

Narrative Information ---- DA 400

Division of the Budget

State of Kansas

Agency - Kansas Guardianship Program

Program - Agency Wide Information

KANSAS GUARDIANSHIP PROGRAM

FY 2025 BUDGET DOCUMENT

Narrative Information ---- DA 400

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September 15, 2023

Mr. Adam Proffitt, Director of the Budget
Division of the Budget
900 SW Jackson St, Suite 504
Landon State Office Building
Topeka KS 66612

Dear Mr. Proffitt:

Enclosed for your consideration is the Fiscal Year 2024 and 2025 budget document for the Kansas Guardianship Program. It has been prepared pursuant to the instructions from your office.

Please let me know if any additional information is needed

Sincerely,

M. Jean Krahn
Executive Director

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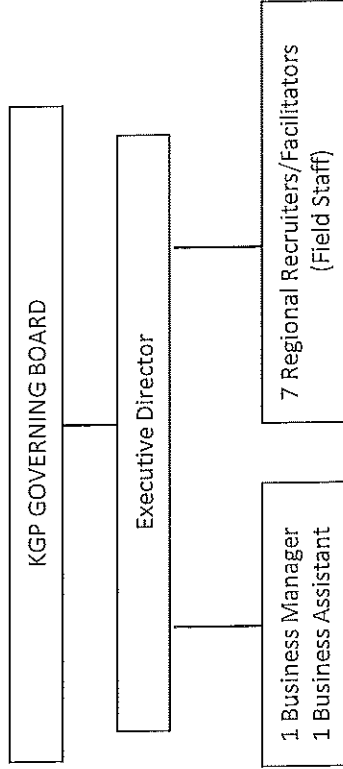
Division of the Budget

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Agency - Kansas Guardianship Program

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KANSAS GUARDIANSHIP PROGRAM ORGANIZATIONAL CHART



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Program - Agency Wide Information

AGENCY MISSION:

To assure that adults who are without family or financial resources and who are identified through Adult Protective Services, Department for Children and Families (DCF) and Kansas Department for Aging and Disability Services (KDADS) state hospital social workers as in need of a court appointed guardian or conservator will have available a qualified, trained, and caring volunteer to serve as their legally appointed guardian or conservator.

AGENCY PHILOSOPHY:

The KGP strives to advocate and protect the rights of persons with disabilities in ways that recognize the interdependence of all individuals and encourage respect for the rights and dignity of all Kansans. We maintain that, if a guardianship or conservatorship is imposed, the person should be assured the benefits of positive efforts by the guardian or conservator - efforts and relationships that will assure the person of someone to act as an advocate and protector.

PROGRAMS ESTABLISHED TO ASSIST WITH AGENCY MISSION:

- 1 - The Kansas Guardianship Program

STATUTORY HISTORY:

The Kansas Guardianship Program was initiated in 1979 under the administration of Kansas Advocacy and Protective Services, Inc. In 1995, the Kansas Legislature established the program as a public instrumentality through passage of K.S.A. 74-9601 et seq., as amended. The KGP is governed by a seven-member board of directors, six of whom are appointed by the Governor and one by the Chief Justice. The purpose of the program is to recruit volunteers to serve as court appointed guardians or conservators for those eligible persons adjudicated by the court in need of this level of protection and advocacy.

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In 1987, the Legislature passed H.B. 2906, which was signed into law by the Governor. This measure provided that the State would serve as surety on the bond of any conservator serving in the Kansas Guardianship Program. The purpose of the action was to save the cost of purchasing private conservator bonds required by statute to protect the growing number of persons served by the program. Current statutory reference - KSA 59-3069 (g).

In 2004, the Legislature passed H.B. 2902, which was signed into law by the Governor. This measure added court-appointed guardians and conservators who contract with the Kansas Guardianship Program to the definition of "employee" in the Kansas Tort Claims Act. This allows the program volunteers to be protected in cases of negligence or acts of omission. Current statutory reference - KSA 75-6102(d) (4).

The 2006 Kansas Legislature approved additional funding for the KGP to increase the stipend paid to volunteers serving as guardians and conservators from \$20 to \$30 per month.

The 2019 Kansas Legislature approved additional funding for the KGP to increase the stipend paid to volunteers serving as guardians and conservators from \$30 to \$40 per month.

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AGENCY WIDE OVERVIEW OF CURRENT YEAR ESTIMATE AND BUDGET YEAR SCENARIOS

BUDGET YEAR INFORMATION:

FY 2024: \$1,426,456 This level of funding allows for the program to provide the volunteer stipend to serve up to 1125 different wards or conservatees.

