

# **Title VI Plan Cover Page**

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## **RISE Services Inc. 2023-2026**

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**Title VI Contact Phone: 801.717-2399**

**Title VI Contact Email: [sunnyt@riservicesinc.org](mailto:sunnyt@riservicesinc.org)**

**Alternate Language Phone: 888-530-7473**

**Address: [www.riservicesinc.org](http://www.riservicesinc.org)**

**Web Address: [www.riservicesinc.org](http://www.riservicesinc.org)**

Last Updated: 12-23

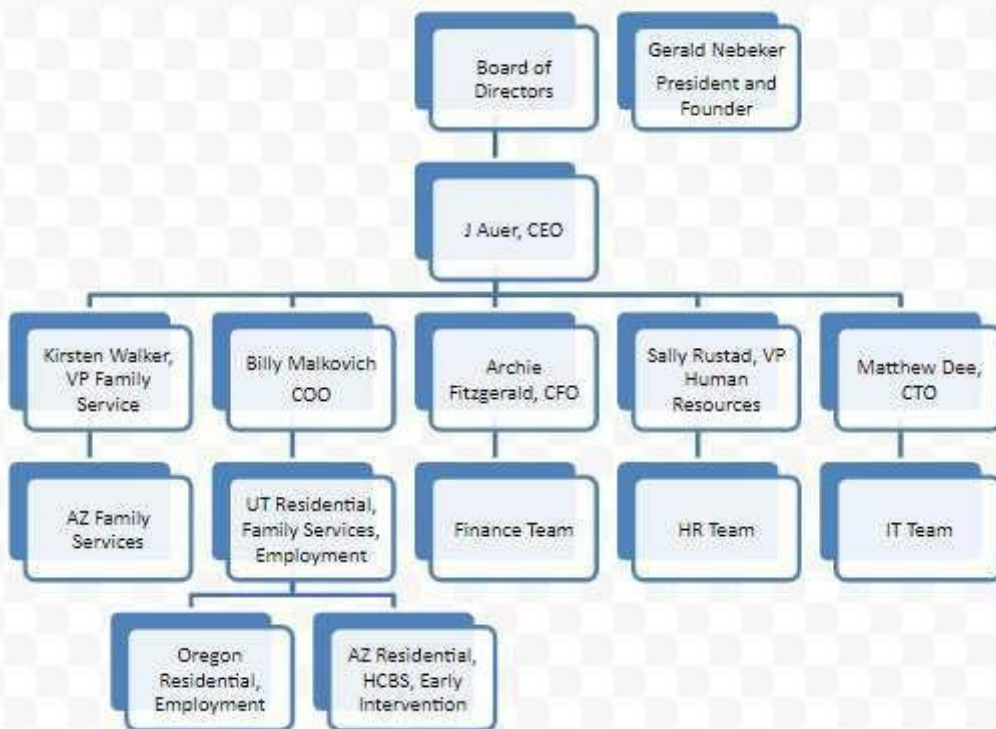
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# Executive Summary

RISE is an innovative human services network originally established in 1987 for the purpose of moving individuals living in institutions into family settings. Since that time, services have grown to support children, adults, and families with a variety of needs across multiple states. RISE provides services for people with disabilities including residential settings, day programs, employment assistance, managed care, and home and community based services. RISE also provides services for children and families through foster care and professional parenting, adoption, kinship care, after school and summer programs, behavior supports, and mental health services. In addition, RISE provides Early Intervention services which includes Occupational Therapy, Speech Therapy, Physical Therapy and Developmental Specialists. RISE also enjoys professional affiliations with a fiscal intermediary, management software firm, a real estate and property management organization, and a specialized shared services group.



**What type of program fund(s) did you apply for?**

- 5310
- 5311
- Other (please explain) \_\_\_\_\_

**Type of Funding Requests? (Check all that apply)**

- Vehicle Funds
- Operating Funds
- Other (please explain) \_\_\_\_\_

**Is your agency a direct recipient of FTA funds?**

- Yes However we have not received our vehicles yet.
- No

# **Non Discrimination Notice to the Public**

## **Notifying the Public of Rights Under Title VI and RISE Services Inc**

RISE Services Inc. operates its programs and services without regard to race, color, national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the RISE Vice President of Human Resources.

For more information on the RISE Services Inc. civil rights program, and the procedures to file a complaint, contact Sunny Todhunter, Director of Research and Compliance [sunnyt@riservicesinc.org](mailto:sunnyt@riservicesinc.org) e-mail [sunnyt@riservicesinc.org](mailto:sunnyt@riservicesinc.org); or visit our administrative office listed at [www.riservicesinc.org](http://www.riservicesinc.org).

For more information, visit [www.riservicesinc.org](http://www.riservicesinc.org) Complaints may be filed directly with the City of Phoenix Transit Department or the Federal Transit Administration (FTA) offices of Civil Rights: City of Phoenix Public Transit Department: ATTN: Title VI Program Coordinator, East building, 5 the floor-TCR 1200 New Jersey Ace., SE Washington DC 20590.

If information is needed in another language, contact 888-530-7473

\*Para informacion en Espanol llame: 888-530-7473

The above notice is posted in all FTA Funded Vehicles and all RISE offices,  
4542 E Inverness Ave Mesa, AZ 85206  
8743 E. Pecos Road, Mesa, AZ 85212  
12129 W.Bell Road, Surprise, AZ 85378  
This notice is posted online at [www.riservicesinc.org](http://www.riservicesinc.org)

# Non Discrimination Notice to the Public - Spanish

## Notificación al Público de los Derechos Bajo el Título VI y RISE Services.

RISE Services Inc. (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973. El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen.

Para obtener más información sobre el programa de Derechos Civiles de RISE Services Inc., y los procedimientos para presentar una queja, contacte Sunny Todhunter, Director of Research and Compliance [sunnyt@riseservicesinc.org](mailto:sunnyt@riseservicesinc.org); o visite nuestra oficina administrativa en [www.riseservicesinc.org](http://www.riseservicesinc.org). Para obtener más información, visite [www.riseservicesinc.org](http://www.riseservicesinc.org)

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de City of Phoenix Transit Department or the Federal Transit Administration (FTA) offices of Civil Rights: **City of Phoenix Public Transit Department:** ATTN: Title VI Program Coordinator, East building, 5 the floor- TCR 1200 New Jersey Ace., SE Washington DC 20590.

