Developing Annual Work Plans & Projecting Performance Measure Targets

AGENDA

- What is an Annual Work Plan (AWP)?

- Review of AWP components

- Objective examples

- Key Activities, with examples

- Outputs and Outcomes

- Data Evaluation and Measurement

- OIDD Performance Measures

- Putting it all together!

What is the Annual Work Plan (AWP)?

- The AWP is designed to correlate to each 5-year goal. It reflects the goals, objectives and key activities taken up by the DD Council during a particular fiscal year. A separate AWP is required for each year of the Five-Year State Plan.

- Councils will submit the FY2022 & FY 2023 AWP with its 5 Year State Plan.

- The AWP is concise, easy to review and is used to monitor and evaluate the Five-Year State Plan.

- **IMPORTANT REMINDER:** The information in your DD Council's Program Performance Report (PPR) is *IMPORTED* from the Annual Work Plan

Elements of the AWP/Goals Section

- GOAL description
  (Imports from the 5 yr. plan)

- Area of emphasis for the GOAL

- Activities to be used in achieving each GOAL*

Area that the GOAL addresses
Check all that apply

- Individual/Family Advocacy

- System Change

- Self-Advocacy Requirement,

- Targeted Disparity

- DD Network Collaboration and/or

- Capacity Building

More Elements of the AWP/Goals Section

Collaborators planned for this GOAL (if known)

Additional fields will be available to add as many planned collaborators as needed --

- Protection & Advocacy

- UCEDD

- State Developmental Disabilities Provider

- Other

Elements of the AWP/Objective Section (continued)

For each objective selected, Council staff will identify:

- Key activities

- Expected outputs

- Expected objective outcomes

- Data Evaluation and Measurement and Performance Measures that are targeted for each objective

Objectives

- The objectives are the same as the ones included in your State Plan goals and objectives.

- The objectives carry over to this section of the AWP.

- Objectives can be directional, such as "increase" or "decrease" or include specifics, such as numbers or percentiles.

- Now let's look at a variety of objective examples from NY and TN

TN: Objective Examples

From Goal 1 – Leadership Development

Objective 1 - Yearly, provide **7** weekend sessions of Partners in Policymaking to **train 10** self-advocates and **15** family members on disability policy and practice in Tennessee.

TN: Objective Examples (continued)

- From Goal 2 – Impacting Policy & Practice

  - **Objective 1** - Annually, target at least **3** key policy proposals (e.g., legislation, Executive Orders, or regulations being promulgated) for the purpose of identifying opportunities to educate policymakers about the impact of specific policies and make recommendations to ensure policies align with the principles of the DD Act and the priorities of Council members.

NY: Objective Examples

- Goal 3: Health, Safety & Security

- **Objective #1: Health**

  - By 2021, the NYS DDPC will work to **decrease** barriers to healthy living that individuals with intellectual and developmental disabilities and their families face by using innovative approaches to **increase** access to health, behavioral, and wellness services and information.

NY: Objective Examples (continued)

- Goal 3: Health, Safety & Security

- **Objective #2: Quality Assurance**

  - By 2021, the NYS DDPC will **increase** the number of training, education, and outreach initiatives for individuals with intellectual and developmental disabilities that focus on making communities safe, secure, and person- centered in ways that support independence, choice and responsibility.

Key Activities

- **When identifying key activities, think about what is needed to accomplish each objective. The activities support the objectives, which in turn supports progress toward the five-year goal.**

- **Examples include** Conduct community engagement events, develop a quarterly newsletter to share advocacy information/opportunities, train self-advocates on leadership skills and public speaking etc.

REMINDER – KEY ACTIVITIES

- General management activities are NOT key activities and should not be listed in the Annual Work Plan.

- General management is typically defined as any activity that is a standard part of implementing the DD Council program.

- Examples of general management activities are Council meetings, RFP and contracting activities, staff and committee work activities to review the state plan, awarding grants, paying invoices.

Difference between Objectives and Key Activities

Original objective: Monitor and review at least 5 policies that will increase the use of person-centered practices for home and community-based service (HCBS) settings in the service delivery system. *In this example, the focus is on monitoring and reviewing and reads as an activity.*

Rewritten objective: The Council will increase the use of person-centered practices for HCBS settings in the service delivery system.