FY 2025: \$1,436,652 This level of funding allows for the program to provide the volunteer stipend to serve up to 1125 different wards or conservatees.

Enhancement Package – FY 2024

The KGP is requesting one enhancement package totaling \$95,343 for consideration by the Governor and the Legislature.

Enhancement #1 – Strategic and Succession Planning Initiative

The KGP Board of Directors became aware of significant changes that would affect agency operations during FY 2024 due to the retirements of key long-term employees. The Board was also concerned about the need to undertake a strategic planning initiative. The Board intended to utilize the FY 2023 unexpended funds to address these critical issues.

The agency was informed that the standard reappropriation language would automatically reappropriate the unexpended FY 2023 funds to the FY 2024 budget; however, the agency later learned that this information was incorrect and that the unexpended funds should have been returned at the end of the fiscal year in order to be reappropriated.

This enhancement request will allow the agency to address these critical needs.

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AGENCY GOAL:

To provide that qualified, caring, and trained persons are available throughout the State who will volunteer to serve in the capacity of court appointed guardians or conservators for those program eligible persons in need of this level of protection and advocacy, and who do not have family members capable or willing to assume such responsibilities. All such persons are identified by DCF adult protective services or KDADS state hospital social workers and referred to the KGP after all other alternatives have been exhausted. Legal services are provided through the State to petition to the court for the trial to determine impairment. Individuals served may be considered the adult wards of the State.

OBJECTIVE #1:

To provide that volunteers are available to serve as court appointed guardians or conservators of adults adjudicated as impaired and in need of a guardian or conservator.

Strategies for Objective #1:

1. To recruit, screen and train volunteers to serve newly adjudicated individuals determined by the court to need a guardian or conservator.
2. To recruit, screen and train volunteers to serve as successor guardian or conservator for those individuals for whom the current KGP guardian or conservator is no longer willing or able to serve in this capacity.
3. To provide ongoing training, technical support, and information systems for the volunteers throughout the duration of the guardianship or conservatorship service.
4. To require and review monthly written reports from the guardian or conservator regarding the status of and services provided to the ward or conservatee.
5. To provide monthly \$40 stipends to offset out-of-pocket expenses for the volunteers serving as guardian or conservator.

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6. To provide notice and review of the annual court required guardian report regarding the personal status of the ward, and the conservator accounting regarding the status of the conservatee resources.
7. To meet the increased demands for services and support as more individuals are residing in community living because of downsizing State hospitals and closure of large bed institutional settings.
8. To evaluate satisfaction with the information, training, support, and assistance provided to the volunteers serving as guardians or conservators.
9. To evaluate periodically the satisfaction with information/training provided to groups or persons other than KGP volunteers.

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	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Percentage of adults identified in need of a court-appointed guardian or conservator who receive guardianship or conservatorship services in the fiscal year	(90%) (1346)	(95%) (1288)	(95%) 1288	(95%) 1288
Number of volunteers providing guardianship or conservatorship services in fiscal year	737	717	727	727
Percentage of volunteer recruits who make application to become a KGP volunteer and complete initial screening and training in the FY	83% (54/45)	78% (63/49)	86% (76/63)	86% (76/63)
Average cost per day per all adults served within fiscal year	2.80	2.78	3.03	3.03

EXPENDITURE JUSTIFICATION

Object Code 100 - Salaries and Wages:

Summary: This program is located in three offices and has 10 full-time positions working to provide an efficient and effective program to recruit, train and monitor volunteers to serve as guardians or conservators. Of the 10 full-time staff, the program is served by 7 recruiters/facilitators (field staff), 1 business manager, 1 business assistant, and the executive director. Positions are considered as unclassified-regular positions.

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Current Year FY 2024: \$684,634 represents funding for current positions.

This would allow the program to maintain adequate support to existing volunteers and to recruit new volunteers for ongoing referrals for guardianships or conservatorships.

Cost indices provided by the Division of the Budget were used to compute all fringe benefits except for health insurance and KPERS. KGP uses the KPERS local non-school rate for salary calculations. Health insurance costs are calculated using the non-State Employee Health plan rates for employers.

FY 2025: \$692,930 funding would continue the current level of staffing.

This would allow the program to maintain adequate support to existing volunteers and to recruit new volunteers for ongoing referrals for guardianships or conservatorships.