The above notice is posted in all FTA Funded Vehicles and all RISE offices,  
4542 E Inverness Ave Mesa, AZ 85206  
8743 E. Pecos Road, Mesa, AZ 85212  
12129 W.Bell Road, Surprise, AZ 85378  
This notice is posted online at [www.riseservicesinc.org](http://www.riseservicesinc.org)

# Non Discrimination RISE Services

## Title VI

### Complaint Procedures

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These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as they relate to any program or activity that is administered by RISE Services Inc. including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color or national origin, may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. Rise Services Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted RISE Services Inc. will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by RISE Services Inc. or submitted to the State or Federal authority for guidance.
- (7) RISE Services Inc. will notify the Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-262-7242; or email at: PHXTransitEO@phoenix.gov

- (8) RISE Services Inc. has 60 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 60 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 60 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to City of Phoenix Transit Department within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with RISE Services Inc. decision may file a complaint with the City of Phoenix Transit Department or the Federal Transit Administration (**FTA**) offices of Civil Rights: City of Phoenix Public Transit Department: ATTN: Title VI Program Coordinator, East building, 5<sup>th</sup> floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: [www.riseservicesinc.org](http://www.riseservicesinc.org).

If information is needed in another language, contact 888-530-7473. \*Para información en Español llame: 888-530-7473



# No Discriminacion RISE Services

## Título VI

### Procedimientos De Queja

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Estos procedimientos brindan orientación para todas las quejas archivadas bajo el Título VI de la Ley de los Derechos Civiles de 1964, La sección 504 del Acto de Rehabilitación de 1973, estos se relacionan con algún programa o actividad que se administra en RISE Services Inc. incluyendo los asesores, contratistas y vendedores. La Intimidación o represalia como resultado de una queja es prohibida por la ley. Además de estos procedimientos, el reclamante tiene la opción de reservarse el derecho de presentar una queja formal con otras agencias Estatales o Federales o buscar asesoría legal privada para quejas que alegan discriminación. Se hará todo lo necesario para resolver las quejas en el nivel más bajo posible.

- (1) Cualquier persona que crea haber sido víctima de discriminación en base a raza, color, origen nacional, puede presentar una queja a la agencia llenando el formulario llamado “Título VI Formulario de Queja”
- (2) Las quejas formales deben ser registradas dentro de los primeros 180 días de la última fecha del presunto acto de discriminación o de la fecha en la que el presunto acto de discriminación se dio a conocer al reclamante(s) o donde ha habido un curso continuo de conducta discriminatoria, la fecha en la que se suspendió la conducta discriminatoria o la última instancia de la conducta discriminatoria.
- (3) Las quejas deben realizarse por escrito y firmadas por el (los) reclamante (s). La queja también debe incluir el nombre del reclamante (s), dirección de domicilio y número de teléfono. A persona de contacto del Título VI de RISE Services ayudara al denunciante a documentar los problemas si es necesario.
- (4) Las quejas recibidas por fax o correo electrónico serán admitidas y procesadas, una vez que la identidad del reclamante (s) y la intención de proceder haya sido establecida. Para esto, es requerido que el reclamante envíe por correo una copia original firmada del documento que se recibió por fax o correo electrónico, para que la queja sea procesada.
- (5) Cualquier queja recibida por línea telefónica será reducirá por escrito y se le proporcionara una copia al reclamante para revisión y confirmación antes de ser procesada. Se le enviara el formulario de queja al reclamante para que lo complete, lo firme y lo envíe de regreso para procesar.

- (6) Una vez recibido el formulario de queja, RISE Services Inc. lo revisará para determinar la jurisdicción. Todos los reclamantes recibirán una carta confirmando el recibimiento de la queja e informándole al reclamante si la queja será investigada por RISE Services Inc. o si será presentada a la autoridad Federal o del Estado para más guía.
- (7) RISE Services Inc. notificará a la oficina de Derechos Civiles, de TODAS las quejas de discriminación dentro de 72 horas por medio de vía telefónica al número 602-262-7242; o por correo electrónico a: [PHXTransitEO@Phoenix.gov](mailto:PHXTransitEO@Phoenix.gov)
- (8) RISE Services Inc. tiene 60 días para investigar la queja. Si se requiere más información para resolver el caso, la autoridad contactará al reclamante. El reclamante tiene 10 días hábiles desde el día de la fecha de la carta para enviar la información solicitada al investigador asignado al caso. Si el reclamante no se pone en contacto con el investigador o no se recibe la información adicional dentro de los 10 días hábiles, la autoridad puede cerrar administrativamente el caso. Un caso también puede ser cerrado administrativamente si el reclamante ya no desea continuar con la queja.
- (9) Después de que el investigador revise la queja, emitirá una de las dos cartas siguientes: una carta de cierre o una carta de hallazgo (LOF). Una carta de cierre resume las acusaciones y declara que no hubo discriminación y que el caso se cerrará. Una carta de hallazgo (LOF) resume las acusaciones y las entrevistas sobre el supuesto incidente y explica si se producirá una acción disciplinaria, capacitación adicional del miembro del personal u otra acción.
- (10) Una copia de la carta de cierre o de la carta de hallazgo también debe ser enviada al Departamento de Tránsito de la Ciudad de Phoenix dentro de las 72 horas de dicha decisión. Las cartas pueden enviarse en copia impresa o correo electrónico.
- (11) Si el reclamante no está satisfecho con la decisión de RISE Services Inc. puede presentar su queja ante el Departamento de Tránsito de la Ciudad de Phoenix o las oficinas de Derechos Civiles de la **Administración Federal de Tránsito (FTA)**: Departamento de Transportación Pública de la Ciudad de Phoenix: ATENCION Coordinador del Programa del Título VI, Edificio este, Quinto piso: TCR 1200 New Jersey Avenue, SE Washington DC 20590
- (12) Puede encontrar una copia de estos procedimientos en línea en: [www.riseservicesinc.org](http://www.riseservicesinc.org)

Si se requiere información en otro idioma, favor de contactar 888-530-7473. Para información en español llame: 888-530-7473.

# Discrimination /Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to <b>Section III</b>.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
<input type="checkbox"/> Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
_____ _____ _____		
<b>Section VI:</b>		
Have you previously filed a Discrimination Complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

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**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_  State Agency: \_\_\_\_\_

State Court : \_\_\_\_\_  Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI:**

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint.

Your signature and date are **required** below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit this form in person at the address below, or mail this form to:**

**RISE Services Inc.  
Sunny Todhunter, Director of Research and Compliance  
1358 Business Park Drive  
Orem, UT 84058  
801.717.2399  
sunnyt@riservicesinc.org**

A copy of this form can be found online at [www.riseservicesinc.org](http://www.riseservicesinc.org)

# Discrimination /Title VI Investigations, Complaints, and Lawsuits

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If no investigations, lawsuits, or complaints were filed select the option below.

**RISE Services Inc.** has not had any Title VI Discrimination complaints, investigations, or lawsuits in **2023.**

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, or National Origin)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
<b>Investigations</b>						
1)						
2)						
<b>Lawsuits</b>						
1)						
2)						
<b>Complaints</b>						
1)						
2)						

# Public Participation Plan

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## Rise Services, Inc. Public Participation Plan

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RISE Services Inc. Services Inc. is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, Rise Services Inc. is an active participant in regional transit planning coordinating council meetings. RISE actively engages the public. RISE actively markets to families, case workers, and people with disabilities receiving DDD services, as our agency is the only agency in particular areas with the ability to provide transportation services.

