

*State plan follow-up
Evaluation Section*

iTACC
Information and Technical
Assistance Center for Councils
on Developmental Disabilities

2/9/2017

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Title slide

Overview

1. Brief review of weaknesses and/or compliance concerns from Tier 2 Summary Reports;
2. Review of resources available and where to find the resources;
3. Ways to address most prevalent concerns; examples from Councils that received positive comments about prevalent areas of concern;
4. Questions and Answers

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This webinar is focused on the 5-Year State Plan Evaluation Section. Today we will cover (read items 1, 2, 3, and 4 on the slide).

Summary of Tier 2 Review Comments

- Big picture needed – process and outcomes need to relate
- No process for evaluating the self-advocacy goal/objective included;
- No information on the role of the DD Council in evaluation;
- Too general – many individual elements missing;
 - Lacking specific information on how evaluation will be conducted
 - More details needed
 - No specific methods included
- Consumer satisfaction information missing;
- Connection to logic model not clear.

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ITACC staff reviewed all Council Tier 2 Summary reports (with a due date after January 1, 2017) to assess the most common areas cited as weaknesses or issues of compliance. The information on this slide represents the areas most frequently cited by State Plan peer reviewers. (Read slide)

Resources and where to find them

ITACC web-site

- itacchelp.org website>Federal Reporting and Resources>Five Year State Plan

Five-Year State Plan Review

- [State Plan Review Tool](#) (pages 23-25)

Five-year State Plan (2017-2021 Template)

- [2017-2021 Draft State Plan Template with Guidance](#) – [WORD Version of Draft State Plan Template](#) (page 18)

Evaluation Plan

- [Evaluation Plan Frequently Asked Questions](#)
- [Evaluation Plan Example – updated 2017](#)

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There are a number of resources to assist in the development or refinement of the Evaluation Plan. All items can be found on the itacchelp.org website. The State Plan Review Tool will provide information about what a Tier 2 State Plan reviewer was looking for when they reviewed a Council 5-year plan. There were eight elements listed in the review tool and included: 1) how the Council would determine progress; 2) how the Council would determine the effectiveness of evaluation strategies; 3) how the Council would determine outcomes for the self-advocacy goal/objective; 4) how the Council would address emerging trends identified through evaluation; 5) how the Council would evaluate consumer satisfaction; 6) a description of the methodology the Council will use; 7) a description of processes or procedures the Council will use, and; 8) the Council's role in reviewing and commenting on the progress towards reaching the goals of the plan.

The Five-Year State Plan Template with guidance offers narrative information about what the Administration on Intellectual and Developmental Disabilities (AIDD) would like to see included in the evaluation plan section of the State plan. The information in the guidance section aligns with the state plan review tool elements.

There is also information provided by ITACC (the DD Council Network TA provider) in the form of a FAQ (Frequently Asked Questions) document and there is a recently updated Evaluation Plan Example Councils can use as a guide.

Examples

DD Council evaluation plan examples for identified comments

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The next series of slides have information from DD Council State plans that speak to the areas of concern most frequently noted by State plan peer reviewers.

How the Council will determine progress made towards goals and objectives

- The Council will use both formative and summative evaluation approaches to assess both the processes and satisfaction with its activities and events as well as information about the outcomes of the activities and events.
- Following trainings sessions, activities and events, participants will be asked questions related to their satisfaction with the event and logistics and asked specific questions about what they learned from the experience, behaviors they expect to change (or not), and/or what they plan to do with the information or skills covered during the training.
- Results of these will be discussed during the Council's monthly meetings held between all contractors and staff to determine necessary changes to the components of the activity for future use. A result of these discussions may also be the development of further training or other resources. (Iowa)

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This example indicates the methodology, addresses consumer satisfaction, describes a procedure the Council will use, describes a process to determine if evaluation strategies are effective, and provides an overall description of how the Council will determine progress towards the goals and objectives in the State plan.

Measuring progress – another example

- The Council itself will be actively engaged in monitoring State Plan progress on an ongoing basis. A key component of the Council's evaluation process will be to monitor and direct projects and activities within a goals framework.
- Toward that end, a report will be prepared for the Council, prior to Council meetings, of current staff and grant activities, organized into goal and objective areas. A chart will be developed to show cumulative progress and accomplishments, to include project outputs, initial outcomes and intermediate outcomes.
- At Council meetings, staff will review with the Council current initiatives, how they further the objectives and goals of the plan, anticipated outcomes, and how they will be evaluated. For each goal area, as the plan progresses, the Council will consider progress in meeting its goals, which will include consideration of whether intermediate outcomes that were anticipated have been achieved. (New Hampshire)

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This example indicates a continuous process within a specific framework. The plan provides a description of the process Council staff will use to inform the Council of progress made by those engaged in state plan implementation; the information also links the plan to elements of the logic model.

