

Council key functions

- State plan development
- Self Advocacy and leadership development
- Community Capacity development
- Identification of promising and effective practices
- Systems change through advocacy
- Governance and management

INPUTS <i>Resources used to support activities</i>	ACTIVITIES <i>Processes: what the program does</i>	OUTPUTS <i>Products or activities; services delivered as measured by count or other data.</i>	OUTCOMES		
			<i>Initial changes in participants' knowledge, attitudes and skills. These are necessary steps toward the ultimate outcome</i>	<i>Intermediate Desired changes or improvements in targeted behaviors and/or system performance</i>	<i>Ultimate The ultimate goal that benefits that flows from the DD Act.</i>
IF	THEN	IF	THEN	IF	THEN
Federal <ul style="list-style-type: none"> ▪ Funding ▪ Websites ▪ Reporting and data systems ▪ Staff ▪ T/TA contract 	Federal <ul style="list-style-type: none"> ▪ monitor grantee performance ▪ report on grantee performance ▪ provide training and technical assistance 	Number of Councils in compliance with DD Act			Improved social and physical conditions (poverty, habitat, diversity, health, equality, democracy)
	Grantees provide: Training for persons with developmental disabilities, family members and professionals, paraprofessionals, and others	Number of people trained in systems advocacy People trained in leadership, self-advocacy, and self-determination (are these the same?)	Increase in self-advocacy knowledge and skills (self-advocates) Increase opportunity to exercise choice and control (CS) Increase participation in community (CS) For others trained: Increase in knowledge	Number of people active in systems advocacy Increased funding, Funding not decreased,	Individuals with developmental disabilities are independent, productive, and fully participating members of their community (CS) Family members of individuals with developmental disabilities have the supports they need to help their loved ones become independent, productive and fully participating members of their community
Grantee Leveraged Funds Council members and staff Comprehensive review and analysis State plan Reporting and data systems Websites ITACC contract	Outreach to enable individuals and families to obtain services, individualized supports, and other assistance Technical assistance to public and private entities Support and education to communities by encouraging local networks to provide informal and formal supports; Interagency collaboration and coordination with related councils, committees and programs Barrier elimination and systems design and redesign Coalition developmental and citizen participation to educate the public about the capabilities, preferences, and needs of individuals with developmental disabilities		People attain membership on public and private bodies Employers provide supports	<ul style="list-style-type: none"> ▪ Adults have jobs ▪ Students have supports ▪ Infants and young children have services ▪ Students and children transition ▪ Individuals have homes of their choice ▪ People move from congregate facilities to homes in the community ▪ People have needed health services ▪ Children in inclusive setting ▪ People active in recreational activities ▪ People have transportation ▪ People benefit from formal/informal community supports. Employers provide supports People on waiting lists receive services	American communities are welcoming and supportive of individuals with developmental disabilities reaching their personal goals. Public policy and legislation promote full community participation
	Information to policymakers through studies and analyses, gathering information, and developing and disseminating model policies and procedures, information, approaches, strategies, findings, conclusions, and recommendations.	Number of Policymakers educated <i>Programs/policies created/improved</i> Number of Policies developed	Policymakers facilitate policy development and adoption. Number of Policies adopted	Number of Policies implemented	Policies enforced
	On a time-limited basis, activities to demonstrate new approaches to serving individuals with developmental disabilities that are a part of an overall strategy for systemic change.	Number of demonstration projects Number of partners engaged in demos Number of individuals served by demo services	<ul style="list-style-type: none"> ▪ Individuals have increased access to services that meet unmet needs, promote improved status, or enhance well-being ▪ Models field tested and evaluated ▪ Increase in skills 	Individuals prevent or ameliorate secondary conditions More individuals receive chosen supports and services	

