

Early Blueprint

Jump-In:

1. Identify your team
 - a. Parents and guardians, board members, supporters, legal advice
 - b. Be in direct communication with your DDS team; be able to articulate why this route is a must have not a nice-to-have for your participants
2. Identify Householders, Crew Leaders and other essential staff
 - a. Make sure the vision(s) and missions of all stake holders are in alignment
 - b. Create employment agreements with job responsibilities, vacations, benefits, weekly.
 - c. Get agreement of all stakeholders
 - d. Identify Training
 - a. visit other programs
 - b. identify mentors
 - c. Add model plan here?
 - e. Identify other home and work staff as needed, or avenue for hiring
 - f. Daily, Weekly, Yearly calendar with vacations identified
 - g. Identify respite care for residents on vacation if needed
3. Visualize Home and Work Programs (24 hours/day, 365 days/year)
 - a. Agree on program in conjunction with Leaders
 - i. Will your program be both residential and day programming or will residents go to a day program elsewhere?
 - b. Identify site criteria, then look for site that meets criteria
 - i. Will the property be a short-term solution or long term?
 - ii. Request Agency and local DDS approval of site
4. Identify Agency (Entity that does licensing for operations and provides oversight) and/or evaluate pros and cons of securing Agency role
5. Admissions guidelines for participants, in coordination with Agency and Householders
6. Identify initial funding stream
 - a. Understand funding sources
 - i. State and Federal, private
 - b. Create development position or office if needed

Make it Real:

1. Admissions
2. Buy/Rent/Secure Residential and Day Program sites
3. Day-to-day finances: Banking, bookkeeper and CPA
4. Longer-term finances: Budgets, startup funds (if there is a lag in state and federal funds and for any facility costs), ongoing fundraising
5. Insurance
6. Furniture, kitchen equipment etc.
7. Transportation plans
 - a. Cars