RISE made community outreach efforts by marketing activities to parents and families of individuals with disabilities, people with disabilities receiving DDD services, case workers, and state DDD workers.

RISE will continue to participate in regional transit planning, coordinating council meetings. RISE will participate in Quarterly Vendor Agency Meetings conducted by the Arizona Division of Developmental Disabilities to provide information on transportation opportunities.

RISE continues to provide outreach and education at transitional fairs for students with disabilities who are graduating out of high school and are in need of transportation and other services. We provide presentations at local government Chapter meetings in Chinle, Fort Defiance, and Cornfield; which are held monthly reaching the Navajo community.

RISE participates in the upcoming WACOG and NACOG meetings.

- Expanded the distribution of agency brochures in English and Spanish
- Advertised public announcements through area Chamber meetings
- Posted the Nondiscrimination Public Notices to the following locations:  Lobby of agency
- Partnered with other local agencies to advertise services provided
  
- Hosted public information meetings:
  - RISE Services attended a transition fair at Kofa High School in April 2023 in Yuma, AZ.
  - RISE Services in Mesa attended a transition fair at High School in March of 2023
  
- 
  
- Hosted an information booth at a community event:
  - Community event Informational fair in Gilbert, AZ in July, 2023
  - RISE hosted a community booth at the Chinle Senior Center on August 5<sup>th</sup>,2023
  
- Added public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities [www.riseservicesinc.org](http://www.riseservicesinc.org)
  
- Updated agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures

Rise Services Inc., will make the following community outreach efforts for the upcoming 2023-2026 years:

- ☒ Expand the distribution of agency brochures
  - ☒ Advertise public announcements through newspapers, fliers, or radio
  - ☒ Post the Nondiscrimination Public Notices to the following locations:
    - Lobby of agency and in agency Day Programs
  - ☒ Partner with other local agencies to advertise services provided.
  - ☒ Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.
  - ☒ Host an information booth at a community event  
Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.
  - ☒ Host a community grand opening & re-grand opening event at our new or newly remodeled programs for the community to share available opportunities for transportation or participation.
-



## INTERESTED IN RISE?

Are you interested in a career with RISE? We offer careers in the following locations:

- ✔ **Chinle**  
(928) 674-5860 | Navajo Route 7, NW Chinle Chapter House, Chinle, AZ 86503
- ✔ **Kingman**  
(928) 753-5889 | 2519 Airway Avenue, Kingman, AZ 86409
- ✔ **Lake Havasu City**  
(928) 316-6520 | 387 Lake Havasu Ave S, #102, Lake Havasu City, AZ 86403
- ✔ **Mesa**  
(480) 295-4944 | 4542 E. Inverness Avenue, Mesa, AZ 85206
- ✔ **Queen Creek**  
(480) 888-8207 | 8743 E Pecos Rd Ste A 110-118, Mesa, AZ 85212
- ✔ **Sierra Vista**  
(520) 426-7932 | 1865 Paredo San Luis Ste G, Sierra Vista, AZ 85635
- ✔ **Surprise**  
(623) 385-7172 | 12129 W Bell Road, Surprise, AZ 85378  
(623) 847-3749 | 18540 N Parkview Pl, Surprise, AZ 85374
- ✔ **Tucson**  
(520) 264-4987 | 1609 N. Wilmore Road, Ste. 106C, Tucson, AZ 85712  
(520) 298-6088 | 6420 E Tanque Verde Rd, Tucson, AZ 85715
- ✔ **Yuma**  
(928) 793-8771 | 1030 W. 24th Street Suite D&E, Yuma, AZ 85364

## FOLLOW US ON SOCIAL MEDIA

- ✔  rise\_services
- ✔  Rise Services INC
- ✔  @rise\_services



[riseservicesincaz.org](http://riseservicesincaz.org)



find us at [jobs.riseservicesinc.org](http://jobs.riseservicesinc.org)

This program is funded in part through a contract with the Arizona Department of Economic Security. Points of view are those of the author and do not necessarily represent the official position or policies of DES. Under the Americans with Disabilities Act, RISE must make reasonable accommodations to allow a person with a disability to take part in a program, services, or activity.



WELCOME TO

**RISE**

*Creating Opportunities For  
and With People in Arizona*

[riseservicesincaz.org](http://riseservicesincaz.org)



## RESIDENTIAL HOMES

We provide residential homes that offer around-the-clock care for one to five adults living with developmental disabilities. These residential settings are a positive option for adults who require intensive support and a high level of structure and guidance. We design our residential home setting around each person's needs rather than trying to force a predetermined solution. Before moving individuals into a residential home, we take the time to learn each of their needs, preferences, and background. We also consider the other members of the home, ensuring that each of the individuals is a good fit for each other.

### EACH RISE RESIDENTIAL HOME PROVIDES THE FOLLOWING:

- ✔ Individual bedrooms are available for residents
- ✔ Group activities such as meal planning and grocery shopping
- ✔ Nice, high-quality houses
- ✔ Completely customized experience
- ✔ Community engagement in a variety of social settings
- ✔ Decorations based on preferences of residents

## HOME AND COMMUNITY-BASED SERVICES



### ATTENDANT CARE & MANAGED CARE

Through hands-on assistance, our trained DSPs assist with various services based on the specific needs of those we serve. These may include assistance with eating, bathing, mobility, meal preparation, medication reminders, changing bandages, using medical equipment, and other specific services required by the individual.



### RESPIRE CARE

At RISE, we understand the time and attention required to provide constant care for a child or adult with a disability or special need. Our respite care services offer temporary assistance while caregivers have a chance to rest, relax, and be physically and mentally renewed. Respite care is offered weekdays, evenings, and weekends.



### HABILITATION CARE

The habilitation care services at RISE are designed to help individuals learn or improve the skills and abilities necessary for daily living. Examples of habilitation care include: personal care, grocery shopping, budgeting, cooking, light housekeeping, and more based on the unique needs of each individual.



## DTA/OPPORTUNITY CENTERS

Provide adults with developmental disabilities the benefit of spending time with other adults who are in similar situations. Not only do they get to share their day, but they also have the opportunity to learn life skills that will help them lead full, productive, and independent lives.

