

LIFE STEPS  FOUNDATION®

ANNUAL REPORT 2014

*Take a Step
to Change
a Life*

A man with a mustache, wearing a red t-shirt, light-colored shorts, white socks, and dark shoes, is sitting in a wheelchair on a concrete path. He is wearing sunglasses and giving a thumbs-up gesture. The background shows a sandy beach, a body of water, and several wooden posts in the water. The scene is brightly lit, suggesting a sunny day.



Mission Statement

Life Steps Foundation, Inc. is a fiscally responsible, culturally competent California 501(c)(3) non-profit dedicated to meeting the health, psychological and socioeconomic challenges of people throughout their lifespan who are experiencing mental, developmental or physical disabilities.

Who We Are

Since our founding in 1982, the Life Steps Foundation has been assisting people with disabilities to acquire the confidence, training, and social and emotional support they need to overcome obstacles related to their disability.

At times, all of us need help taking the more challenging steps in life. When someone is living with a mental, developmental or physical disability, navigating through even the most basic challenges of daily life is overwhelming. Ultimately, our clients find a better quality of life and thrive as vital members of their communities through their experience at Life Steps Foundation.

We provide a variety of in-home and center-based caregiving and skill training programs through our network of affiliate and local community service locations across California. Our corporate team delivers administrative management support and organizational leadership throughout the Life Steps Foundation network.

Our organization has a record of success in providing Californians with disabilities the high quality care and life-skills training they need to take the next step toward realizing their personal potential and achieving greater independence. For many, we are a lifelong partner.



A Message From Our Board President and Chief Executive Officer



5839 Green Valley Circle, Suite 204
Culver City, CA 90230

(800) 530-LIFE

www.lifestepsfoundation.org

Dear Friends,

Thank you for your interest and support of Life Steps Foundation. We are excited to share our fiscal year 2014 Annual Report with you.

The programs provided by Life Steps Foundation serve people with disabilities across the life span. We are humbled by the courage and strength of the many challenged individuals who choose Life Steps Foundation to learn new skills that often change their lives forever.

Tiffany Li, a mother of twin daughters, shares how participation in Life Steps Foundation Children and Family Services in Whittier, CA helped her infants grow into successful toddlers:

"Thanks Life Steps Foundation for your experienced infant interventionists, whose work was the highlight of the early stages of my twin girls lives. Starting at one year old, the infant interventionists instructed my twins for two years in cognition, language, gross motor, fine motor, self help and social skills development. They were always cheerful, positive, and friendly during each visit. The staff was confident and comfortable while working with my girls using a variety of interesting interactive toys and hands-on craft projects."

Life Steps Foundation is financially strong, but is concerned about shrinking public resources and stagnant or declining contractual rates paid by governmental entities. Agencies such as the California Developmental Disabilities Service Department and Regional Centers have traditionally provided a substantial amount of our funding.

LSF actively participates in educating our legislators about the crushing consequences of minimum wage increases without corresponding increases in reimbursement rates, and we are fully engaged in state budget and policy discussions. We remain optimistic that these legislative issues will be resolved. At the same time we recognize that Life Steps Foundation must expand its mix of revenue sources.

On behalf of our esteemed clients and participants, our loyal staff, and the dedicated Board of Directors, we thank you for your continued interest, advocacy and support of Life Steps Foundation. You are responsible for improving and enhancing the lives of challenged and disabled people of all ages throughout California by making it possible for Life Steps Foundation to provide quality programs and services.

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Horowitz".

Sue Horowitz
President

A handwritten signature in black ink, appearing to read "Virginia Franco".