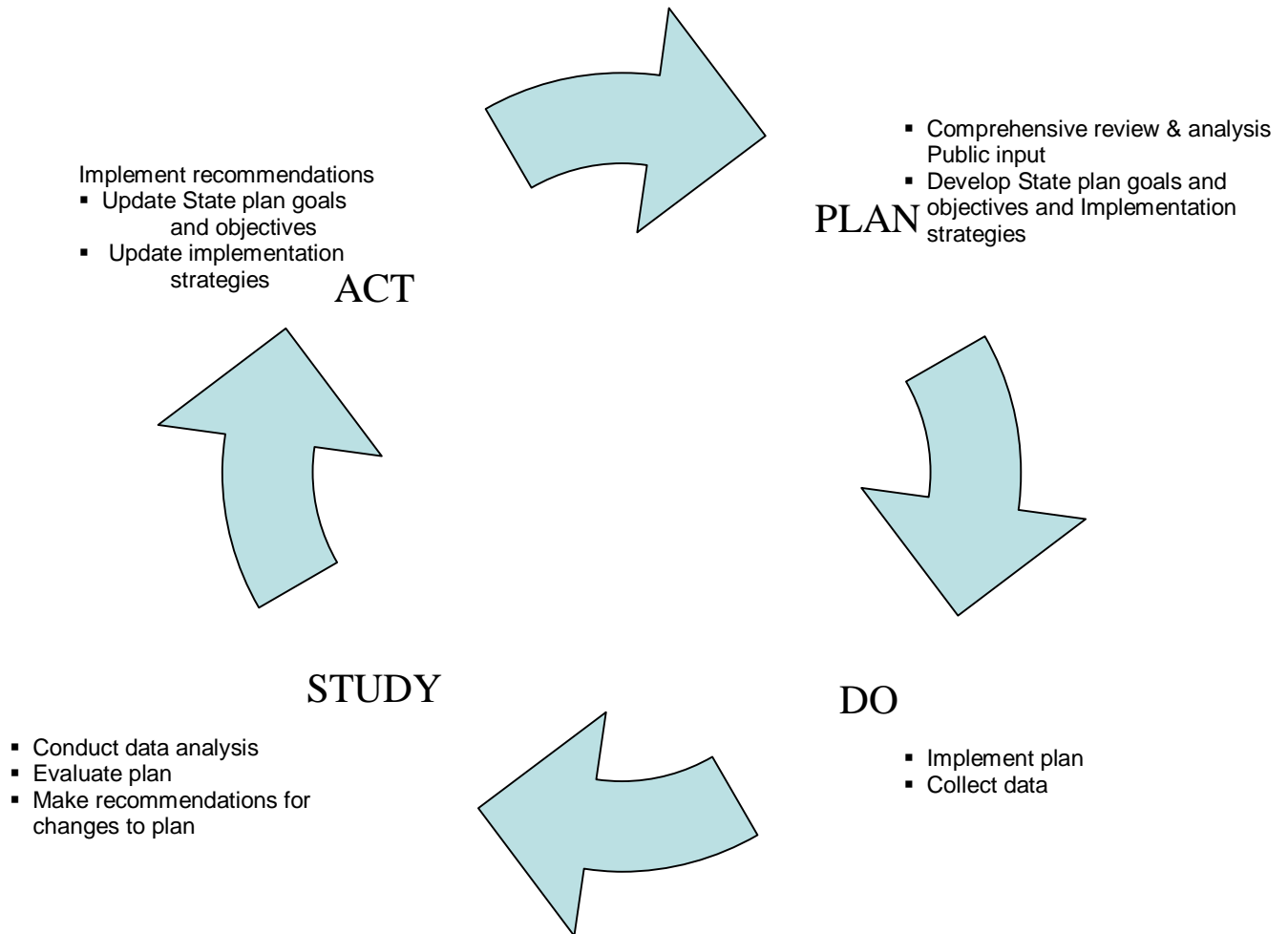
GOALS

Councils

1. Impact - Councils demonstrate impact of their efforts on the lives of people with developmental disabilities
2. Governance - Councils are effectively managed and capable of implementing the DD Act mandates
 - a. Council State plans and PPRs incorporate strategic planning concepts (Plan . Do-Study . Act (see chart)
 - b. Councils are at full membership requirements
 - c. Councils follow up on MTARS recommendations
3. Compliance - Councils are in compliance with DD act.

ADD Council team

1. Oversight - ADD Council team has effective processes for reviewing and evaluating Councils through MTARS, State plans, and PPRs.
 - a. Processes are written and individual state reviews are documented and filed
 - b. Follow-up is provided until programs are in compliance
 - c. Council Team reviews State plan and PPR review processes on an annual basis and make ongoing improvements as necessary
2. Provision of Technical Assistance - ADD Council Team provides technical assistance as needed to maintain compliance with DD Act. This is accomplished one-to-one and/or group TA through:
 - a. On site technical assistance
 - b. Phone and webinar technical assistance
 - c. TA Institute
 - d. Topical trainings and communities of practice
 - e. Conference calls with ITACC
3. Data Analysis and evaluation - ADD Council Team conducts on-going analysis of Council data, reporting processes, State plan development, and DD Act implementation strategies.
 - a. Performance measures workgroup evaluates current measures as follows:
 - i. Review mandate of the DD Act
 - Within that mandate what are the responsibilities of Councils?
 - How is what Councils do (mandate) connected to what they are measuring?
 - ii. Develop definitions for common terms: systems change, capacity building, advocacy, policy improvement, impact.
 - iii. Analyze data and discuss its relativity to the workgroup analysis