Each Opportunity Center is unique and hosts its own specific events and learning opportunities to take advantage of their local experiences and community events. This Monday-Friday program includes a wide range of learning and engagement opportunities that may include the following:

- ✔ Computer Skills
- ✔ Library Visits
- ✔ Engagement in Community Events
- ✔ Social Activities
- ✔ Personal Care Training

### LIFE SKILLS TRAINING

- ✔ Cooking
- ✔ Arts and Crafts
- ✔ Effective Communication
- ✔ Self-Advocacy
- ✔ Social Skills
- ✔ Personal Hygiene

### EMPLOYMENT SKILLS

- ✔ Problem Solving
- ✔ Decision-Making
- ✔ Teamwork
- ✔ Multitasking



## ¿Está interesado en RISE?

¿Le interesa trabajar en RISE?  
Puede postularse en los siguientes lugares:

- ✓ **Chinle**  
(928) 678-5860 | Navajo Route 7, NW Charlie Chapter House, Chinle, AZ 86503
- ✓ **Kingman**  
(928) 753-5889 | 2519 Alway Avenue, Kingman, AZ 86409
- ✓ **Lake Havasu City**  
(928) 316-6520 | 387 Lake Havasu Ave S, #102, Lake Havasu City, AZ 86403
- ✓ **Mesa**  
(480) 295-4944 | 4542 E. Inverness Avenue, Mesa, AZ 85206
- ✓ **Queen Creek**  
(480) 888-8207 | 8743 E Pecos Rd Ste A 110-118, Mesa, AZ 85212
- ✓ **Sierra Vista**  
(520) 436-7932 | 1865 Paredo San Luis Ste G, Sierra Vista, AZ 86535
- ✓ **Surprise**  
(623) 385-7172 | 12129 W Bell Road, Surprise, AZ 85378  
(623) 847-3749 | 18540 N Parkview Pl, Surprise, AZ 85374
- ✓ **TUCSON**  
(520) 284-4987 | 1609 N. Wilcox Road, Ste. 106C, Tucson, AZ 85712  
(520) 298-6468 | 6420 E Tanque Verde Rd, Tucson, AZ 85715
- ✓ **Yuma**  
(928) 793-8771 | 1030 W. 24th Street Suite D&E, Yuma, AZ 85364

### SÍGANOS

#### EN LAS REDES SOCIALES

- Instagram: [rise\\_services](#)
- Facebook: [Rise Services INC](#)
- Twitter: [@rise\\_services](#)



# RISE

Creando oportunidades  
para y con la gente

[riseservicesincaz.org](http://riseservicesincaz.org)



Encuéntrenos en [jobs.riseservicesinc.org](http://jobs.riseservicesinc.org)

Este programa se financia en parte a través de un contrato con el Departamento de Seguridad Económica (DES) de Arizona.

Los puntos de vista son los del autor y no representan necesariamente la posición oficial o las políticas del DES. En virtud de la Ley de Estadounidenses con Discapacidades, RISE debe hacer acomodaciones razonables para permitir que una persona con discapacidad participe en un programa, servicio o actividad.



Creando oportunidades  
para y con la gente

## BIENVENIDO A

# RISE

Creando oportunidades para  
y con la gente en Arizona

[riseservicesincaz.org](http://riseservicesincaz.org)



## HOGARES RESIDENCIALES

Ofrecemos hogares residenciales que brindan atención las 24 horas del día a de uno a cinco adultos que tienen discapacidades del desarrollo. Estos entornos residenciales son una opción positiva para los adultos que necesitan un apoyo intensivo y un alto nivel de estructura y orientación. Diseñamos el entorno de nuestras residencias en función de las necesidades de cada persona, en lugar de intentar forzar una solución predeterminedada. Antes de trasladar a una persona a una residencia, dedicamos el tiempo necesario para conocer sus necesidades, preferencias y antecedentes. También tenemos en cuenta a los demás miembros del hogar, asegurándonos de que cada persona pueda convivir bien con los demás.

### CADA HOGAR RESIDENCIAL DE RISE OFRECE LO SIGUIENTE:

- ✔ Habitaciones individuales para los residentes
- ✔ Actividades grupales, como planificación de comidas y compra de alimentos
- ✔ Casas bonitas y de alta calidad
- ✔ Experiencia completamente personalizada
- ✔ Participación en la comunidad en una variedad de entornos sociales
- ✔ Decoración basada en las preferencias de los residentes

## SERVICIOS EN EL HOGAR Y EN LA COMUNIDAD

### CUIDADOS DE ASISTENCIA Y ATENCIÓN CONTROLADA

A través de la asistencia práctica, nuestros DSP capacitados ayudan con varios servicios basados en las necesidades específicas de aquellos a quienes servimos. Estos pueden incluir asistencia para comer, bañarse, moverse, preparar comidas, recordar la medicación, cambiar vendajes, utilizar equipos médicos y otros servicios específicos requeridos por la persona.



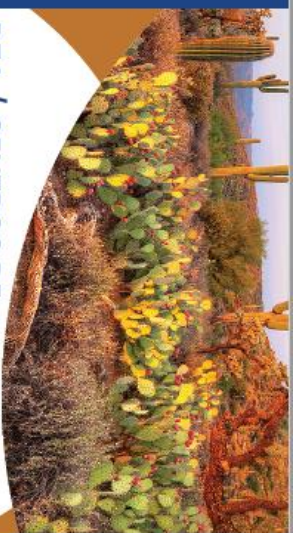
### ATENCIÓN DE RELEVO

En RISE, entendemos la clase de tiempo y atención que se requieren para proporcionar cuidados constantes a un niño o adulto con una discapacidad o con necesidades especiales. Nuestros servicios de atención de relevo ofrecen asistencia temporal mientras los cuidadores tienen la oportunidad de descansar, relajarse y renovarse física y mentalmente. Los servicios de atención de relevo se ofrecen entre semana, por las noches y durante los fines de semana.



### ATENCIÓN DE HABILITACIÓN

Los servicios de atención de habilitación en RISE están diseñados para ayudar a las personas a aprender o mejorar las habilidades y capacidades necesarias para la vida diaria. Algunos ejemplos de atención de habilitación son: cuidado personal, compra de comestibles, elaboración de presupuestos, cocinar, tareas domésticas ligeras y otros servicios basados en las necesidades únicas de cada persona.



## DTA / CENTROS DE OPORTUNIDADES

Estos centros proporcionan a los adultos con discapacidades del desarrollo la ventaja de pasar tiempo con otros adultos que se encuentran en situaciones similares. No solo pueden compartir la jornada, sino que también tienen la oportunidad de aprender habilidades para la vida que les ayudarán a llevar una vida plena, productiva e independiente.