Cost indices provided by the Division of the Budget were used to compute all fringe benefits except for health insurance and KPERS. KGP uses the KPERS local non-school rate for salary calculations. Health insurance costs are calculated using the non-State Employee Health plan rates for employers.

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Object Code 200 - 290 - Contractual Services

Summary: Program activities are undertaken to provide for the availability of qualified nominees for court appointed guardians or conservators for persons adjudicated in need of guardianship or conservatorship services. This is accomplished through maintaining activities to recruit, screen and train volunteers.

Following the legal appointment of the guardian or conservator, the KGP provides ongoing training, information/referral, monitoring and support to volunteers as they provide advocacy and guardianship or conservatorship services. With the diversity of issues and the complex landscape to navigate accessing services and supports for individuals, the comprehensive knowledge provided by KGP staff is essential.

Initial orientation and ongoing training --- This ongoing training and support is critical for retention of volunteers. Volunteers are willing to take on this considerable responsibility and the legal appointment of guardianship with the knowledge and assurance that KGP staff is available to provide training, monitoring, information, and support to a volunteer throughout the duration of guardianship or conservatorship service

Volunteer Longevity & Retention

Approximately 70% of current volunteers have served 5 or more years; of these volunteers 45% have served in the program 10 or more years. Volunteers accepting the legal and moral responsibility for another person is a significant matter and requires time and commitment to provide the care and oversight a person may need.

- **Longevity:** Volunteer longevity is significant from two perspectives. These commitments are manifested through long-term relationships which frequently extend to 10 or more years and offer the person a sense of protection and security.
- **Retention:** Volunteer retention provides the KGP with a valuable resource for potential guardian nominees from within the existing volunteer pool as new referrals are received by program.

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Communication expenses include phone and mailing costs, essential to build and maintain a network of volunteers statewide.

Printing materials are needed to provide training, written information and resources to potential volunteers, service providers, consumer groups, professional groups, family members and others about Kansas Statutes on guardianship and conservatorship and the KGP. This includes funding for printing an informational brochure about the KGP used in recruitment of volunteers, a training handbook for volunteers, a guide to the guardianship and conservatorship statutes, an assessment instrument to determine the need for guardianship and conservatorship, and other related monitoring documentation.

Funds are included to cover costs of rent and utilities for the maintenance of offices located in Manhattan, Kansas City and Wichita.

Office equipment repair and maintenance is included.

Travel and subsistence funding is included for statewide travel to recruit, screen, train and monitor volunteers and provide information and training for service providers, family members, and others.

Included is funding for payment of a small monthly stipend to volunteers to offset some out-of-pocket expenses incurred as they maintain regular contact with the ward or conservatee through personal visits, phone calls and other efforts, as well as maintaining communication with providers of supports and services, facility staff, medical providers, case managers and others.

The amount budgeted includes fees for annual independent audit, subscriptions, and insurance premiums.

Note: Object code 260 Fees - Other Services:

1. This object code includes the stipend expenditure for volunteers serving as guardians or conservators.
2. Also includes computer support services and database access fees.

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Current Service FY 2024: \$728,700 The contractual services funding will maintain the office space rentals, travel and subsistence, communications, and related business expenditures to recruit and train new volunteers, and, to maintain the training, monitoring supports and assistance including the maintenance of current level stipends and allow the program to provide the volunteer stipend to serve 1125 wards or conservatees.

FY 2025: \$730,200 The contractual services funding will maintain the office space rentals, travel and subsistence, communications, and related business expenditures to recruit and train new volunteers, and, to maintain the training, monitoring supports and assistance including the maintenance of current level stipends and allow the program to provide the volunteer stipend to serve 1125 wards or conservatees.

Object Code 300-390 Commodities:

Summary: The program expenditures for commodities are for general office supplies and related professional supplies.

Current Service FY 2024: \$13,122 funding will maintain the level of office and professional supplies to meet the goal of recruiting and supporting volunteers who serve as guardians or conservators.

FY 2025: \$13,522 funding will maintain the level of office and professional supplies to maintain basic office activity.

Object Code 400 - Capital Outlay

Summary: The program expenditures for commodities are for the purchase of computer equipment, phone systems, file cabinets, desks and Fax equipment, and other commodities expenditures \$500 and above.

Current Service FY 2024: \$0 The agency is requesting no capital outlay funds in FY 2024

FY 2025: \$0 The agency is requesting no capital outlay funds in FY 2025.