Virginia Franco, MA
Founder and Chief Executive Officer

LSF by the Numbers

The Need

- More than **3.8 million** Californians are living with a disability
- Of this total, more than **1.7 million** Californians have daily activity limitations
- An estimated **832,000** Californians have self-care limitations
- More than **1.5 million** Californians have a cognitive disability
- Approximately **2.1 million** Californians with disability that impairs their mobility
- More than **1.8 million** Californians have a vision or hearing disability

Source: 2012 Disability Status Report – California, Cornell University

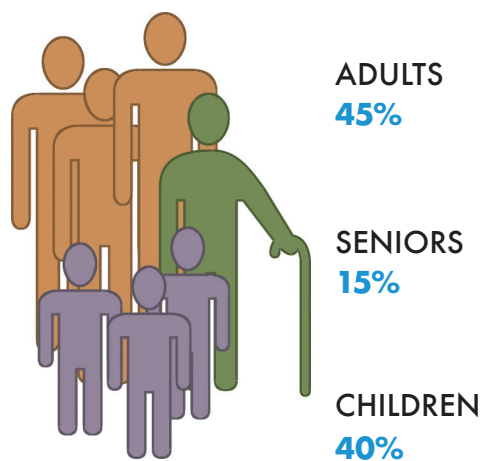
A Fiscal Year 2014 Snapshot

- Total number of clients served: **860**
- Served **6%** more clients in FY 14
- Number of programs: **14**
- In partnership with **13** California Regional Centers

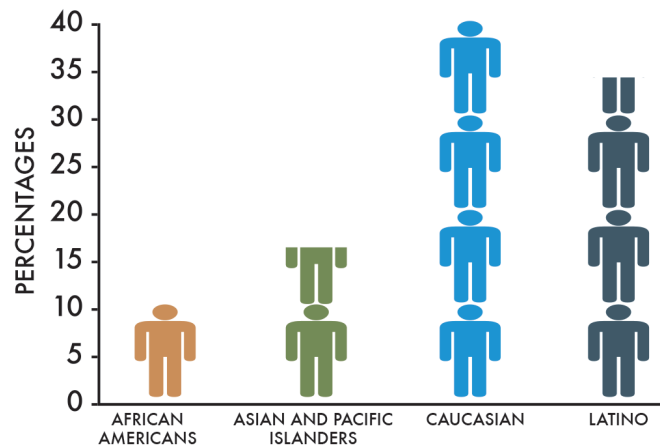
Cities of Locations



Types of Disabilities Experienced by Clients



Age Groups



Ethnicities

LSF Southern California Adult Services (LSF SoCal)

A Life Steps Foundation Affiliate

LSF SoCal, headquartered in Long Beach, CA, each month serves over 300 participants throughout the region. It is fully accredited by CARF International, and retains its own non-profit designation.

The goal of LSF SoCal is to assist adults of all ages who have disability challenges maximize their independence, support their individual needs and choices, and assist them in maintaining a desired quality of life.

Services and Programs

Supportive Living Services (SLS) – assists individuals with developmental disabilities with life management, including where to live independently, lifestyle, leisure activities, self-advocacy and obtaining community resources. Through training and support and working one-to-one with a Life Steps instructor, the participant becomes autonomous, develops a circle of friends, and contributes positively to his or her community.

Independent Living Services (ILS) – designed as an alternative to the limitations of institutional life, this program offers education and training for people who have physical, emotional and developmental challenges and who live with their families or in other supportive environments. Participants work closely with Life Steps instructors to develop the skills needed to meet everyday challenges.

Parent Program – for parents who face the challenges of parenting and disabilities, our training teaches them how to provide a safe, healthy, nurturing and stimulating environment for their children.

Seaside Learning Center – our popular center-based program provides social and cognitive learning, community awareness and friendship among people with disabilities. Activities include field trips, computer access and training, health and safety classes, nutrition, community gardening, and arts and crafts.

Mobility Services – participants learn how to navigate bus routes and other transportation.

