# Imua Family Services Early Childhood Development Program Organization Structure





**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: Imua Family Services

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Total Program Budget (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	161,334	364,000		
2. Payroll Taxes & Assessments	16,940	38,220		
3. Fringe Benefits	11,132	25,116		
<b>TOTAL PERSONNEL COST</b>	<b>189,406</b>	<b>427,336</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	4,125	9,000		
6. Supplies	5,149	6,000		
7. Telecommunication	1,320	4,320		
8. Utilities				
9. Program Expenses		8,500		
10. Office Expenses		2,500		
11. Travel Expenses		13,500		
12. Occupancy Expenses		9,180		
13. Professional Fees		6,000		
14. G&A Expenses		11,500		
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>10,594</b>	<b>70,500</b>		
<b>C. EQUIPMENT PURCHASES</b>		<b>5,000</b>		
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>200,000</b>	<b>502,836</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Karen L. Jayne 808-244-7467		
(b) Private Foundations	226,436	Name (Please type or print) Phone		
(c) Contributions	50,000	[Redacted Signature] January 17, 2008		
(d) Fee-for-Service	26,400	Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>502,836</b>	Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Imua Family Services

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Speech Language Pathologist	1	\$58,510.00	100.00%	\$ 58,510.00
Speech Language Pathologist	0.5	\$58,510.00	50.00%	\$ 29,255.00
Occupational Therapist	1	\$58,406.00	100.00%	\$ 58,406.00
Physical Therapist	0.25	\$60,653.00	25.00%	\$ 15,163.25
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ 161,334.25

**JUSTIFICATION/COMMENTS:**  
Imua Family Services is requesting support for 1.5 FTE Speech Language Pathologist, 1.0 FTE Occupational Therapist and 0.25 FTE Physical Therapist to support continued therapeutic service to children age three through five with developmental delays.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Imua Family Services

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

**JUSTIFICATION/COMMENTS:**

Imua Family Services is not requesting any support for equipment.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

**JUSTIFICATION/COMMENTS:**

Imua Family Services is not requesting any support for Motor Vehicle.

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Imua Family Services

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED									
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS	STATE FUNDS REQUESTED			FUNDING REQUIRED IN SUCCEEDING YEARS				
		FY: 2005-2006	FY: 2006-2007	FY: 2007-2008		FY: 2008-2009	FY: 2009-2010	FY: 2010-2011	
PLANS									
LAND ACQUISITION									
DESIGN									
CONSTRUCTION									
EQUIPMENT									
TOTAL:									
JUSTIFICATION/COMMENTS:									
Imua Family Services is not requesting any support for capital projects.									

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Imua Family Services

(Typed Name of Individual or Organization)

  
(Signature)

January 17, 2008

(Date)

Karen L. Jayne

(Typed Name)

Executive Director

(Title)