Agency Kansas Guardianship Program							
Program 0010000 Kansas Guardianship Program							
Reporting Level 261-00-01030-0010000-0000-000							
1	2		3	4	5	6	7
Object/Revenue	FY 2023 Actuals	FY 2024 Adjusted Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request	FY 2024 Agency Change Packages	
Description	Code						
EXPENDITURES							
UNCLASSIFIED REGULAR	456,159	500,291	500,291	500,291	500,291	500,291	0
LEAVE PAYMENT ASSESSMENTS	0	2,086	2,086	1,388	1,388	1,388	0
PUBLIC EE RETIREMENT SYSTEM	44,973	47,174	47,174	51,331	51,331	51,331	0
MEDICARE	35,170	7,256	7,256	7,252	7,252	7,252	0
OASDI	0	31,017	31,017	31,018	31,018	31,018	0
GROUP HEALTH HOSPITALIZATION	75,972	96,027	96,027	100,706	100,706	100,706	0
WORKERS COMPENSATION	1,083	783	783	642	642	642	0
UNEMPLOYMENT COMPENSATION	1,073	0	0	302	302	302	0
Salaries and Wages	614,430	684,634	684,634	692,930	692,930	692,930	0
POSTAGE	5,076	5,000	5,000	5,000	5,000	5,000	0
COMMERCIAL LOCAL COMM SERVICE	14,072	14,000	14,000	14,600	14,600	14,600	0
OTHER FREIGHT AND EXPRESS	27	100	100	100	100	100	0
PRINTING AND COPYING	2,553	3,000	3,000	3,000	3,000	3,000	0
ADVERTISING	6,504	3,000	3,000	2,000	2,000	2,000	0
BUILDING SPACE RENTAL	47,220	47,500	47,500	48,000	48,000	48,000	0
EQUIPMENT RENTAL	8,408	9,000	9,000	9,000	9,000	9,000	0
REPAIR AND SVC BLDG GROUND	36	100	100	100	100	100	0
REPAIR & SVC COMPUTER EQUIP	4,808	5,000	5,000	5,000	5,000	5,000	0
PRIVATE VEHICLE MILES IN STATE	10,354	15,000	15,000	16,500	16,500	16,500	0
PRIVATE CHARTER IN STATE	6,839	10,000	10,000	10,200	10,200	10,200	0
MEALS AND LODGING IN STATE	13,904	16,000	16,000	17,000	17,000	17,000	0
NON SUBSISTENCE IN STATE	2,313	3,000	3,000	3,000	3,000	3,000	0
PRIV VEHICLE MILES OUT STATE	2,217	500	500	500	500	500	0
MEALS AND LODGING OUT STATE	3,878	1,000	1,000	500	500	500	0
NON SUBSISTENCE OUT STATE	2,875	1,000	1,000	500	500	500	0
COMPUTER PROGRAMMING NOT DISC	4,550	10,000	10,000	9,000	9,000	9,000	0
DATABASE ACCESS FEES NOT DISC	3,972	4,500	4,500	4,500	4,500	4,500	0
OTHER FEES	492,240	540,000	540,000	540,000	540,000	540,000	0
BANK FEES	240	600	600	600	600	600	0
ACCOUNTANTS AND AUDITORS	5,400	6,000	6,000	6,000	6,000	6,000	0
EXTERNAL INVESTMENT MANAGER	100	0	0	0	0	0	0