PROGRAM PERFORMANCE REPORTS

A. Goals for PPRs (ADD)

- a. PPRs are submitted by January 1 of each year (oversight)
- b. Issues identified in previous year are improved; (oversight)
 - i. Expenditures reports are complete and consistent with PPR guidelines
 - ii. Council outcomes are consistent with targets; if not, there is an explanation
 - iii. All sections are completed
- c. ADD provides technical assistance through (technical assistance)
 - i. Conference calls and webinars prior to PPR submission
 - ii. One-to-one technical assistance specific to individual grantees needs (through ITACC and ADD staff)

- iii. PPR guidelines are updated as necessary
- iv. Email reminders that include information on changes in technical or programmatic content
- v. Work with data systems to ensure continuity (Z-tech, DD Suite, etc)

B. Goals for PPRs (Councils)

- a. PPRs are submitted by January 1 of each year (compliance)
- b. PPRs are completed consistent with guidelines and DD Act requirements (compliance)
- c. PPRs demonstrate continuity from State Plans (governance)
- d. Progress towards goals and objectives is measured and reasonable (governance)
- e. Councils demonstrate qualitative and quantitative progress towards goals (impact and governance)
- f. Expenditures reports are accurate and consistent with PPR guidelines (compliance)
- g. Evaluation methods demonstrate thorough analysis (governance)
- h. State plans are adjusted relative to evaluation information provided in PPR (governance)

STATE PLANS

A. Goals for State plans (ADD)

- a. Amendments are submitted by August 15 of each year (oversight)
- b. Issues identified in State plan analysis are reduced in subsequent years (oversight, evaluation and analysis)
 - i. For FY10 . membership terms and appointed dates are clear
 - ii. Budgets are consistent with guidelines
- c. ADD Performance measurement workgroup continues to evaluate current measurement system and makes recommendations for improvement (evaluation and analysis)
- d. ADD provides training to Councils on Strategic Planning and Evaluation through (TA):
 - i. TA Institute workshops and presentations
 - ii. One-to-one technical assistance on and off site (through ITACC and ADD staff)
 - iii. Email reminders that include information on changes in technical or programmatic content
- e. State Plans are in compliance with DD Act (oversight)
 - i. Councils are compliant with membership requirements of DD Act
 - 1. When non compliant Councils demonstrate a reasonable plan for reaching compliance

B. Goals for State plans (Councils)

- a. Amendments are submitted by August 15 of each year (compliance)
- b. Councils utilize strategic plan approach to State plan development (governance overall)
 - i. Goals and objectives are consistent with Comprehensive Review and Analysis and with public input (impact)
 - ii. Councils provide specific information as to how public input is incorporated into plan (compliance)
 - iii. Implementation strategies are consistent with goals and objectives (governance)

- iv. Evaluation methodology is thorough (governance)
- v. Targets are reasonable and appropriate (governance)

MTARS

ADD conducts MTARS to provide thorough review for three states (ND, RI, NV) in FY2009 and one video MTARS with Alaska (oversight)

- a. Council team staff shares responsibility for three MTARS with each staff taking lead in at least one state
- a. Develop strategy for follow-up and documentation of previous MTARS
 - i. Utilize Lisa's summaries
 - ii. Keep calendar of Councils with compliance issues and their resolution

EVALUATION METHODOLOGY

- 1. collaborate with UCEDDs to discuss methods for determining long-term impact of Council advocacy, capacity building, systems change activities. (evaluation and analysis)
 - a. Sampling, case studies, surveys
- 2. TA Institute (technical assistance)
 - a. Is it possible to get an organization such as Organizational Research Services to help with development of evaluation methodologies/performance measurement workgroup
 - b. Should there be a section of TA Institute workshops devoted to program evaluation and strategic planning
 - c. Are any Councils doing long-term follow-up to determine impact of their programs?
 - i. Delaware with Partners?
 - ii. Oregon . Bill mentioned they do surveys out several years

DATA COLLECTION

What data collection mechanisms are necessary for long-term data collection? (evaluation and analysis)

- 1. Talk to Jennifer about NIRS mechanism in terms of how it supports long-term data collection for UCEDDs
- 2. Talk with Jackie/Faith about capacity of Z-Tech contract
 - a. Can it be extended to include long-term follow-up data collection for Councils and P&As?
 - b. Does it have the capacity to do what NIRS does for UCEDDs?