

State Plan Template: Part E

5 YEAR GOALS, OBJECTIVES, EXPECTED OUTCOMES

5-YEAR LOGIC MODEL

ANNUAL WORK PLAN

The annual plan template

Annual State Plan Work Plan

State Plan Yr. ____ (e.g.: 1, 2, 3, 4, 5); FFY ____ (Specify fiscal year)

SECTION IV: State Plan GOALS [Section 124(4); Section 125(c)(5)]

Goal #:

- Identify State Plan Goal

Area(s) of Emphasis:

For each goal, check all the area(s) of emphasis that relate to the goal statement. See Appendix A for definitions of the area(s) of emphasis.

Quality Assurance
 Education and Early Intervention
 Child Care
 Health
 Employment
 Housing
 Transportation
 Recreation
 Formal and Informal Community Supports

Activities to be used in achieving each goal:

Check all that apply.

Outreach
 Training
 Technical Assistance
 Supporting and Educating Communities
 Interagency Collaboration and Coordination
 Coordination with Related Councils, Committees and Programs
 Barrier Elimination
 Systems Design and Redesign
 Coalition Development and Citizen Participation
 Informing Policymakers
 Demonstration of New Approaches to Services and Supports
 Other Activities

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This Goal addresses

(Check each box that applies)

Individual Advocacy
 System Change
 Self-Advocacy Requirement
 Targeted Disparity
 Collaboration

Collaborators Planned for this goal (if known): Identify all organizations/agencies the Council plans to work with and/or has commitments from in addressing the goal.

State Protection and Advocacy System
 University Center(s)
 State DD agency
 Other:
 Other:
 Other:

Objectives/Key Activities

- For each goal that will be addressed the first two years of the state plan cycle (FFY'17 and FFY '18) and annually each year, identify if the efforts for the goal is Individual Advocacy, System Change, or both. For each goal, outline a plan of action that describes the key activities to accomplish the Council goals by listing for each objective, key activities, the expected outputs, sub-outcomes and targeted performance measures
 - The objectives should be more detailed, specific projections of how the Council will implement the goals. The objectives may include quantitative projections of the work to be accomplished (e.g., the number of people to be trained; the number of outreach activities) or they may provide qualitative projections of the work to be accomplished (convening coalitions; researching state service models).
 - The key activities should identify the major activities the Council will use to implement the objectives.
 - The expected outputs and sub-outcomes should identify the outputs and sub-outcomes the key activities intend to achieve.
 - The goals, objectives and outcomes can be updated annually through the State Plan Amendment process.

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Objective:

Key Activities:

1.
2.
3.
4.
5.

Expected Outputs:

1.
2.
3.

Expected Sub-Outcomes:

1.
2.

Data Evaluation & Measurement:

1.
2.
3.

Project the performance measure(s) that will be targeted for each objective

Individual & Family Advocacy (IA)		System Change (SC)	
IA Code	Targeted #	SC Code	Targeted #
IA 1.1		SC 1.1.1	
IA 1.2		SC 1.1.2	
IA 2.1		SC 1.2.1	
IA 2.2		SC 1.3.1	
IA 2.2.1		SC 1.3.2	
IA 2.2.2		SC 1.3.3	
IA 2.2.3		SC 1.3.4	
IA 2.2.4		SC 1.3.5	
IA 2.2.5		SC 1.3.6	
IA 2.2.6		SC 1.4.1	
IA 2.2.7		SC 2.1	
IA 2.2.8		SC 2.2	
IA 2.2.9		SC2.3	
IA 2.2.10			
IA 2.2.11			

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The annual work plan refresher....

Background

- AIDD recognized that DD Council work has many moving pieces and parts; many are outside of the DD Council's control.
- DD Council's cannot predict (with accuracy) 5 years in advance

Result

- DD Councils will submit annual work plans for the first two years (due August 15, 2016)
- DD Councils will submit annual work plans for the third and fourth years (due January 1, 2018)
- DD Councils will submit an annual work plan for the fifth and final year (due January 1, 2019)

Check out the timeline for the 2017-2021 template handout in your packet!

The Template requires

5 year goal(s)

- A **goal** is a measurable statement of purpose for the desired long-term (5-year), global impact of the area of focus. Goals generally address change.

Objective(s)

- An **objective** is a specific, measurable statement of the desired immediate or direct outcomes of the initiative that support the accomplishment of a goal. Objectives are more immediate than goals, are the basis for monitoring and implementing strategies and activities, and set targets for accountability.

Expected outcome(s)

- An **outcome** is the intended or specific changes that result directly from the implementation of a program/project/activity.

The BIG CHANGE....DD Councils will only submit the goal statement, objective statement, and expected outcome(s) – all details for each objective will be provided in an Annual Work Plan

The Annual Work plan

The annual work plan is designed to correlate to each 5-year goal.

For each goal the DD Council will outline a plan of action that describes the key activities to accomplish the Council goals.

