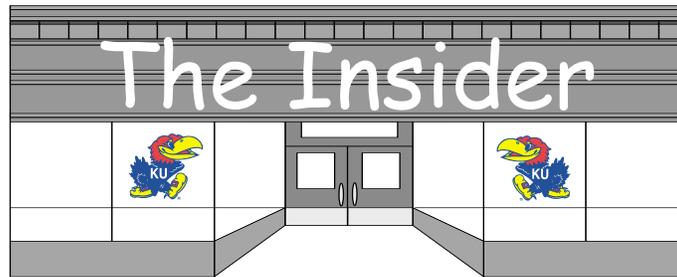


Parsons
Research
Center
and



Kansas
University
Affiliated
Program

March, 2001

Mary Maxwell, Editor

Publications

Recent articles out include:

Steve Mills and T. J. Ragan - *"A tool for analyzing implementation fidelity of an integrated learning system"*. Educational Technology Research and Development Journal.

Muriel Saunders - *"Unprompted mechanical switch use in individuals with severe multiple disabilities: An evaluation of the effects of body position"*. Journal of Physical and Developmental Disabilities. This article is co-authored with several other staff at Fircrest in Seattle.

Richard Saunders and Muriel Saunders - *"An analysis of contingency learning in the treatment of aberrant behavior"*. Journal of Developmental Disabilities.

Muriel Saunders - *"Who's getting the message: Helping students understand in a verbal world"*. Teaching Exceptional Children.



Happy St. Patrick's Day



Southeast Kansas Respite Services

Incorporated in 1991, Southeast Kansas Respite Services has been making it possible for families/caregivers of individuals with special needs to have a break or rest from the constant care requirements of their loved ones. Respite services become necessary when the “typical sitter” is not trained to handle the situations that may arise, or perhaps, the family cannot find anyone who is willing to provide the special care.

Respite services are so important because it prevents parents/caregivers from becoming overwhelmed and isolated. Having this break or rest rejuvenates the parents/caregivers and enables them to continue providing quality care. The key to successful care giving is to see that the caregiver has support. Southeast Kansas Respite Services, Inc. has helped to provide this support to over 200 families since July, 2000.

The backbone of the services are the 90 providers in the surrounding nine counties who travel day and night to deliver the tender loving care that families have learned to count on. Respite providers come in all shapes and sizes and from a wide variety of backgrounds. In addition to the 15 hours of initial training, continuing education is available. Current trainings include: CPR, Alzheimer’s and Dementia in the Elderly and Working with Children who have Severe Emotional Disturbances.

Referrals and support for these services come from: Area Agency on Aging, CLASS Ltd., Tri-Valley Developmental Services, Four County Mental Health, Labette Center for Mental Health, Crawford County Mental Health, The United Ways of Bourbon, Crawford and Labette Counties, Independence Community Chest, and Chanute United Way.

Staff includes: Diane Salyers, Nancy Tiede, and Norma Crager.

Presentations

Due to the absence of an Insider for the past couple of months or so, some of these presentations are late in being announced.

In October, 2000, **Steve Mills** presented a paper at the Association for Educational Communications and Technology International Conference in Denver, CO titled, *"Unlocking the Gates of the Kingdom: Designing Web Sites for Accessibility"*.

Kathy Olson and **Patty Black** presented two workshops in October at the Focus on the Future, Interhab's Annual Conference in Wichita. One titled, *"Dual Diagnosis: Assessment"* and the other, *"Dual Diagnosis: Schizophrenia and Other Psychotic Disorders"*.

Steve Mills made a presentation with the technology staff from Independence USD 446 in December titled, *"Technological Fluency: A Technology Professional Development Model for the 21st Century"* at the Kansas Technology Leadership Conference in Topeka.

In February, Marnie Campbell and **David Lindeman** presented a paper titled, *"New materials for using brain research"* at OSEP and NECTAS National Meeting - IDEA 25 Celebrating Our History, Science & Art held in Washington, DC.

R. Cook, N. Fire, C. Ward, J. Squires, K. Cole, H. Harrison, and **David Lindeman** presented a paper at the OSEP and NECTAS National Meeting - IDEA 25 Celebrating Our History, Science, & Art held in Washington, DC, titled *"Achieving the outcomes you want from a distance"*.