Agency Kansas Guardianship Program							
Program 0010000 Kansas Guardianship Program							
Reporting Level 261-00-01030-0010000-0000-000							
1 Object/Revenue							
Description	Code	2 FY 2023 Actuals	3 FY 2024 Adjusted Budget Request	4 FY 2024 Adjusted Budget Request	5 FY 2025 Base Budget Request	6 FY 2025 Adjusted Budget Request	7 FY 2024 Agency Change Packages
OTHER PROFESSIONAL FEES	527990	6,904	7,500	7,500	7,700	7,700	0
ELECTRICITY	528100	6,164	6,500	6,500	6,700	6,700	0
WATER	528400	977	1,000	1,000	1,100	1,100	0
SOLID WASTE CHARGES	528600	1,099	1,200	1,200	1,300	1,300	0
DUES AND SUBSCRIPTIONS	529100	13,872	14,000	14,000	14,000	14,000	0
SURETY BOND AND INS PREMIUMS	529600	4,152	4,200	4,200	4,300	4,300	0
Contractual Services	2	670,754	728,700	728,700	730,200	730,200	0
STATIONERY AND OFFICE SUPPLIES	537100	8,678	8,122	8,122	8,322	8,322	0
DATA PROCESSING SUPPLIES	537200	5,100	5,000	5,000	5,200	5,200	0
Commodities	3	13,778	13,122	13,122	13,522	13,522	0
INFO PROCESSING EQUIPMENT	541610	4,862	0	0	0	0	0
SOFTWARE	541810	4,710	0	0	0	0	0
Capital Outlay	4	9,572	0	0	0	0	0
TOTAL EXPENDITURES for 0010000 Kansas Guardianship Program (261-00-01030-0010000-0000-000)		1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0
MEANS OF FUNDING							
KANSAS GUARDIANSHIP PROGRAM	0300	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0
STATE GENERAL FUND	1000	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0
TOTAL FUNDING for 0010000 Kansas Guardianship Program (261-00-01030-0010000-0000-000)		1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0
AUTHORIZED EMPLOYEES							
FTE		0.00	10.00	10.00	10.00	10.00	0.00
TOTAL AUTHORIZED EMPLOYEES for 0010000 Kansas Guardianship Program (261-00-01030-0010000-0000-000)		0.00	10.00	10.00	10.00	10.00	0.00

Agency Kansas Guardianship Program Program 0010000 Kansas Guardianship Program Reporting Level 261-00-01030-0010000-0000-000							
Description	1	2	3	4	5	6	7
	Object/Revenue Code	FY 2023 Actuals	FY 2024 Adjusted Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request	FY 2024 Agency Change Packages

KANSAS

Budget Request Summary - Reporting Level

cradeke / 2025A0300261

Custom 406/410 Report

Dept. Name: Kansas Guardianship Program

Date: 09/05/2023

Time: 13:23:04

Agency Name: Kansas Guardianship Program

Agency Reporting Level: Version : 2025-A-03-00261

Division of the Budget
KANSAS

Obj. Code	OBJECTS OF EXPENDITURE	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
	Salaries and Wages	614,430	684,634	684,634	692,930	692,930
	TOTAL Salaries and Wages	614,430	684,634	684,634	692,930	692,930
52000	Communication	19,148	19,000	19,000	19,600	19,600
52100	Freight and Express	27	100	100	100	100
52200	Printing and Advertising	9,057	6,000	6,000	5,000	5,000
52300	Rents	55,628	56,500	56,500	57,000	57,000
52400	Repairing and Servicing	4,844	5,100	5,100	5,100	5,100
52510	InState Travel and Subsistence	33,410	44,000	44,000	46,700	46,700
52520	Out of State Travel and Subsis	8,970	2,500	2,500	1,500	1,500
52600	Fees-other Services	501,002	555,100	555,100	554,100	554,100
52700	Fee-Professional Services	12,404	13,500	13,500	13,700	13,700
52800	Utilities	8,240	8,700	8,700	9,100	9,100
52900	Other Contractual Services	18,024	18,200	18,200	18,300	18,300
	TOTAL Contractual Services	670,754	728,700	728,700	730,200	730,200
53700	Office and Data Supplies	13,778	13,122	13,122	13,522	13,522
	TOTAL Commodities	13,778	13,122	13,122	13,522	13,522
	TOTAL Capital Outlay	9,572	0	0	0	0
	TOTAL REPORTABLE EXPENDITURES	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652
	SUBTOTAL State Operations	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652
57000	Other Non-expense	0	0	0	0	0
	TOTAL Non-Expense Items	0	0	0	0	0
	TOTAL EXPENDITURES	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652

Custom 406/410 Report

Dept. Name: Kansas Guardianship Program
Agency Name: Kansas Guardianship Program
Agency Reporting Level:
Version : 2025-A-03-00261
Date: 09/05/2023
Time: 13:23:04

Division of the Budget
KANSAS

Obj. Code	OBJECTS OF EXPENDITURE	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
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406/410 - Custom 406/410 Report

KANSAS

crateke / 2025A0300261

Custom 406/410 Report

Dept. Name: Kansas Guardianship Program
 Agency Name: Kansas Guardianship Program
 Agency Reporting Level:
 Version : 2025-A-03-00261

Date: 09/05/2023
 Time: 13:23:04

Division of the Budget
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Fund Code	FUND/ACCOUNT TITLE	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
1000	0300 KANSAS GUARDIANSHIP PROGRAM	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652
0	TOTAL GENERAL FUNDS	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652
	TOTAL ALL OTHER FUNDS	0	0	0	0	0
14	TOTAL ALL FUNDS	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652