Profile of Our Participants

- Adults, ages 22 years and older
- Have an intellectual disability or cerebral palsy, epilepsy, autism, or physical, emotional or mental issues
- Reflects Southern California's culturally diversity and serves more than nine different ethnicities

Highlights of 2014

- Our Fall Fling continued our popular Haunted House and community Open House.
- As a result of our successful Holiday Campaign, we purchased holiday gifts for participants without family members and built our emergency fund that helps participants purchase food, toiletries and other necessities.
- The Greater Los Angeles New Car Dealers Association made a generous donation.

Focus for 2015

- Launch Tender Loving Care (TLC) to focus on the needs of elderly participants.
- Ensure our staff acquire new skills to better support participants with more challenging behaviors.





LSF Children and Family Services (LSF CAFS)

A Life Steps Foundation Affiliate

Accredited by CARF International, the non-profit LSF CAFS has offices in both Northern and Southern California. LSF CAFS works to maximize the development of infants and toddlers (birth to 5 years old), who are at risk for developmental delays, and educate and support their parents in strengthening parent and child relationships. LSF CAFS monthly serves more than 400 children statewide.

Services and Programs

- **Early Intervention Development** – one-on-one in-home training to help promote a child's development of language as well as improve their motor, cognitive, social-emotional and self-help skills.
- **Inclusive Group Preschool and Childcare** – these center-based programs provide a learning environment to help accelerate the child's development of social and emotional skills and learning abilities by participating in activities with children who do not have delays or disabilities.
- **Family Matters** – offers parents whose children have developmental disabilities comprehensive guidance, support and local resources to help them foster their child's developmental potential.
- **Pediatric Therapeutic Services** – our occupational, physical, and speech therapists provide therapeutic evaluations and ongoing treatment.

Profile of Our Participants

- Children, primarily ages 5 and under, who have developmental delays or disabilities, or are identified as at risk for developmental delays
- Parents with developmental disabilities
- Families referred by nine California state-wide Regional Centers

Highlights of 2014

- We opened a Diamond Bar location.
- Thanks to the Edison International's computer donation, our staff members now share our early intervention media resource library one-on-one during in-home visits.
- We expanded our advocacy efforts on behalf of our clients.



Focus for 2015

- Raise funds to underwrite pediatric therapeutic consultation services for families with limited resources and to open a new office in Northern California's East Bay.
- Expand our inclusive peer learning group from half day to full day.
- Duplicate our highly successful fundraising event now held annually in Northern California with a second site in Southern California.

LSF Central California Adult Services (CCAS)

A Life Steps Foundation Affiliate

CCAS assists individuals living in northern Santa Barbara and southern San Luis Obispo Counties with customized in-home supportive and independent living services for adults with physical and developmental disabilities. Our program uses the person-centered philosophy to help our participants by teaching them daily life skills, providing in-home assistance, and helping them to live full and independent lives in their communities.



Services and Programs

Supportive Living Services (SLS) – assists adults who live in their own homes. Through training and support, we help them reach their goals including where to live, lifestyle, roommate, leisure activities, and self-advocacy. In collaboration with their support team and the Life Steps staff, the individual learns independence, develops a circle of friends and becomes a positive contributor to his or her community.

Independent Living Services (ILS) – offers training and support for adults to secure a self-sustaining independent living situation in the community. Individuals work closely with their support team and the Life Steps staff to develop skills to make appropriate choices, use problem-solving and natural support systems to meet everyday challenges.

Profile of our Participants

- Adults 27-65 years of age with the majority 55 to 65 years of age
- Disabilities include cerebral palsy, mild intellectual disability, mental health disorders, traumatic brain injury, downs syndrome, and spectrum disorders
- Participants are referred for service by the Tri-Counties Regional Center

Highlights of 2014

- Reduced our operational costs by consolidating two offices into one centralized location.
- Increased the quality of services by streamlining office practices, increased training and encouraged staff collaboration.
- Successfully restructured the SLS program adding a new Lead Community Support Facilitator who provides comprehensive services and creates a more cohesive environment for our participants.
- Fostered relationships with funding sources and community organizations including raising awareness at the Santa Maria Speedway.