In March, at the 2001 Annual Conference of the Kansas Division for Early Childhood held in Kansas City, KS, **David Lindeman**, G. Butts, P. Diver, D. Mai, & K. Bartel made a presentation titled, *"Part C to Part B collaborative statewide training initiative: Its impact on local transition teams"*.



Ah, Spring...



Business Office . . .

Laura Hanigan/Tammy Schoenhofer

NEW PROCEDURE FOR PRE-PAYING AIRFARE ON STATE FUNDS

- 1) Call Rosie @ State Travel Center 785-864-7326 for an estimate and indicate that it will be paid on state funds. (By doing so, will alert Rosie to hold the tickets until she hears from Tammy Schoenhofer).
- 2) Call or email Tammy with estimated cost of airfare and send her a completed Out-of-State Travel Request form within that day.
- 3) Once you receive the itinerary, send me the original and you keep a copy. (This will speed up the processing of the paperwork.)
- 4) In the meantime, I will send you a copy of the Out-of-State Travel request along with the Approval Request #. The Approval Request # must appear on the Travel Voucher under "Travel Order No." at the top right under home address.

MILEAGE UPDATE (Effective 12/21/00)

Mileage between Lawrence, Kansas and Kansas City International Airport
Non-Turnpike – 58 miles (one way) or 116 miles (round trip)
With Turnpike – 54.5 miles (one way) or 109 miles (round trip).
Please turn in toll receipts.

CLAIMING CONSULTANT/PARTICIPANT PER DIEM WITH KU AND/OR KUCR (CRINC) FUNDS:

When a consultant/participant stays overnight, per diem rate is \$6.50 per quarter. If you would like to reimburse a consultant/participant per diem when they **do not** stay overnight, you must include that in their fee.

CONFERENCES/WORKSHOPS/MEETINGS/SEMINARS/etc.

When attending conferences/workshops/meetings/seminars/etc., the University will prepay the following expenses:

1) Airfare

- When using UKANS funds we may pre-pay up to 90 days in advance (unless you write a letter of explanation).
- When using KUCR (CRINC) funds there is no time constraints of pre-payment advancement.

MORE
→

2) Registration Fees

- There are no time constraints to the pre-payment for both UKANS and KUCR (CRINC) funds. However, some organizations require payment in advance in order to meet their deadline. It's a good rule to submit your registration form to your travel person at least 30 days before you travel.

Things to remember before you travel, while you travel, and after your travel:

TRAVEL LOAN ADVANCES

You may request a loan for travel expenses prior to travel (at least 2 – 3 weeks in advance of travel), if desired. You may only request registration, lodging, meals, and miscellaneous expenses. This loan must be repaid within four (4) weeks after your date of return.

BEFORE YOU GO:

1) Out-of-State Travel Request

- Must be turned into Tammy Schoenhofer **before** any travel is taken.
- Must specify funding source and be signed by P.I.
- If using >50% income account funds, special state regulations apply. (Ask your travel support person to explain.)

2) Airline

- Round trip coach airfare is reimbursable only when used for official business, if you purchase the ticket. **No one should use tickets purchased for someone else without airline's permission.**
- The University can prepay airfare. **UKANS** – no more than 90 days in advance, unless you write a letter of explanation. **CRINC** – there is no time constraints of advancement.

3) Room Reservation

- Reserve the lowest Single/Double room.
- Your hotel bill must show each night's lodging and tax charge.
- You must tell your travel support person, if you shared the room with a state or non-state employee. When employee chooses to share a room, one employee may pay and claim the entire room charge and each travel voucher must be cross-referenced. If the traveler shares a room with a non-state employee, then he/she can claim the lowest single rate of occupancy.

4) Registration Fees

- You may be reimbursed for your registration fee, if you have a receipt.

MORE

- Registration fees may be pre-paid by the University (must be submitted 30 days prior to the registration deadline). Check with your travel support person for clarification.
- It is the traveler's responsibility to be aware of cut-off dates for sending in pre-registration fees and to get registration forms submitted in time to take advantage of reduced pre-registration rates.

5) Rental Car

- Reimbursement for use of rental cars must always be justified. Please discuss this with your travel support person before you rent a car.