Custom 406/410 Report

Dept. Name: Kansas Guardianship Program
Agency Name: Kansas Guardianship Program
Agency Reporting Level:
Version : 2025-A-03-00261

Date: 09/05/2023
Time: 13:23:04

Division of the Budget
KANSAS

Fund Code	FUND/ACCOUNT TITLE	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
KANSAS						

406/410 - Custom 406/410 Report

cradeke / 2025A0300261

412 reconciliation

Program Name: Kansas Guardianship Program
Agency Name: Kansas Guardianship Program
Agency Reporting Level:

Date: 09/05/2023
Time: 13:24:01

Version : 2025-A-03-00261

Division of the Budget
 KANSAS

Classification of Employment	Pay Grade	FY 2024 Estimate		FY 2025 Request	
		Pos	Amount	Pos	Amount
Authorized Positions					
Regular Unclassified					
Account Clerk I	1	1.00	34,819	1.00	34,819
Accountant II	1	1.00	66,944	1.00	66,944
Executive Director	1	1.00	91,095	1.00	91,095
Social Worker-academic	1	7.00	307,433	7.00	307,433
Subtotal Regular Unclassified		10.00	500,291	10.00	500,291
Longevity					
Longevity		0.00	0	0.00	0
Subtotal Longevity		0.00	0	0.00	0
Totals		10.00	500,291	10.00	500,291
Totals by Fringe Benefits					
RET	OTHER	0.00	47,177	0.00	51,330
FICA		0.00	31,018	0.00	31,018
UNEMP		0.00	0	0.00	300
WKCMP		0.00	780	0.00	640
RSAL		0.00	2,088	0.00	1,389
HLT1		0.00	76,902	0.00	80,650
HLT2		0.00	19,124	0.00	20,058
FICA 2		0.00	7,254	0.00	7,254
Total Benefits		0.00	184,344	0.00	192,639
Total Salaries and Benefits					
		0.00	684,635	0.00	692,930
Totals by Position Type					
Regular Unclassified		10.00	500,291	10.00	500,291
Longevity		0.00	0	0.00	0

412 reconciliation

Program Name: Kansas Guardianship Program
Agency Name: Kansas Guardianship Program
Agency Reporting Level:
Version : 2025-A-03-00261

Date: 09/05/2023
Time: 13:24:01

Division of the Budget
KANSAS

Classification of Employment	Pay Grade	Pos	FY 2024 Estimate	Amount	Pos	FY 2025 Request	Amount
KANSAS		DA-412 - 412 reconciliation					cradeke / 2025A0300261

404 Report

Agency : 00261 Kansas Guardianship Program

Version : 2025-A-03-00261

Fund Number: 1000 0300

Name: KANSAS GUARDIANSHIP PROGRAM

	FY 2023 Actuals	FY 2024 Adjusted Budget Request	FY 2025 Adjusted Budget Request
40001 APPROPRIATION			
Total Available	1,403,875	1,426,456	1,436,652
Total Reportable Expenditures	1,308,534	1,426,456	1,436,652
Total Non-Reportable Expenditures	0	0	0
Total Expenditures	1,308,534	1,426,456	1,436,652
Balance Forward	95,341	0	0

404 Report

Agency : 00261 Kansas Guardianship Program

Version : 2025-A-03-00261

Fund Number: 1000 0300

Name: KANSAS GUARDIANSHIP PROGRAM

KANSAS

404 Report

FY 2023 Actuals
FY 2024 Adjusted
Budget Request

FY 2025 Adjusted
Budget Request

cradeke / 2025-A-03-00261

404 Aggregate Report

Agency : 00261 Kansas Guardianship Program

Version : 2025-A-03-00261

Series : 1000 STATE GENERAL FUND

	FY 2023 Actuals	FY 2024 Adjusted Budget Request	FY 2025 Adjusted Budget Request
40001 APPROPRIATION			
Total Available	1,403,875	1,426,456	1,436,652
Total Reportable Expenditures	1,403,875	1,426,456	1,436,652
Total Non-Reportable Expenditures	1,308,534	1,426,456	1,436,652
Total Expenditures	0	0	0
Balance Forward	1,308,534	1,426,456	1,436,652
	95,341	0	0

