

2022 – 2026 DD Council State Plan

Developing a Planning Timeline

Depending on the structure and resources of each Council, a timeline of approximately 12 to 18 months has been taken to develop a new five-year State plan. However, some Councils reported the planning process to be longer.

When developing the timeline, consider how long it will take Council members and staff to assess progress on the current state plan, conduct a comprehensive review and analysis of services, supports, and other assistance available to people with DD and their families, gather public input on needs, and develop the goals, objectives, and strategies for the plan. In addition, using the due date as a starting point when developing the timeline will help Council staff determine how early the planning process needs to begin and will help inform Council members and/or committees about the potential need for additional meetings to accomplish state plan development.

Below is a sample timeframe for consideration when developing the State plan. It may be helpful to expand on each activity to include a breakdown of tasks with assignments to individual Council staff and Council members or committees (as applicable). Assignments may help clarify roles and responsibilities and potentially reduce duplication of tasks.

| Activity | Timeline |
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| Review mission and vision, assess progress on current State plan. | 12 – 18 months |
| Gather information from various sources to address the sections of the comprehensive review and analysis. | 12 – 24 months |
| Gather public input on issues of importance to your State or Territory. | 12 – 24 months |
| Analyze the data collected and develop meaningful summaries to inform the Council about services, supports and other assistance available and the extent of unmet needs for services to people with DD and their families. | 12 – 18 months |
| Identify areas of importance to guide the development of goals, objectives, and strategies for the plan that are developed by data driven strategic planning and result | Typically, 4 or 6 meetings prior to the due date, meetings of the Council or a planning Committee of the Council would meet to |

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| from the unmet needs of people with DD and their families in the State or Territory. | determine the goals, objectives, and strategies. |
| Approve a public review draft of the State Plan and publish for comment. | Three to four meetings prior to the Plan being due. |
| Public Comment Period | 45 days minimum or longer depending on what is required statutorily by your State/Territory. |
| Review public comments to determine if any modifications should be made to the draft Plan and either approve or modify the draft Plan. If the Council modifies the draft Plan, a second public comment period would be required. | Two meetings prior to the Plan being due. |
| Council approval of the final Plan. | One meeting prior to the Plan being due. |
| Submit plan to AIDD in the ACL Reporting System | August 15, 2021 for all Councils. |