

State Plan Update | Overview



Available Resources


- [2018 Information for Completing a DD Council State Plan Amendment and/or Update](#)
- [ACL Reporting System User Guide](#)

What is a State Plan Update?


A slight revision to a goal statement that does not change the overall intent of the goal as previously approved.



A revision to an objective that does not change the overall intent of the goal or the addition of an objective that supports the goal.



A revision to a key activity that does not change the overall intent of the goal.



A revision to an output, outcome, data measure and evaluation method, or performance measures that do not change the overall intent of the goal.

The Process for a State Plan Update

- The update is completed in the ACL Reporting System
- The Council dashboard will reflect all sections and annual work plans as “not started”
- Each section of the Council 5-Year plan must be reviewed and submitted in the ACL Reporting System.
- Each Annual Work Plan must be reviewed and submitted in the ACL Reporting System (for this update period, Annual Work Plans for FY 2019, and 2020 need to be reviewed and submitted).
- The Annual Work Plan for 2021 must be developed and submitted.

What is required?

Update	Update Designated State Agency Information
Update	Update Council contact information
Update	Update Council Membership Information
Update	Update Council staff information
Provide	Provide Projected Council Budget
Develop	Develop Annual Work Plan for FFY 2021

Comprehensive Review and Analysis

- Updates to this section are not typical for a State Plan Update.

Evaluation Plan

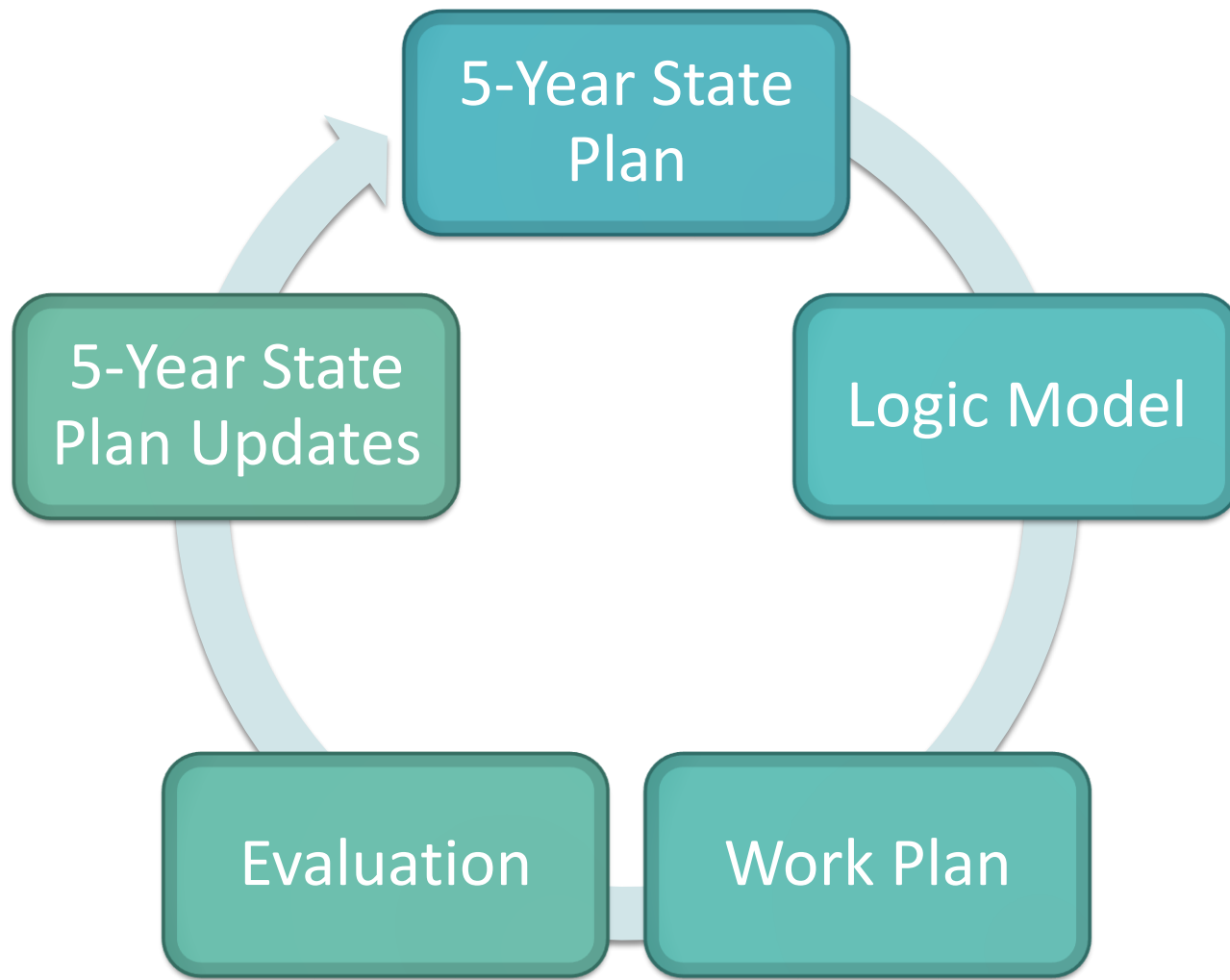
- Updates may be needed to reflect adjustments to the overall evaluation plan.
 - For example, if the planned evaluation activities were not adequate, an update may be needed to further develop evaluation activities that would be more effective and produce the information needed to inform the overall progress of the Council in reaching the 5-year goals.