Cada Centro de Oportunidades es único y organiza sus propios eventos específicos y oportunidades de aprendizaje para aprovechar sus experiencias locales y eventos comunitarios. Este programa de lunes a viernes incluye una amplia gama de oportunidades de aprendizaje y participación que pueden incluir lo siguiente:

- ✔ Habilidades informáticas
- ✔ Visitas a la biblioteca
- ✔ Participación en eventos comunitarios
- ✔ Actividades sociales
- ✔ Capacitación en cuidado personal

### CAPACITACIÓN PARA LA VIDA

- ✔ Cocina
- ✔ Artes y oficios
- ✔ Comunicación efectiva
- ✔ Autoafirmación
- ✔ Habilidades sociales
- ✔ Higiene personal

### HABILIDADES DE EMPLEO

- ✔ Resolución de problemas
- ✔ Toma de decisiones
- ✔ Trabajo en equipo
- ✔ Trabajo multitarrea



# Limited English Proficiency Plan

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RISE Services Inc. has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to RISE Services Inc. services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **RISE Services Inc.**'s extent of obligation to provide LEP services, the RISE Services Inc. undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the RISE Services Inc. service area who may be served or likely to encounter RISE Services Inc. program, activities, or services;

**Demography:** Rise Services Inc., operates or potentially operated in Apache, Cochise, Graham, Maricopa, Mohave, Navajo, Pima, and Yuma counties. Above is the U.S. Census bureau Data over 5 years for Yuma and Navajo counties, where the most significant portion of LEP persons exist. Analyzing the number of people considered Limited English Proficient for Yuma, Navajo, and the other counties from this data set, we get (of people age 5 or older):

Apache: 12.26	8,151 people	Navajo (7,289 people, 12.26, 10.97%)
Cochise: 9.67%	11,737 people	Spanish/Spanish Creole (10,387 people, 8.56%)
Graham: 5.21%	1,796 people	Spanish/Spanish Creole (1,396 people, 4.05%)
Maricopa: 9.49%	355,457 people	Spanish/Spanish Creole (280,415 people, 7.49%)
Mohave: 4.01%	7,771 people	Spanish/Spanish Creole (6,401 people, 4.01%)
Navajo: 9.50%	9,471 people	Navajo (6,340%)
Pima: 8.24%	77,409 people	Spanish/Spanish Creole (22,665 people, 5.42%)
Yuma: 23.31%	43,785 people	Spanish/Spanish Creole (42,727 people, 22.75%)

The first population and percentage are of all LEP peoples in each county, and the second set is of the largest LEP population.

The predominant language spoken by the LEP population is Spanish in Cochise, Graham, Maricopa, Mohave, Pima, Pinal and Yuma counties, and it is Navajo in Apache and Navajo counties.

Under the DOJ's Safe Harbor provision, it is necessary to translate materials when 5% or 1,000 persons, whichever is less, speak English less than "very well." In every county, either Spanish or Navajo meet the Safe Harbor threshold. Rise Services Inc. translates vital documents and public notices to meet this requirement and provides Spanish or Navajo-speaking interpreters as needed/requested. In the case of Navajo, as it is a spoken language, translators are provided when necessary.

Rise Services, Inc.

Limited English Proficiency Plan (Four Factor Analysis)

Subject	Yuma County, Arizona											
	Total		Percent		Percent of specified language speakers							
					Speak English "very well"		Percent speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	187,835	+/-12	(X)	(X)	144,050	+/-2,546	76.69%	+/-1.3	43,785	+/-1,543	23.31%	+/-0.8
Speak only English	90,047	+/-1,703	47.94%	+/-0.9	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak Spanish or Spanish Creole	93,778	+/-1,552	49.92%	+/-0.8	51,051	+/-1,821	54.44%	+/-1.6	42,727	+/-1,515	45.56%	+/-1.6

Subject	Navajo County, Arizona											
	Total		Percent		Percent of specified language speakers							
					Speak English "very well"		Percent speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	99,646	+/-48	(X)	(X)	90,175	+/-1,199	81.99%	+/-1.2	9,471	+/-604	9.50%	+/-0.6
Speak only English	82,660	+/-759	82.87%	+/-0.7	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak Navajo	20,251	+/-687	20.32%	+/-0.7	13,911	+/-651	68.69%	+/-3.2	6,340	+/-371	31.31%	+/-1.8

Subject	Apache County, Arizona											
	Total		Percent		Percent of specified language speakers							
					Speak English "very well"		Percent speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	66,467	+/-139	(X)	(X)	58,316	+/-974	87.74%	+/-1.5	8,151	+/-393	12.26%	+/-0.6
Speak only English	29,709	+/-676	44.70%	+/-1.0	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak Navajo	33,583	+/-647	50.53%	+/-1.0	26,294	+/-614	78.30%	+/-1.8	7,288	+/-295	21.70%	+/-0.9

- 2) The **frequency** with which LEP individuals come in contact with an RISE Services Inc. services;

Outside of Navajo and Yuma counties, Rise Services Inc., historically serves a Hispanic/Latino population of approximately 21% for our day programs and group homes. Based on our internal reports, our data shows that about 15% (3% of the total population) of those served would be considered Spanish-speaking with LEP. Using the U.S. Census Bureau data, we make sure to have our vital documents and public notices translated in counties (outside of Yuma and Navajo) where there are more than 1,000 persons of 5% of the total population which are Spanish-speaking with LEP.

In Yuma County, our internal reports show that our clients in that county are historically 42% Hispanic/Latino, and the percentage of those who are LEP, Spanish-speaking peoples that we serve is 33%. Due to this very large number, it has been essential for Rise Services Inc., to always have at least one staff working at our group homes and day programs who is fluent in Spanish at all times. All of our LEP, Spanish-speaking clients work with staff that are fluent in Spanish, as there is always someone available.

RISE Services Inc.'s staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons for 2023. RISE Services Inc. averages 129 LEP contacts per day.

- 3) The nature and **importance** of the program, activities or services provided by the RISE Services Inc. to the LEP population;

Rise Services' transportation planning and its inclusion of Spanish and Navajo-speaking individuals is vital to our ability to provide the best possible service. Rise Services does not open our transportation services to the public, as we provide transportation services to persons with disabilities who receive rehabilitation services. Specifically, for Group Supported Employment, Day Treatment and Training, and for recreational use with our clients in the group homes. When undergoing our transportation planning process, Rise Services ensures that all segments of the population that we serve, including persons with LEP are involved or have the opportunity to be involved, in accordance with the goal of the Federal Environmental Justice program and policy. Rise Services is responsible to guarantee the environmental, health, and safety issues are considered in the transportation planning process.

- 4) The **resources** available to RISE Services Inc. and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

Rise Services Inc., has made a commitment as an organization to ensure that Spanish and Navajo-speaking LEP individuals, as well as individuals who are deaf/hard of hearing are provided with materials in writing and appropriate interpreter services as needed/requested. In Yuma, Navajo, and Apache counties, our agency recognizes the large LEP populations that are represented in our clients and community there and go above and beyond to ensure they are taken care of properly. In all three counties, Rise Services makes sure that clients who are LEP are always working with staff who speak the language fluently, both in our facilities and during transportation. Rise Services does not suffer any fiscal restraints in our day-to-day operations due to this. We have been serving the Hispanic and Navajo communities throughout the state of Arizona for long enough that we have a wealth of resources ready to provide service at all times.