404 Aggregate Report

Agency : 00261 Kansas Guardianship Program

Version : 2025-A-03-00261

Series : 1000 STATE GENERAL FUND

FY 2023 Actuals

FY 2024 Adjusted
Budget Request

FY 2025 Adjusted
Budget Request

KANSAS

404 Aggregate Report

cradeke / 2025-A-03-00261

402 Agency Summary

Agency : Kansas Guardianship Program
 Agcy No : 00261
 Version : 2025-A-03-00261

Date: 09/05/2023
 Time: 13:26:51

Division of the Budget
 KANSAS

Program Description	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
01030 Administration	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652
Total by Program:	1,308,534	1,426,456	1,426,456	1,436,652	1,436,652

402 Agency Summary

Agency : Kansas Guardianship Program

Agcy No : 00261

Version : 2025-A-03-00261

Date: 09/05/2023

Time: 13:26:51

Division of the Budget
KANSAS

Summary by Program Program Description	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
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KANSAS

DA-402 - 402 Agency Summary

cradeke / 2025A0300261

402 Agency Summary

Agency : Kansas Guardianship Program

Agcy No : 00261

Version : 2025-A-03-00261

Date: 09/05/2023

Time: 13:26:51

Division of the Budget
KANSAS

Summary by Funding Source		FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request	
Fund Description							
1000 State General Fund		1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0
Total by Funding Source:		1,308,534	1,426,456	1,426,456	1,436,652	1,436,652	0

402 Agency Summary

Agency : Kansas Guardianship Program

Agcy No : 00261

Version : 2025-A-03-00261

Date: 09/05/2023

Time: 13:26:51

Division of the Budget
KANSAS

Summary by Funding Source Fund Description	FY 2023 Actuals	FY 2024 Base Budget Request	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Adjusted Budget Request
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KANSAS

DA-402 - 402 Agency Summary

crateke / 2025A0300261

Agency : Kansas Guardianship Program							
Reporting Level : 0010000 Kansas Guardianship Program							
1 Object/Revenue Description	Code	2 FY 2023 Actuals	3 FY 2024 Base Budget Request	4 FY 2024 Adjusted Budget Request	5 FY 2025 Base Budget Request	6 FY 2025 Adjusted Budget Request	7 FY 2025 Agency Change Packages
***** Change Package *****							
Type: E Description:							
Number: 0 FY 2023 leftover funds reimbursement							
Group: A							
EXPENDITURES	527990	0	0	95,343	0	0	0
OTHER PROFESSIONAL FEES		0	0	95,343	0	0	0
Contractual Services	2	0	0	95,343	0	0	0
EXPENDITURE TOTALS							
MEANS OF FUNDING							
KANSAS GUARDIANSHIP PROGRAM	0300	0	0	95,343	0	0	0
STATE GENERAL FUND	1000	0	0	95,343	0	0	0
TOTAL FUNDING							
		0	0	95,343	0	0	0

Agency : Kansas Guardianship Program
Reporting Level : 0010000 Kansas Guardianship Program

1 Object/Revenue Description Code	2 FY 2023 Actuals	3 FY 2024 Base Budget Request	4 FY 2024 Adjusted Budget Request	5 FY 2025 Base Budget Request	6 FY 2025 Adjusted Budget Request	7 FY 2025 Agency Change Packages
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KANSAS

CHANGE PACKAGE REPORT

cradeke / 2025A0300261



Legal advocacy with
dignity and respect

KANSAS GUARDIANSHIP PROGRAM

FY 2024 Strategic Plan

AGENCY MISSION

To assure that adults who are without family or financial resources and who are identified through Adult Protective Services, Department for Children and Families (DCF) and Kansas Department for Aging and Disability Services (KDADS) state hospital social workers as in need of a court appointed guardian or conservator will have available a qualified, trained and caring volunteer to serve as their legally appointed guardian or conservator.

AGENCY PHILOSOPHY

The KGP strives to advocate and protect the rights of individuals adjudicated in need of a guardian or conservator in ways that recognize the interdependence of all individuals and encourage respect for the rights and dignity of all Kansans. We maintain that, if guardianship or conservatorship is imposed, the individual should be assured the benefits of positive efforts by KGP volunteer appointed as guardian or conservator.

STRATEGIC PRIORITIES, GOALS, OBJECTIVES AND OUTCOMES

1. Strategic Goal - To increase the number of qualified, caring, and trained persons throughout the State who will volunteer to serve in the capacity of court appointed guardians or conservators for individuals in need of this level of protection and advocacy who have limited financial resources and no family members to assume such responsibilities

Objective:

Increase program visibility by developing state-wide recruiting outreach methods to provide awareness of program purpose and need.