Logic Model

- The logic model developed with the initial submission of the 5-Year plan was to be a five-year logic model. However, some Councils developed goal/objective specific logic models and may find it necessary to update the logic model based on updates to objectives and goals.

Projected Council Budget

- Provide the budget for the fiscal year being addressed in the update (for this update period, Federal Fiscal year 2019).
- The projected budget should reflect the annual work plan in numbers plus the administrative costs for the fiscal year being updated – this will result in a budget for the federal fiscal year.
- The projected budget is not reported by federal grant award year – the projected budget should reflect what the Council has planned to spend during the fiscal year being updated.



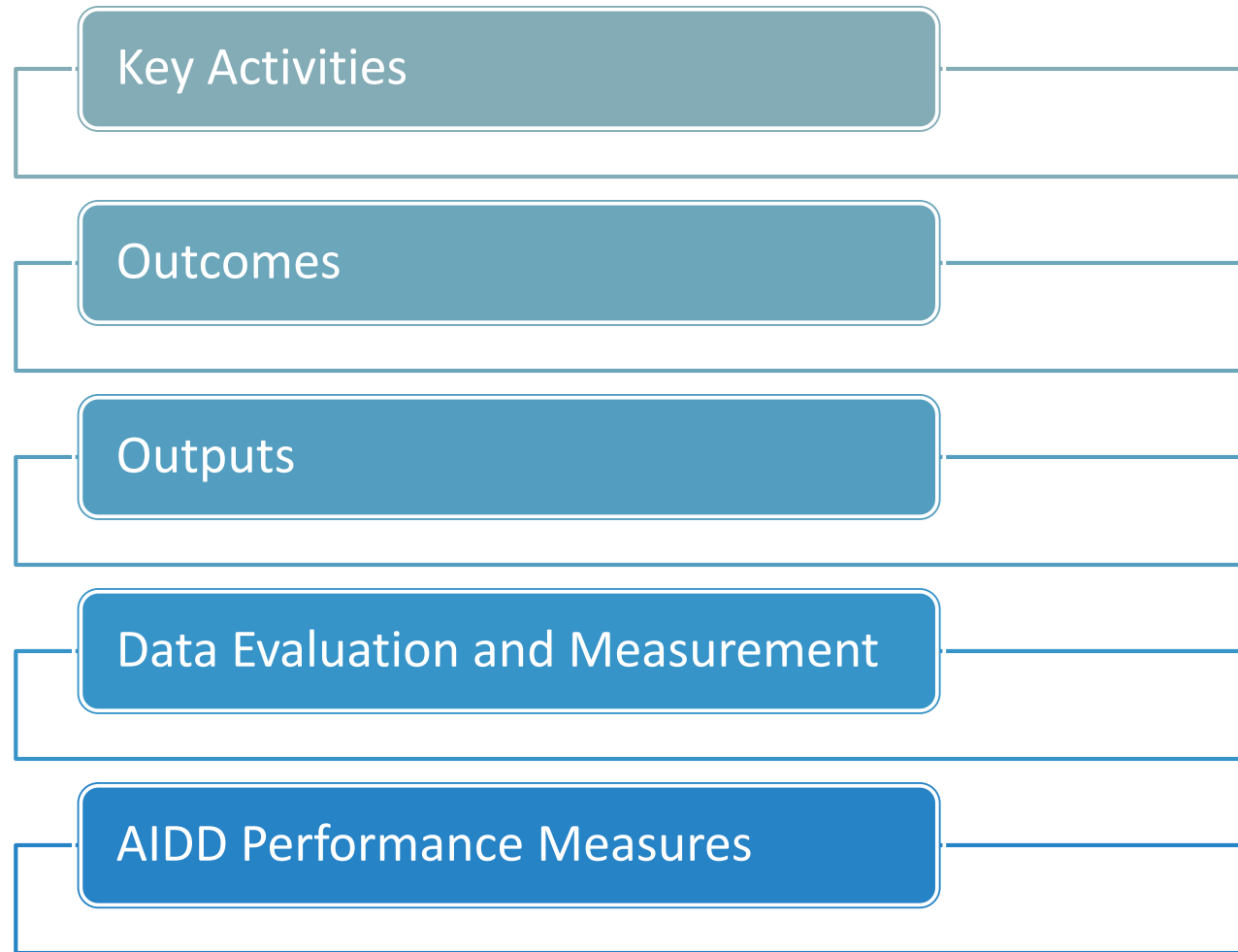
Linkages –
The “big
picture”

Annual Work Plans

- Are submitted on a schedule during the first 3 years of the current 5-Year plan
 - Year 1 and Year 2 of the 5-year plan is submitted with the initial 5-year plan
 - Year 3 and Year 4 of the 5-year plan is submitted with second year update or amendment
 - Year 5 of the 5-Year plan is submitted with the third year update or amendment
- Annual work plan information populates Program Performance Report information.

Annual Work Plans

- For this update period, Councils initially submitted the Annual Work Plans for FY 2019 and FY 2020 on September 3, 2018.
- If the annual work plans (as submitted) do not reflect State Plan activities to be taken up during the fiscal year (staff and out-sourced projects) updates should be made.



Annual Work Plan – Components by Objective

Annual work plans continued