Key Activity: Monitor and review at least 5 policies. *This becomes one of the activities under the objective.*

TN: Activity Examples

- Examples of activities for Goal 1 , Objective 1
  - Facilitate seven, curriculum-based, weekend training sessions on a range of disability topics.
  - Conduct/facilitate one Annual Partners Reunion Conference to promote acquisition of new skills outside-the-curriculum.
  - Recruit local and national experts in the disability field to deliver curriculum-based presentations.
  - Prepare materials/handouts.
  - Evaluate leadership training activities.
  - Re-evaluate program components and make needed changes to curriculum.

TN: Activity Examples (continued)

- Example from Goal 2, Objective 1
  - Research state and federal public policies and trends.
  - Facilitate strong relationships with community organizations.
  - Foster relationships with policymakers (defined as legislators and state officials) to influence policy.

NY: Activity Examples

Obj.1: Health

1.Implement caregiver supports programs for decreasing and managing stress and highlighting self-care and well-being.

2.Train local organizations and groups on stress reduction and positive adult development.

3.Educate linguistically diverse caregivers of children and adults with ID/DD about health, behavioral, and wellness services and resources.

NY: Activity Examples (continued)

Obj.2: Quality Assurance

1.Implement culturally and linguistically accessible trainings statewide on emergency preparedness, disability awareness for legal professionals, and supported decision-making.

2.Implement supported decision-making diversion and restoration pilot programs.

3.Catalogue strategies, promising practices, and lessons learned from emergency preparedness and supported decision-making projects/trainings.

Outputs and Outcomes

Expected Outputs

- Outputs are things that can be counted.

- Number of events/meetings, publications, participants, products or activities. (i.e., 4 newsletters produced, 30 self-advocates trained)

Expected Objective Outcomes

- Effects a key activity produced and outcomes from issues the Council addressed through an activity.

- Ex. People w/DD & their families in rural areas are more knowledgeable about services and access new services to meet their needs.

TN: Output Examples

Goal 1, Objective 1:
- 7 curriculum based, weekend training sessions
- 25 Partners participants (10 people with disabilities, 15 family members)
- 1 Annual Partners Reunion
- 100 attendees at the Annual Partners Reunion

Goal 2, Objective 1 -
- 55 bills & non-legislative policy proposals tracked
- 60 meetings with legislators, state agency staff, & other stakeholders
- 3-5 Council priority bills have a positive outcome
- 10 responses to requests received for input from policymakers

TN: Outcome Examples

From Goal 1, Objective 1 - Partners

- Increasing Partners' knowledge of disability-specific and general disability services and resources within the state that they or their family members might take advantage of.
- Increasing their sense of social inclusion by being part of a group of people with similar life issues and concerns.
- Increasing their comfort level with making appointments and having informed conversations with their elected officials
- Increased leadership skills
- Increased advocacy
- Satisfied with the training

TN: Outcome Examples (continued)

From Goal 2, Objective 1 – Tracking Public Policy

- Recognized and respected TNCDD presence at the legislature, as demonstrated by number of meetings held with legislators, number of inquiries from legislators, number of bills tracked as priorities which have progressed in the legislature.
- Strong working relationships with policymakers and other stakeholder groups, as demonstrated by an increase participation in meetings and opportunities for input on policy from year to year.
- Consistently add value to policy as it is being made, demonstrated by increases in the number of inquiries from policymakers compared to previous years.
- 75% of Council priority bills have a positive outcome based on Council recommendations.

NY: Output Examples

Objective 1: Health

- 200 family members trained in health and wellness
- 50 caregivers (including from diverse and un/underserved populations) enrolled or participating in caregiver support programs
- 25 local organizations implementing MBSR and/or PAD training in their communities
- 1 linguistically accessible Multimedia messaging system and supporting resources

Objective 2: Quality Assurance

- 30 participants in supported decision-making pilots
- 125 stakeholders educated/trained on quality assurance topics (judges, courts, social workers, lawyers, health workers, service providers, first responders, emergency personnel)

NY: Outcome Examples

Objective 1: Health

1. Increase in knowledge and skills of family members about healthy living, self-care, and better serving those with ID/DD and their families.