Focus for 2015

- Boost employee morale. Focus on social gatherings between employees and participants to create a fun and meaningful atmosphere.
- Promote our organization to increase awareness of our programs, develop community partnerships and increase our funding support.
- Provide valued quality services earning increased referrals and revenue.





LSF Santa Maria Wisdom Center (SMWC)

A Life Steps Foundation Business Unit

SMWC is a Community Based Adult Services Program that provides critical support for frail elderly and disabled adults in Santa Barbara and San Luis Obispo counties. Since 1999, this medical model provides community-based educational and preventative alternatives to institutional care.

Serving 60 at any one time, participants can take part in social and recreational activities, physical, occupational and speech therapies, social services, counseling and nutritious meals while receiving daily supervision and nursing oversight. We also provide round trip transportation.

Profile of Our Participants:

- Adults 18 years or older who are at risk of long-term care placement
- Physically frail and/or cognitively impaired elderly who have a diagnosis of Alzheimer's disease or related moderate to severe dementia
- Half of our participants live with family members, 30 live in Board-and-Care Homes, and 10 live independently.

Highlights in 2014

- Our search for a new home made significant progress. We purchased property and began architectural designs.
- Applied for a grant to purchase four new transportation buses

Focus for 2015

- Launch a major fundraising campaign to build and outfit our new center and continue the process of permits, design and construction for the new site.
- Launch a dedicated Alzheimer's Program.
- Apply for a City of Santa Maria Community Development Block Grant.

LSF Senior Homemaker Program

Serving San Luis Obispo County



A special service, this program provides 2,450 hours per year of high quality homemaker and personal care services for adults, ages 60 and over, from San Luis Obispo County. Offered free of charge, the program is funded through a Federal grant. Participants receive assistance with light housework, laundry, personal hygiene and dressing, preparation of meals, as well as access to community resources.

LSF Foundation Northern California Adult Services Social Dynamics Program (Social Dynamics)

A Life Steps Foundation Business Unit

Social Dynamics is a center-based adult behavioral program for participants with intellectual disabilities and behavioral challenges who require assistance and close supervision.

Our programs and services increase an individual's ability to work cooperatively in their community and to develop essential daily living skills. Our trained staff assists participants to advocate for themselves, to attain the level of community inclusion they desire and maximize their potential within a safe, supportive environment. We provide training in daily living skills, vocational skills, communication skills, sensory skills, leisure skills and mobility and safety. We also offer recreation, exercise programs and transportation services.



Profile of Our Participants

- Adults, 22 years of age and older with challenging behaviors and moderate to severe intellectual disability
- Culturally diverse population currently reflecting more than five different ethnicities

Highlights of 2014

- Updated our facility with generous donations of furniture from Philippine Airline, the City of Burlingame, the Central County Fire Department and Boston Private Bank & Trust Company.
- Held our second "Stepping Up to Change Lives" fundraising event.
- Continued two important partnerships – vocational training with Saint Vincent de Paul and YMCA Peninsula and one with "thrive", a San Francisco Bay Area non-profit alliance.
- Applied for and received approval for four vehicles from the Motor Transportation Administration.
- Provided training for community partner organizations so their staff members are empowered to assist program participants, regardless of their behavioral challenge, gender or age.

Focus for 2015

- Expand opportunities for participants to practice their vocational skills through volunteering at the Burlingame library, Second Harvest Food Bank, and Millbrae Indoor Soccer.
- Hold a Piñata fundraising once per month.
- Conduct more community outings for participants to practice their social skills fostering their community integration. Outings are planned to the Friendship Center, Bel-Mateo bowling center, shopping malls, parks, beaches and museums.



LSF Corporate Management

The Corporate Management team provides strategic leadership, training and management ensuring corporate-wide best practices in program and service quality, financial management, staff administration, communications, fundraising and branding. In addition, this team provides location-specific management support for our Affiliate and Business Unit locations.