RISE Services Inc. provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

#### **Safe Harbor Provision for written translations**

RISE Services Inc. complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials

1) RISE Services Inc. provides language assistance services through the below methods:

- Staff is provided a list of what written and oral language assistance products and methods the agency has implemented and how agency staff can obtain those services.
- Instructions are provided to customer service staff and other RISE Services Inc. staff who regularly take phone calls from the general public on how to respond to an LEP caller.
- Instructions are provided to customer service staff and others who regularly respond to written communication from the public on how to respond to written communication from an LEP person.

2) RISE Services Inc. has a process to ensure the competency of interpreters and translation service through the following methods:

RISE Services Inc. will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. RISE Services Inc. will train the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities. RISE Services Inc. will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. RISE Services Inc. will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) RISE Services Inc. provides notice to LEP persons about the availability of language assistance through the following methods:

- Posting signs in intake areas and other points of entry
- Statements in outreach documents that language services are available from the agency.
- Working with community-based organizations and other stakeholders to inform LEP individuals of the Recipients' services, including the availability of language assistance services



- ☒ Announcements at community meetings
- ☒ Information tables at local events
- ☒ Agency websites
- ☒ Customer service lines

4) RISE Services Inc. monitors, evaluates and updates the LEP plan through the following process:

RISE Services Inc. will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. RISE Services Inc. will make changes to the language assistance plan based on feedback received. RISE Services Inc. may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, RISE Services Inc. may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. RISE Services Inc. will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) RISE Services Inc. trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. RISE Services Inc. will implement processes for training of staff through the following procedures:

RISE Services Inc. will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. RISE Services Inc. will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. RISE Services Inc. will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. RISE Services Inc. will implement LEP training to be provided for agency staff. RISE Services Inc. staff training for LEP to include:

- A summary of the RISE Services Inc. responsibilities under the DOT LEP Guidance;
- A summary of the RISE Services Inc. language assistance plan;
- A summary of the number and proportion of LEP persons in the RISE Services Inc. service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the RISE Services Inc. cultural sensitivity policies and practices.

## **POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY**

### **POLICY:**

RISE Services, Inc. does not discriminate against any person based on race, color, national origin, age, sex, or income status in any program or activity. RISE Services, Inc. (RISE) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of RISE Services, Inc. is to ensure meaningful communication with LEP individuals receiving our services and their authorized representatives involving their medical conditions, treatment, and services. The policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights, Individual Support Plans, treatment plans, financial and insurance benefit forms, etc. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology (Google Translate) and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

RISE Services, Inc. will conduct a regular review of the language access needs of our client population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

### **PROCEDURES:**

#### **1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

RISE Services, Inc. will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card, or “I speak cards” (Appendix A), posters, or other resources to determine the language. In addition, the language used to communicate with the LEP person will be included as part of the client file, record, or face sheet.

#### **2. OBTAINING A QUALIFIED INTERPRETER**

When appropriate, RISE will make every effort to hire bilingual staff who are capable of interpreting on behalf of the people we support. Bilingual staff will be known in their programs, as well as by nearby programs that may at times require assistance. When bilingual staff do not exist or are unavailable, RISE will work with the State Agency or funding source to contract with an external interpreter, when reasonable and appropriate. When considering reasonableness, RISE will consider: the number of clients or potential LEP clients who speak a given language and are likely to come into service, the frequency of contact with such LEP individuals, the nature and importance of a given interaction, the resources available to the individual (family, friends, community advocates, etc.), and costs.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless

Specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP individual.

Children and other individuals receiving services from RISE will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

### **3. PROVIDING WRITTEN TRANSLATIONS**

When translation of vital documents is needed, RISE Directors and Executive Directors will submit documents for translation into frequently-encountered languages to the Director of Research and Compliance. Original documents being submitted for translation shall be in final, approved form with updated and accurate legal and medical information. RISE will provide translation of other written materials, as reasonable and appropriate, as well as written notice of the availability of translation, free of charge, for LEP individuals. The hotline telephone number for translation requests will be monitored by the Executive Assistant to the President.

### **4. PROVIDING NOTICE TO LEP PERSONS**

RISE Services, Inc. will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Notices will be posted conspicuously in RISE offices. Notification will also be provided on the RISE website.

### **5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION**

On an ongoing basis, RISE Services, Inc. will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, RISE Services, Inc. will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from individuals in service and community



# OJO!: HAN ABIDO CAMBIOS EN ALGUNOS PLANES.



**Compruebe Su E-mail Diario Campana**



NOS TOCA LA TEMPORADA DEL AÑO PARA



**LA INSCRIPCIÓN ABIERTA DE BENEFICIOS**

**¡YA LLEGÓ!**



**ASÍ QUE, ESTÁ PREGUNTANDO, "¿QUÉ SIGNIFICA ESO PARA MÍ??"**

La Inscripción Abierta es la oportunidad anual en que los empleados puedan inscribirse en los planes de beneficios voluntarios ofrecidos por la compañía o hacer cambios a las opciones anteriores. Los beneficios Medicos, Dentales, Vista, Seguros de Vida, Plan de Asistencia al Empleado y Plan de Jubilación 403b.

Todos los empleados están elegibles para el Plan de Asistencia al Empleado y el Plan de Jubilación 403b

\*Los Empleados Elegibles son los que trabajan más de 35 horas por semana y los empleados de tiempo parcial trabajando más de 30 horas por semana en los puestos DSP/FSP.

HORARIO DE INSCRIPCIÓN ABIERTA PARA YUMA, ARIZONA MAYO 2017					
VIERNES	MAYO 19, 2017	Yuma	11:00 AM	DSP (Inglés & Español)	Oficina de Yuma

¿Qué pasará si no puedo asistir a una de las reuniones programadas?

**Si no le es posible asistir a una de las reuniones programadas, comuníquese con su AA para el horario de reuniones por el internet que serán programadas durante el mes de Mayo y hasta primeros de Junio.**

# Enfocados en la seguridad



Cada siete minutos alguien resulta herido en un accidente de tráfico, mientras que cada 15 minutos hay una víctima mortal en la carretera.

Presentado por Rise Service, Inc.

## Como garantizar una conducción segura en el trabajo

Conducir es una tarea común para muchos empleados. Los trabajadores de todas las industrias pueden ponerse al volante por diversos motivos, como manejar los flujos de trabajo, entregar o recoger bienes o materiales, o transportar pasajeros. Sin embargo, la conducción puede ser una tarea ardua para la seguridad. Desde la falta de capacitación, los accidentes automovilísticos son la principal causa de muertes relacionadas con el trabajo, según la Oficina de Estadísticas Laborales.