WHILE TRAVELING

1) Lodging

- When you check in. If you are sharing a room, please have the desk clerk set up separate account/bills for each person in the room.
- On checkout. Save your lodging receipt, so you may be reimbursed.
- Hotel account/bill must reflect each night's lodging and tax charge.

2) Registration

- You must have a receipt for the registration fee which shows amount and name of conference/organization (credit card flimsy is not enough), to be reimbursed.
- You must tell your travel support person, if meals (breakfast, lunch, dinner) were included or not and the dates.

3) Meals

- If a meal is included in your registration fee or with lodging at a Bed & Breakfast it must be deducted from your per diem. A Bed & Breakfast stay must state whether breakfast was included.
- Per Diem is on a quarterly basis, from the quarter you leave in but not the quarter you return in.

4) Mileage

- Private vehicle mileage is reimbursable at .325 (UKANS) and .345 (KUCR-Crinc) per mile. Mileage to and from your destination is determined by the State of Kansas mileage chart; not by your speedometer reading.

5) Parking

- You may be reimbursed for any airport parking, if you have a receipt.

MORE

6) Rental Car

- Rental car use must be justified and approved.
- The receipt must show a zero balance.

7) Airfare

- Must have ticket receipt for reimbursement. However, in the instance of ticketless airfares then we can send the itinerary with travel voucher for reimbursement.
- KUCR-CRINC requires you to show proof of flight whether it was pre-paid or not.

8) Miscellaneous expenses (reimbursable)

- Business telephone calls – must show date, name called and why
- Photocopy, FAX, supplies – must have receipt
- Taxi fare, shuttle – keep receipt, but not required
- Tips to hotel maid, bellman, or taxi driver.

CRINC Tip Reimbursements

Tips to bellman are reimbursable if used in instances where there are heavy or a lot of equipment/materials/etc. to carry for meetings/conferences/etc., but must be explained on travel voucher (such as "needed assistance in carrying heavy boxes and materials to meeting/conference room or hotel room").

No tipping to maid, bellman, or skycap for doing personal services such as carrying suitcase, etc. CRINC feels this is included in the per diem the traveler receives.

Taxi tips are reimbursable. This can be added in with the taxi amount. Receipts are not required but if you have them we will include with the travel voucher.

UKANS Tip Reimbursements

Tips to maid, bellman, or skycap are reimbursable on the UKANS side with no explanation needed.

Taxi tips are reimbursable. This can be added in with the taxi amount. Receipts are not required but if you have them we will include with the travel voucher.

ON RETURN

- On your first day back to work, give all your receipts (airline, taxi, registration, parking, & etc.) to your travel support person.

MORE →

- Your travel support person will need to know the dates and times of your departure and return; along with any meals provided.
- ***NOTE:*** We cannot process anyone's travel to a conference/workshop/meeting until we have the receipts of all travelers who attended the meeting together, so any delay turning in your expenses will cause delays in everyone's reimbursement.

IF YOU ARE IN DOUBT ABOUT ANY REIMBURSABLE EXPENSES OR HAVE ANY QUESTIONS, PLEASE CONTACT TAMMY SCHOENHOFER.

TUITION ASSISTANCE FOR UNCLASSIFIED EMPLOYEES

Employees with one year of full-time or three years of part-time service at KU may apply for tuition assistance. The requirement of one year of prior service may be waived for employees required to take a class as a condition of employment or when it is necessary to provide specific skills or knowledge for the current job.

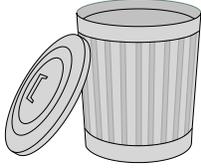
Tuition awards are generally for one class per semester. Once accepted into the program, future awards are contingent upon maintaining a "C" average for undergraduate level students or a "B" average for graduate level students. Other criteria may be applied in determining awards when the number of applicants exceed program funds. These criteria may include factors such as previous education, course applicability to the job, years of service and number of previous tuition assistance awards received.

In as much as possible, it is encouraged that classes be taken at KU. When staff reside out-of-town, or work in offices in other counties or need to take courses not available on this campus the award may be made for other educational institutions in these situations. The amount of the tuition award will only be for the KU equivalent for institutions with higher tuition rates. For institutions with tuition rates lower than KU's, the lower rate will be awarded.