Separate information on the self-advocacy goal/objective and required elements

The ADDPC will address the Self-Advocacy mandate as a Goal with the specific requirements as objectives, and evaluate the progress made towards achieving the Goal and barriers to overcome by requesting that any grantee that is awarded grant funds to closely monitor the activities and tasks that they will undertake to meet the objectives. Specific Performance Measures which focuses on self-advocacy, will be a requirement for grantees to report on, as well as other output data. (Arizona)

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These next examples speak to the requirement that separate information on the self-advocacy goal/objective be provided. Please note, this is a DD Act requirement. As you see, this example indicates in broad terms how they will evaluate the self-advocacy goal and objectives. This Council provided details on their specific methods in another section – the methods used were consistent for all DD Council work.

Self-advocacy evaluation – another example

Specific efforts to evaluate and support desired outcomes related to Targeted Disparity and Self Advocacy consist but are not limited to inclusion of members of, ensuring full physical, cultural, language, and digital access, and provision of appropriate technical assistance especially during formative evaluative activities. (Maine)

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In this example, the self-advocacy element is expanded to include information about how the Council would use additional evaluation strategies related to the Self-Advocacy goal/objective.

Consumer satisfaction

Consumer Satisfaction surveys are used to ensure that appropriate accommodations are made so all may participate in Council events, that the events meet goals, and to address any concerns by the participants as we strive to improve future events. (Connecticut)

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This example demonstrates a “broadly specific” description of a method and purpose for conducting consumer satisfaction.

The Council's role in reviewing and commenting on progress

- The Council will review and monitor plan results through the staff of the Council and a State Plan Committee led by the Council vice-chair. The staff and committee will conduct a quarterly assessment of state plan goals and objectives to review implemented activities for completion and subsequent outcomes. (Mississippi)
- Quarterly and annual project reports will be reviewed during regularly scheduled Council meetings... the Council review will have several goals (1) to review overall progress toward the accomplishment of the five-year plan in meeting identified needs and achieving intended results, (2) to assist in the determination of the status of each goal as achieved, in progress, or not achieved, and (3) to make recommendations about modification to the plan in response to emerging trends and needs. The Council findings and decisions will then be incorporated into applicable reports and state plan amendments. (Indiana)

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AIDD wants to know how the DD Council members will be involved in reviewing and commenting on progress. This slide presents two examples.

Details on specific methods

- The focus of the council's evaluation processes will be to determine the impact, both short and long term, of the Council efforts on the significant issues identified and addressed through this five year plan. The council, staff, project staff and collaborators will use both formative and summative evaluation methodology for this plan. This will include the following:
 - Site visit reporting and data submitted by all grantees on Council funded projects
 - Pre-post tests for all training
 - Consumer Satisfaction including self-assessment of knowledge gained on a particular subject
 - Agendas/sign in sheets
 - Minutes
 - Policies changed
 - Surveys of issues
 - Data on transportation, employment housing improvements
 - Anecdotal data (stories) from individuals and from funded projects
 - Data from DDS on numbers residing in institutions, wait list numbers (Connecticut)

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Several Council's received comments about a lack of details related to their evaluation plan. This example presents detailed information in a very clear, concise manner.

Connection to Logic Model

- The MODDC will continually evaluate the state plan progress through both qualitative and quantitative methods. Using the logic model, each project will be monitored to ensure that we are bringing the right resources (inputs) to the table, tracking outputs and achieving outcomes that are immediate, intermediate and systems change, long-term outcomes. As projects and activities are developed, we will continue to rely on this model of outcome-driven thinking to assist us in planning and designing an evaluation process that measures progress toward our intended plan goals in addition to evaluating consumer satisfaction. (Missouri)

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A final area several Councils received comments about was centered on how the evaluation plan was connected to the Logic Model. This example includes methodology and provides a broad description about how the Council intends to use the logic model to evaluate their progress.

ITACC Staff assignments to Councils

Angela Castillo-Epps (acastillo-epps@nacdd.org; 202-506-5813 ext. 100)

- Massachusetts, New Hampshire, Vermont, Delaware, West Virginia, District of Columbia, Indiana, Michigan, Kansas, Guam, and American Samoa.

Sheryl Matney (smatney@nacdd.org; 202-506-5813 ext. 148)

- New Jersey, Puerto Rico, Virgin Islands, Alabama, Georgia, Kentucky, Louisiana, New Mexico, Oklahoma, Montana, North Dakota, Alaska, Oregon, and Washington State.

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Your Training and Technical Assistance contract staff are here to help! Please contact the ITACC staff member assigned to your Council for one-on-one assistance. No question or request for assistance is too small.

Questions and Answers

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Participants are encouraged to ask questions or request clarification on information presented.

THANK YOU!

- Please complete the satisfaction survey, your responses help us improve our training and technical assistance services.

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Survey monkey link.