Strategies:

4 public recruitment presentations through video conference or in-person presentations in each staff region per fiscal year

8 outreach contacts per quarter to provide programmatic materials to new organizational contacts within in each staff region per fiscal year

2 activities with KGP volunteers to seek recruitment of new volunteers

Develop volunteer testimonial videos to post on KGP website

Outcome Measures:

28 public presentations annually

224 contacts with distribution of program materials annually

14 activities with KGP volunteers to seek recruitment of new volunteers

2 videos focusing on volunteer testimonial

2. Strategic Goal – To enhance education and training materials available to individuals volunteering to serve as court appointed guardians and conservators serving through KGP.

Objective 1: Review annually guardianship and conservatorship training curriculum and assess for enhancements and development of new information and training materials

Strategies:

Identify staff review teams

Team review of program documents and submission of suggested changes

Overview and finalization of team submission of modifications

Outcome Measures:

Identify staff review teams by August 31, 2023

Team review of documents by November 15, 2023

Finalize and implement distribution of revised documents by February 28, 2024

Objective 2: Develop systematic internal procedures to ensure comprehensive information sharing when implementing a new or successor guardianship.

Strategies:

Identify staff review teams

Team review of program documents and submission of suggested changes

Overview and finalization of team submission of modifications

Outcome Measures

Identify staff review team by October 15, 2023

Team development for methodology for information sharing by January 15, 2024

Finalize and implement distribution of revised documents by March 31, 2024

Finalize revised procedures by March 31, 2024

3. Strategic Goal – Development of assessment tools for guardianship and conservatorship oversight and programmatic growth within KGP.

Objective 1: Revise internal guardianship and conservatorship annual oversight documentation.

Strategies:

Develop data collection method for contact regarding persons receiving guardianship or conservatorship services.

Annually review process for tracking annual court reports

Annually review procedures for tracking KGP monthly reports

Outcome Measures:

Implement annual data verification for persons receiving KGP guardianship or conservatorship services by December 31, 2023

Implement method for annual court reporting by March 31, 2024

Objective 2: Review volunteer evaluation tool and input

Strategies:

Set up staff team for volunteer evaluation tool review

Team to set goals related to input sought from evaluation and future use

Team to establish specific agency response to survey

Outcome Measures:

Team for review of volunteer evaluation set by January 01, 2024

Goals for volunteer evaluation set by March 31, 2024

Agency response determined by May 31, 2024

4. Strategic Goal - To evaluate and enhance education and training materials available to those persons serving as court appointed guardians and conservators in Kansas.

Objective 1: Continue review and enhancement of training materials provided through the KGP website

Strategies:

KGP staff to develop new training materials on guardianship and conservatorship

Outcome Measures:

KGP Website initial update completed by April 30, 2024

Objective 2: Track trends and quantity of information and referral

Strategies

Collect data from Information and referral website contacts

Collect information and referral from staff work product

Compile I and R data

Outcome Measure

Develop annual measurable data document for reference by March 01, 2024

5. Strategic Goal - To enhance educational and training resource opportunities for KGP staff.

Objective 1: Identify continuing education and training needs for KGP staff

Strategies:

Identify available and needed components for staff continuing education and training

Seek availability and access to identified training and education

Establish tracking documentation of education and training activities.

Outcome Measures

Identify training and continuing education training modules by November 01, 2023.

Document and track all training and continued education completed by staff by May 31, 2024.

Objective 2: KGP staff participate in training and continuing education opportunities

Strategies:

Each regional staff participate in 6 continuing education events through video or other activities per fiscal year

Outcome Measure

The agency will reflect documentation of participation in 42 continuing education events annually

6. Strategic Goal – To evaluate and update program implementation and delivery of guardianship or conservatorship services.

Objective 1: Enhance current program delivery

Strategies:

Agency staff to review program implementation model and delivery of guardianship or conservatorship services.

Outcome Measures:

Provide initial staff review by February 01, 2024

Provide updates, develop enhancements by June 31, 2024

7. Strategic Goal - KGP Internal Program Policies and Procedures Manual

To continue review and update the internal program policies and procedures manual for program implementation.

Objective 1: Enhance current KGP Internal Program Policies and Procedures Manual and assess for policy and/or procedural updates.

Strategies:

Agency staff to review current manual and assess for additions and improvements.

Outcome Measures:

Provide initial staff review of the Manual by January 31, 2024

Provide updates, develop enhancements, and finalize the Manual by April 30, 2024