Departments and supervisors are encouraged to make every reasonable effort to facilitate academic course attendance by staff so long as the normal functions of the department can be carried out. Refer to the University Policy on Educational Opportunities for Classified and Unclassified Staff in the Classified Staff Handbook for further information.

To obtain an application for tuition assistance or for more information about the program, call Laura Hanigan at 316-421-6550, ext. 1896. If you need assistance, please let Laura know so that she may get the information submitted by 04/01/01.





Adopt A Highway Project

The impact of behavior and the building of appropriate social circles of individuals assisting in altering environmental issues.

This project activity, which occurs once in the spring and once in the fall, examines the effects of altering environmental issues as the behavior of participants causes social interaction and a desire to have an impact on environmental events¹. The impact on the individuals can vary through several emotional states (i.e., happiness, sadness, glee) caused by physical experiences (i.e., excitement, illness, fatigue) during, and/or, in the context of performing the activity. These environmental changes are altered/controlled by the participants² and there is frequent positive attention and acknowledgement by numerous observers³. The results of the behavior can be recorded using a measurement system in which numeric codes representing the total completion of collected units⁴ by the participants are noted in the data system used for logging said information. Data from the sessions are analyzed by the participants to examine the effectiveness of the project, as well as to assess the relation between the individuals' behavior and the environmental impact⁵. As a final activity, participants are encouraged to gather⁶ to discuss the various emotions and experiences in the context of performing the activity⁷. During this social interaction there is a presentation of positive reinforcement(s)⁸ to the participants in hopes of encouraging further participation in the ongoing goals of the project.

Staff on this project during "97-'00 have included: Pam Cress, Chuck Spellman*, Jennifer O'Donnell*, Dean Williams, Laura Hanigan*, Kathy Olson, Sandy Hill, Robin Bayless, James Bayless, Nikita Davis*, David Parnell*, Dave Lindeman, Dick Shores, Kate Saunders, Brenda Parry, Vera Stroup-Rentier, Marco Rentier, Kimi Housley, Sara Sack*, Stephanie Hudson, et al.

Note that few of these participants have been able to participate in this environmental impact project every time thus there is always a need for volunteers. The emotional rewards, as well as the positive reinforcement(s), will make you glad you participated. An April date is being planned, and it would be helpful to have more participants that can donate approximately 3 hours one evening for this worthwhile project. Contact David Parnell at extension 1638 or by email if you have any questions. Watch for emails and postings of the upcoming date.

¹ Adopt a Highway trash pickup

² Picking up lots of trash

³ Passersby honk and wave

⁴ Number of bags of trash

⁵ Did we do good? Yep, we did!

⁶ At Leroy Brown's in Parsons

⁷ Gee, it feels good to do our part! Find anything interesting?

⁸ Beverages, participation gifts, Chuckie Award

*Former Chuckie Award Winner

Submitted by David Parnell, Coordinator

Important Reminder

If you are scheduling a meeting, workshop or other activity that will bring visitors into either of our buildings, please notify the people who work in that building by E-mail as soon as your plans are made and a definite date has been set. Don't forget to reserve the conference room you wish to use. A calender is posted on each door.

WHAT'S GOING ON?

<u>Date</u>	<u>Event</u>	<u>Where</u>
April 18-21	Council for Exceptional Children [Call 888-232-7733]	Kansas City, Missouri
April 24	Strategies for Facilitating the Development of Young Children with Visual Impairments in Natural Environments, ACCK Seminar IV. [Contact: Gretchen Conway at 620-241-5150, ext. 115]	McPherson, Kansas
May 2-4	KS State Dept. of Education/KS Staff Development Council Annual Conference. [Contact: Teresa White at 785-296-7887]	Wichita, Kansas
June 4-6	ACCK Summer Seminar in Early Intervention. [Contact: Gretchen Conway at 620-241-5150, ext. 115]	Lindsborg, Kansas
June 19-22	Emergent & Early Literacy in Young Children - Annual KITS Summer Institute. [Contact: Misty Goosen at 785-864-0725]	Wichita, Kansas

For more information or registration forms on any of the above, please check the Conference Bulletin Board in your area.