Si conduce regularmente por trabajo, es importante que tenga en cuenta estas medidas de seguridad:

- **Prudencia y responsabilidad.** Antes de colocar el volante en el conductor, asegúrese de que el conductor conozca la ley, no que puede ser responsable. El conductor debe estar bien descansado y no debe haber consumido alcohol o drogas. Evite conducir con distracciones, como el uso de teléfonos móviles o el uso de redes sociales.
- **Mantenga un espacio de seguridad.** La conducción segura implica mantener un espacio de seguridad. Es crucial estar preparado para los posibles accidentes y estar atento a que

Las conductores comparten la carretera con usted. Ajuste la velocidad en todo momento para adaptarse a las condiciones que puedan surgir. Evite conducir con distracciones, como el uso de teléfonos móviles o el uso de redes sociales.

Ajustar la radio o el GPS

comer o beber

Enviar mensajes de texto

- **Evite distracciones.** Asegúrese de que el conductor se concentre en la carretera. Evite conducir con distracciones, como el uso de teléfonos móviles o el uso de redes sociales. Evite conducir con distracciones, como el uso de teléfonos móviles o el uso de redes sociales.

Para obtener más información sobre la conducción segura, hable con su supervisor.





## Cómo protegerse de la exposición al polvo en el lugar de trabajo

La exposición al polvo es inevitable en muchos lugares de trabajo. Sin embargo, la exposición a altas concentraciones de ciertos tipos de polvo en el trabajo, como silice, madera, harina o asbesto, puede crear peligros significativos para la seguridad. Ocho exposiciones podrían causar:

- Irritación en la piel y los ojos
- Estornudos y tos
- Infecciones de las vías respiratorias
- Asma u otras enfermedades pulmonares

Puede pensar que las partículas de polvo más grandes son la mayor amenaza. Pero en realidad son las partículas más pequeñas y más peligrosas. En cualquier caso, es importante que los empleados como usted ayuden a minimizar las posibles reacciones, abriendo el polvo en el trabajo. Siga estas consejos de seguridad para protegerse de la exposición al polvo:

- **Use el equipo de protección personal (EPP).** Si trabaja en un entorno que puede contener polvo, asegúrese de usar todo el EPP que se requiere. Este equipo puede incluir anteojos o gafas de seguridad con protección lateral para proteger los ojos. Además, puede ser necesario usar una máscara de filtración de polvo para proteger las senas, la boca y los pulmones.
- **Conserve el polvo.** Eliminar el polvo por completo es la forma ideal de minimizar la exposición. Si bien esto no siempre es posible, asegúrese de cumplir con todos los requisitos del lugar de trabajo para controlar el polvo en la fuente, como mantener la ventilación adecuada, recubrir el polvo o humedecer los materiales para evitar la propagación de polvo. Además, limpie el piso regularmente a medida que se acumula en el sitio.
- **Utilice métodos de almacenamiento adecuados.** Los materiales que producen polvo deben almacenarse en contenedores herméticos dentro de salas o armarios de almacenamiento organizados. Por ejemplo, las cartuchas de tóner de tinta deben almacenarse en recipientes herméticos y almacenarse dentro de los armarios de suministro para evitar que el polvo del tóner se libere en el aire con el tiempo.

Consulte a su supervisor para obtener más información sobre cómo mitigar la exposición al polvo en el lugar de trabajo.



Boletín de Seguridad de Febrero 2023

## **Cómo Garantizar una Conducción Segura en el Trabajo y Cómo Protegerse de la Exposición al Polvo en el Lugar de Trabajo**

Este formulario documentará el entrenamiento presentado a 105 participantes. Al finalizar el entrenamiento, cada participante reconocerá haber recibido este entrenamiento.

Organización: \_\_\_\_\_ Fecha: \_\_\_\_\_

Entrenador: \_\_\_\_\_ Anna del entrenador: \_\_\_\_\_

### **Participantes de la clase:**

Nombre: \_\_\_\_\_ - RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ - Rrma: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ JRIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Nombre: \_\_\_\_\_ RIIIa: \_\_\_\_\_

Para más información de enviar un formulario a [jadie@i-arq](mailto:jadie@i-arq)

# Non-elected Committees Membership Table

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Sub recipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Sub recipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

RISE Services Inc. does **not** select the membership of any transit-related committees, planning boards, or advisory councils.

# Monitoring for Sub recipient Title VI Compliance

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RISE Services Inc. does **not** monitor sub recipients for Title VI compliance.

# Title VI Training

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All RISE Staff are required to participate in the following training, and pass a competency based test upon completion:

- Abuse, Neglect, and Exploitation
- Communication with Families and Support Network
- Disabilities 1 – History
- Disabilities 2 – Culture and Language
- Disabilities 3
- Documentation and Confidentiality
- Fraud, Abuse, and Whistleblower Protection Overview
- HIPAA
- Incident Reporting
- Individual Rights and Choice
- Intro to Positive Behavior Support
- Lifts and Transfers
- Medication Administration Assistance
- Mission Vision and Values
- New Employee Orientation (including Non-Discrimination)
- OSHA Blood borne Pathogens
- Preventing Harassment in the Workplace (including Non-Discrimination)
- Respect, Dignity and Positive Interactions
- Seizures and Epilepsy
- Skill Building
- Support Plans Overview

Drivers are required to complete a training series called Safe Driving Training, and pass competency based skills demonstration and testing upon completion.

Limited English Proficiency and Non-Discrimination are topics addressed in the New Employee Orientation training that is required for all staff. Participants receive a certificate of completion which is maintained in the employee file upon successful completion of competency based testing. Non-Discrimination and LEP are topics addressed periodically in monthly team meetings.

# Title VI Equity Analysis

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A sub recipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the sub recipient organization receives any FTA dollars, it must comply with this requirement.

RISE Services Inc. has no current or anticipated plans to develop new transit facilities covered by these requirements

# Fixed Route Transit Provider Analysis

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A sub recipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The sub recipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

RISE Services Inc. is **not** a Fixed Route Transit Provider

# Board Approval for the Title VI Plan

RISE Board of Directors hereby approves the proposed Title VI Implementation Plan, and declares that RISE, its leadership, and Board are unequivocally dedicated to protecting the civil rights of each employee, volunteer, client, family member, and member of the public.



---

Dr. Gerald Nebeker  
Founder and President

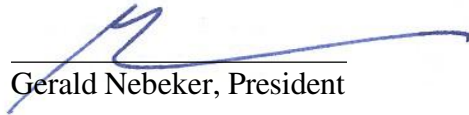
01/30/2024  
Date

Meeting minutes will be posted after our RISE Board of Directors Meets as a whole.