- For each objective, list the
 - key activities,
 - expected outputs,
 - sub-outcomes,
 - Data evaluation and measurement, and
 - targeted performance measures

Annual Work Plan

DD Councils will submit annual work plans for the first two years (due August 15, 2016)

2017-2021 5-Year State Plan	August 15, 2016
FFY 2017 Annual Work Plan	August 15, 2016
FFY 2018 Annual Work Plan	August 15, 2016

DD Councils will submit annual work plans for the third and fourth years (due January 1, 2018)

DD Councils will submit an annual work plan for the fifth and final year (due January 1, 2019)

The annual plan

Your small group session will feature:

- An in-depth review of the annual work plan
- Activity to practice using the annual work plan form

Goals


SPECIAL EMPHASIS

Goals and objectives

ITACC Resources:

www.itacchelp.org

- State Plan Resources



5-Year State Plan Goals and Objectives

Overview

The Administration on Intellectual and Developmental Disabilities administers the DD Council Program as authorized by the Developmental Disabilities Assistance and Bill of Rights Act (DD Act, PL 106-402). The DD Act requires each DD Council to develop and implement a 5-year State plan and specify 5-year goals, as developed through data driven strategic planning for advocacy, capacity building, and systemic change related to the areas of emphasis to be undertaken (Section 124(c)(4)(A)). This document includes information about how to write good 5-year goals, examples of good 5-year goals and a 5-year goals checklist. In addition, this document includes information about writing SMART objectives, examples of SMART objectives and a SMART objectives checklist.

Writing Good Five-Year Goals

A goal is a measurable statement of purpose for the desired long-term (5-year), global impact of the area of focus. Goals generally address change.

Well written goals help to establish the overall direction for and focus of a DD Council, define the scope of what the DD Council should achieve, and serves as the foundation for developing DD Council strategies and objectives. Strategies are the means or broad approach by which a DD Council will achieve its goals. Objectives are statements that describe DD Council results to be achieved and how they will be achieved. Both strategies and objectives should align with 5-year State plan goals.

“Good” goals

- Specify an expected effect
- Identify the target population to be affected
- Set overall priorities

Additionally, “good goals” are

- **Declarative statements**—provide a complete sentence that describes an outcome.
- **Jargon free**—use language that most people in the field outside the DD Council are likely to understand.
- **Concise**—get the complete idea of your goal across as simply and briefly as possible, leaving out unnecessary detail.
- **Easily understood**—provide a goal in which the language is clear and easily understood.
- **Positive terms**—frame the outcomes in positive terms. Avoid the use of double negatives.
- **Framework for objectives**—provide a framework so that the objectives are stepping stones to make progress to achieve the goals.

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Brief review

Targeted Disparity

- Analysis...unserved and underserved

Collaboration

- Goals or objectives with corresponding activities

Goals – Self-Advocacy – special emphasis

The DD Act includes

Self-Advocacy Goal(s)

1-3 Goals, and/or objectives, to address the self-advocacy requirement to:

- Establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities;
- Support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders; and
- Support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions

Include a goal for each year of the grant (DD Act, Section 124 (c)(4)(ii)(I-III))

So what does that mean?

For each of the years of a 5-Year State Plan, there must be obvious work being done related to the three requirements of self-advocacy

Don't forget the evaluation plan!

- Include information on how the DD Council will examine the progress made in achieving the goals of the plan to include: Separate information on the self-advocacy goal and the three required elements.

Why the special emphasis?

2014 Annual Program Performance Reports:

- Indicated all DD Councils conducted activities that involved or affected people with developmental disabilities in advocacy or self-advocacy

However...the reports demonstrated little evidence of DD Council addressing the three mandated areas for self-advocacy.

Some DD Councils indicated working in 1 out of 3 areas, some indicated 2 out of 3 areas, and some DD Councils did not show obvious work in any of the mandated areas

But you just said....All Councils had activities in the area of advocacy and self-advocacy...

Many DD Councils included activities such as:

- **providing funding for self-advocates to attend conferences, workshops, and other meetings**
 - To ensure this activity is meeting the DD Act requirement, the DD Council would make sure the training was provided by self-advocates who are considered leaders – and training other self-advocates who desire to become leaders or involvement in cross-disability, culturally competent coalitions and make this obvious in reporting.
- **leadership development programs for people with developmental disabilities and family members of people with developmental disabilities**
 - To ensure this activity meets the DD Act requirement, make sure the training program was implemented by self-advocates who are considered leaders and provided training to self-advocates who desire to become leaders, and make this obvious in reporting
- **Providing training to organizations so they can include self-advocates on their boards, developing brochures on self-advocacy, etc.**
 - To ensure these activities meet the DD Act requirement, the Council would need to critically think through the activity to determine outputs and outcomes related to the required element(s) in the DD Act; pay attention to outcomes for people with developmental disabilities.