2. Decreased or better managed stress of caregivers resulting in improved long-term care of themselves and therefore their family member with a disability.

3. Increased knowledge of family caregivers of children and adults with ID/DD about health, behavioral, and wellness services and resources.

NY: Outcome Examples (continued)

Objective 2: Quality Assurance

1. Increase in stakeholder knowledge and skills around emergency preparedness, supported decision making, and abuse prevention, for people with ID/ DD and families.

2. Increase in community capacity to serve individuals with ID/DD from culturally and linguistically diverse backgrounds (including those with behavioral health challenges).

3. Decrease in use of unnecessary guardianship and psychiatric facilities/emergency rooms and increase in supports and advocacy that enable people with ID/DD to make their own decisions regarding guardianship.

Data Evaluation and Measurement

- Identify how the DD Council will "assess" the outputs and outcomes.

- List the documentation/evidence that will be used to record the results from the key activities.

- This section should align with the overall evaluation plan.

- (I.e., Sign in sheets, meeting agendas, registration forms, pre-and post-assessments, surveys, focus groups, interviews etc.)

TN: Data and Evaluation Examples

From Goal 1, Objective 1 – Partners

- 1. University of Tennessee – Boling Center conducts the evaluation of the Partners in Policymaking Program. A questionnaire was developed to capture both demographic and experiential data related to each of the eight program outcomes. The survey is utilized as both a pre-test to establish a baseline and a post-test to track change. The survey is administered at start of the first session of the Partners in Policymaking Program and at the end of the final program session.

- 2. Additionally, the Boling Center conducts a bi-annual longitudinal follow-up study with all Partners graduates to evaluate the longer-term benefits of the program. A survey is distributed to all graduates of the Partners programs to assess the extent to which graduates continue to utilize the information and skills that they acquired as a result of participating in the program. This evaluation piece will help us determine if the program's value for participants is sustainable over time.

TN: Data and Evaluation Examples (continued)

Goal 2, Objective 1 – Tracking Public Policy

- The evaluation of the public policy goal will be a combination of quantitative and qualitative measures: quantitative measures will include careful tracking of the raw numbers of outputs (e.g., number of bills tracked), plus qualitative feedback from Council members, colleagues at state agencies and disability organizations, policymakers and other CDD staff collected via an annual survey designed to evaluate the effectiveness of the public policy program.

NY: Data and Evaluation Examples

Data Collected related to Outputs & Demographics

1. meeting/forum/focus group agendas, minutes and participant sign in sheets/registration lists

2. media analytics (including # of views, shares, time spent) of those accessing online information resources

NY: Data and Evaluation Examples (continued)

Data collected to gauge Outcomes

1. pre-post assessments (surveys, satisfaction data, observations, focus groups and interviews) of stakeholder groups to assess increased knowledge, skills, capacity to better serve those with ID/DD and their families.

2. pre-post assessments (surveys, satisfaction data, observations, focus groups and interviews) of individuals with ID/DD to gauge increase in advocacy and supports around making their own decisions regarding guardianship.

3. pre-post assessments (surveys, satisfaction data, observations, and interviews) of caregivers to evaluate satisfaction with programs, and success of the initiative to increase knowledge about self-care.

OIDD PERFORMANCE MEASURES

In general, OIDD Performance Measures

- Include categories for Individual and Family Advocacy & Systems Change.

- Are meant to be global measures reported by all DD Councils.

- Provide the Administration with a big picture of what DD Councils are achieving with regard to outcomes and outputs.

- Reflect just one mechanism for reporting outcomes for the DD Council Five Year State Plan.

TN: Performance Measure Example

- Objective 1 - Yearly, provide 7 weekend sessions of Partners in Policymaking to train 10 self-advocates and 15 family members on disability policy and practice in Tennessee.

- OIDD PMs – Individual/Family Advocacy = IFA

  - IFA 1.1 # of people w/ developmental disabilities (DD) who participated in Council supported activities …

    - TN predicted 10 based on this objective

  - IFA 1.2 # of family members who participated in Council supported in activities …

    - TN predicted 15 based on this objective

  - IFA 2.1 After participation in Council supported activities, the percent of people with DD who report increasing their advocacy as a result of Council work.