Special Meeting of the Board of Directors of RISE, Inc.  
held February 26, 2024.

**Resolved: To approve and support RISE, Inc.'s Title VI Plan for 2023-2026, type 5310, vehicle funds.**

The motion was approved by a unanimous vote of the voting members of the board of directors of RISE, Inc. on February 26, 2024.



Gerald Nebeker, President





[Redacted]

**Fwd: Urgent- Resolution**

1 message

[Redacted]

Wed, Feb 28, 2024 at 11:10 AM

[Redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[Redacted]

Begin forwarded message:

**From:** Steven Hunter [Redacted]  
**Date:** February 26, 2024 at 3:30:56 PM MST  
**To:** [Redacted]  
**Subject:** Re: Urgent- Resolution

Approve

Best regards, Steven Hunter

On Mon, Feb 26, 2024 at 3:29 PM [Redacted] wrote:

Hi, good board members.

RISE developed a Title VI Plan (attached). It requires consent from the board. Please respond to this email that you approve or disapprove of this plan. J and Gerald have already voted to approve.

I apologize that this is a matter of urgency. Please respond as soon as possible.

Thank you,

--

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[Redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[Redacted]

This message and any attachments are solely for the intended recipient and



[Redacted]

**Fwd: Urgent- Resolution**

1 message

Wed, Feb 28, 2024 at 9:30 AM

To: [Redacted]

[Redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[Redacted]

Begin forwarded message:

**From:** Billy Malkovich [Redacted]  
**Date:** February 27, 2024 at 9:59:44 AM MST  
**To:** [Redacted]  
**Subject:** Re: Urgent- Resolution

I vote to approve

Billy Malkovich

---

**From:** [Redacted]  
**Sent:** Tuesday, February 27, 2024 9:12 AM  
**To:** Billy Malkovich [Redacted]  
**Subject:** Urgent- Resolution

Hi Billy,

RISE developed a Title VI Plan (attached). It requires consent from the board. Please respond to this email that you approve or disapprove of this plan. J and Gerald have already voted to approve.

I apologize that this is a matter of urgency. Please respond as soon as possible.

Thank you,

--

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[Redacted]

**Fwd: Urgent- Resolution**

1 message

Wed, Feb 28, 2024 at 9:31 AM

To: [Redacted]

[Redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[Redacted]

Begin forwarded message:

**From:** Clint Peterson [Redacted]  
**Date:** February 26, 2024 at 7:35:29 PM MST  
**To:** [Redacted]  
**Subject:** RE: Urgent- Resolution

I approve.

*Clint Peterson*

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

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**From:** [REDACTED]  
**Sent:** Monday, February 26, 2024 7:09 PM  
**To:** Clint Peterson [REDACTED]  
**Subject:** Re: Urgent- Resolution

I'm sorry I must have missed it. Here it is.

--  
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[REDACTED]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[REDACTED]

> On Feb 26, 2024, at 7:07 PM, Clint Peterson [REDACTED] wrote:  
>  
> [REDACTED]  
>  
> There are no attachments to this email that I can see. Can you resend.  
>  
> Thanks  
>  
> Clint Peterson  
> [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

>  
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to be used, and cannot be used, by any taxpayer for the purposes of avoiding penalties that may be imposed on any taxpayer by the Internal Revenue Service.

>

> -----Original Message-----

> From: [REDACTED]

> Sent: Monday, February 26, 2024 4:27 PM

> To: Clint Peterson [REDACTED]

> Cc: JJ Auer [REDACTED]; Gerald Nebeker [REDACTED]; [REDACTED]

> Subject: Re: Urgent- Resolution

>

>

> Hi, good board members.

>

> RISE developed a Title VI Plan (attached). It requires consent from the board. Please respond to this email that you approve or disapprove of this plan. J and Gerald have already voted to approve.

>

> I apologize that this is a matter of urgency. Please respond as soon as possible.

>

> Thank you,

>

>

>

>

> [REDACTED]

> Assistant to the President

> Corporate Secretary

> Opportunity Management Group, LLC

> [REDACTED]

>

>

> --

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**Re: Urgent- Resolution**

1 message

Gerald Nebeker <[redacted]>

Tue, Feb 27, 2024 at 8:00 AM

To: [redacted]

Cc: Clint Peterson [redacted], JJ Auer [redacted], Sunny Todhunter [redacted]

I approve.

Gerald

-----  
Gerald Nebeker, Ph.D., FAAIDD  
President  
RISE Services, Inc.

Web Address: [www.riseservicesinc.org](http://www.riseservicesinc.org)

On Mon, Feb 26, 2024 at 4:27 PM [redacted] wrote:

Hi, good board members.

RISE developed a Title VI Plan (attached). It requires consent from the board. Please respond to this email that you approve or disapprove of this plan. J and Gerald have already voted to approve.

I apologize that this is a matter of urgency. Please respond as soon as possible.

Thank you,

[redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[redacted]

--  
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**Re: Resolution**

1 message

**JJ Auer** [redacted] Tue, Feb 27, 2024 at 9:38 AM  
To: Sunny Todhunter [redacted]  
Cc: Gerald Nebeker [redacted], [redacted], [redacted]  
[redacted]

I approve.

On Tue, Feb 27, 2024, 7:15AM [redacted]  
Thank you, Gerald!  
[redacted] Will you (and J)  
please reply to Rachelle with a simple approval? [redacted]

Sunny

On Tue, Feb 27, 2024, 6:11 AM Gerald Nebeker [redacted] wrote:  
Hi Sunny,

I believe the wording on the attached board resolution should suffice. Please let me know if alterations are needed.

[redacted]  
[redacted] Please let me know how I can help.

**Gerald**

Gerald Nebeker, Ph.D., FAAIDD  
President  
RISEServices, Inc.  
[redacted]  
Web Address: [www.riseservicesinc.org](http://www.riseservicesinc.org)

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[Redacted]

# Re: Urgent- Resolution

1 message

**Deborah Bowman** [Redacted]

Mon, Feb 26, 2024 at 4:02 PM

To: [Redacted]

Cc: Clint Peterson [Redacted], Steven Hunter [Redacted], Paul DiCosmo [Redacted], Lynn Bowers [Redacted], Gerald Nebeker [Redacted], [Redacted], JJ Auer [Redacted]

Yes, I approve.  
Deb

On Mon, Feb 26, 2024 at 3:29 PM [Redacted] wrote:  
Hi, good board members.

RISE developed a Title VI Plan (attached). It requires consent from the board. Please respond to this email that you approve or disapprove of this plan. J and Gerald have already voted to approve.

I apologize that this is a matter of urgency. Please respond as soon as possible.

Thank you,

--  
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[Redacted]  
Assistant to the President  
Corporate Secretary  
Opportunity Management Group, LLC  
[Redacted]