Services and Programs



Life Steps Foundation has a decentralized business model and has continued the transition of our Business Units into independent LSF Affiliates each with recognized nonprofit standing. Under our model, LSF Affiliates have greater service management autonomy, operating within the overall mission and framework of the broader Life Steps Foundation.

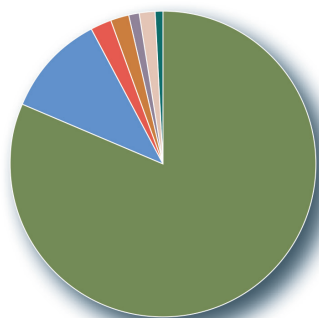
The Corporate Management team currently provides core operational support, strategic guidance and quality control services for LSF's three Affiliates and two Business Units in the following areas: Accounting; Payroll; Human Resources; Marketing and Development; Training and Clinical Quality Management and Information Technology.

Our model reduces overhead for our Affiliates and Business Units as they receive greater efficiencies and allows them to focus on developing and delivering the high quality participant caregiving and training services that are the heart of the Life Steps mission.

Our Solid Financial Footing

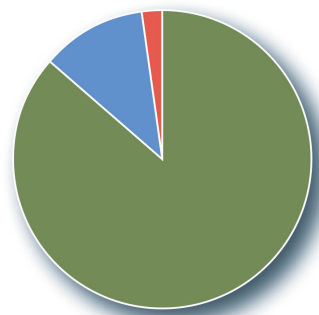
Fiscal transparency and responsibility are cornerstones of our philosophy and vital to our success in delivering the quality of care that our participants deserve. We remain vigilant in how we manage both our current finances and investments for our future. In Fiscal Year 2014, the combined revenue for all LSF Affiliates and Business Units was just over \$9.238 million dollars.

LSF Revenue FY 2013-2014



■ Regional Center	\$7,540,858
■ Adult Day Health Care	\$1,004,190
■ Donations & Grants	\$182,684
■ Rental	\$183,873
■ Private Pay	\$116,032
■ Investment & Interest	\$150,495
■ Other Income.	\$60,670

LSF Expenses FY 2013-2014



■ Program Services	\$7,452,953
■ Administrative	\$995,678
■ Fundraising	\$177,878

Stepping Up for People of All Ages

Help us make life-changing differences for people with disabilities.

At some point, all of us need help taking some of the more challenging steps in life. At Life Steps Foundation, we help those with the greatest challenges. Not only do we help them take those steps comfortably, they receive the training, skills and confidence they need to realize their own potential, and perhaps take the next step on their own.

From our professional in-home services to our center-based programs, we provide unparalleled quality of care and training for every individual we serve. In today's economic climate of rising costs and State budget cuts, your support is more urgent than ever in helping us continue to provide the highest quality of care that everyone we serve so greatly deserves.

Support Life Steps Foundation Today!

Join the Life Steps Foundation giving community. Know that your donation makes a life-changing difference for our participants. Your donation will provide funding where it is needed most.



PLEASE TEAR AT THE PERFORATION AND MAIL TO THE ADDRESS BELOW

I would like to support Life Steps Foundation!

Enclosed is my Monthly Quarterly Annual pledge of \$ _____

I would like to make a one-time contribution to LSF of \$ _____

My payment method:

My check is enclosed made payable to the "Life Steps Foundation, Inc."

Charge my contribution to my Visa/Mastercard/AMEX card # _____

Name on card _____ Exp. Date _____

Signature _____ Sec. Code _____

Donate online at www.lifestepsfoundation.org

Mail to: **Life Steps Foundation, Inc.**
5839 Green Valley Circle, Suite 204
Culver City, CA 90230

Contact me about volunteer opportunities.

Contact me about planned giving opportunities.

Name: _____

Address: _____

City, State, Zip: _____

Email address: _____

Phone: _____

Reach our Development Department at (310) 491-9011.

Thank you for your support!



Life Steps Foundation

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