- Key activities should focus on State plan related projects and activities. In general, annual work plan activities are not Council meetings or Council committee meetings (these activities would be conducted on a regular basis as part of administering a DD Council Program).
- Key activities are not process “steps” (committee meetings, RFP approval, grantee orientation) related to an activity; key activities are major activities (advocacy training program, policy maker education campaign, sheltered workshop transformation initiative).

AWP – Components continued

- Council activities will have outputs – what are the things you can count as a result of a project or activity? (people, products, events?)
- Council activities will have outcomes – what happened as a result of the project or activity (if people were trained, what happened? If products were created, what resulted? If events were held, what happened as a result of the event?)
- Council activities must be measured and evaluated (what data will be collected to show the project/activity resulted in the outcome?)
- Council activities must have performance measures identified.

Annual Work Plan for FFY 2021

- Must be developed and submitted with the FFY 2019 State Plan Update
- See pages 21 and 22 of the ACL Reporting System User Guide for instructions
 - Add goal(s)
 - Add objective(s)
 - Once objectives are added, complete the data fields (key activities, outputs, outcomes, data measurement and evaluation, and performance measures).

State Plan Changes



If updates have been made to a section, a Delta symbol will appear.



Provide brief information under the section “Nature of the Change” for each change.



See page 8 of the Information Guide for more information.

Contact information

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