    - TN predicted that 5 participants who are people with developmental disabilities would say their advocacy increased b/c of Partners, which is a 50% prediction

  - IFA 2.2 After participation in Council supported activities, the percent of family members who report increasing their advocacy as a result of Council work.

    - TN predicted that 5 participants who are family members would say their advocacy increased, which is a 33% prediction

NY: Performance Measure Example

- Objective 2 – Quality Assurance

- OIDD PMs – Systems Change = SC
  - IFA 1.1 # of people w/ developmental disabilities (DD) who participated in Council supported activities …
    - NY predicted 30 based on the projects/activities that were underway during this FFY for this objective
  - IFA 3.1 The percent of people with developmental disabilities satisfied with a project activity
    - NY predicted 20 based on a flat 70% projection for satisfaction of participants
  - SC 1.4 The number of people trained or educated through Council systemic change initiatives
    - NY predicted 100 based on the systems focus of activities underway during this FFY for this objective
  - SC 2.1.4 The number of promising and/or best practices that were implemented
    - NY Predicted 3 based on 3 different models (promising practices) that were being implemented during the FFY for this objective

Putting it all Together!

- The Annual work plan reflects the activities taken up by a DD Council within that fiscal year. It starts at the top with your Five-Year Goal and then lists out the objectives and the key activities that DD Councils will undertake. The data evaluation and measurement pieces help to determine how progress is being made toward the outputs and outcomes, which ultimately impact the DD Council's overall 5-year state plan goals. All these elements work together to move the DD Council forward in its purpose and mission.

TN: Full Example
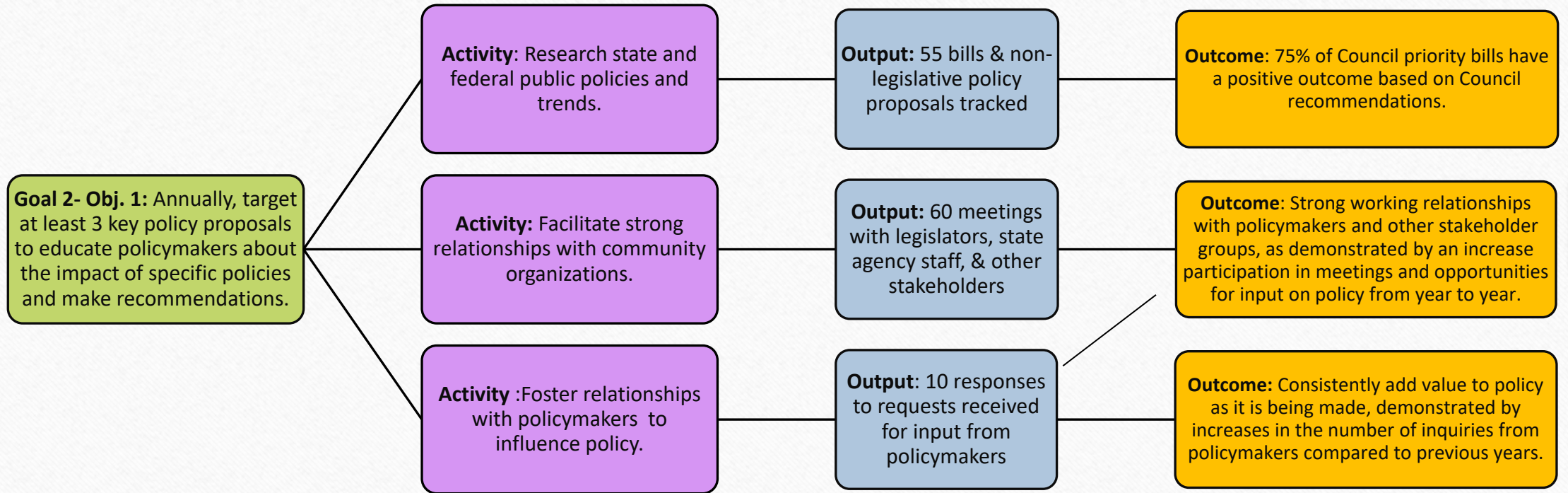
NY: Full Example
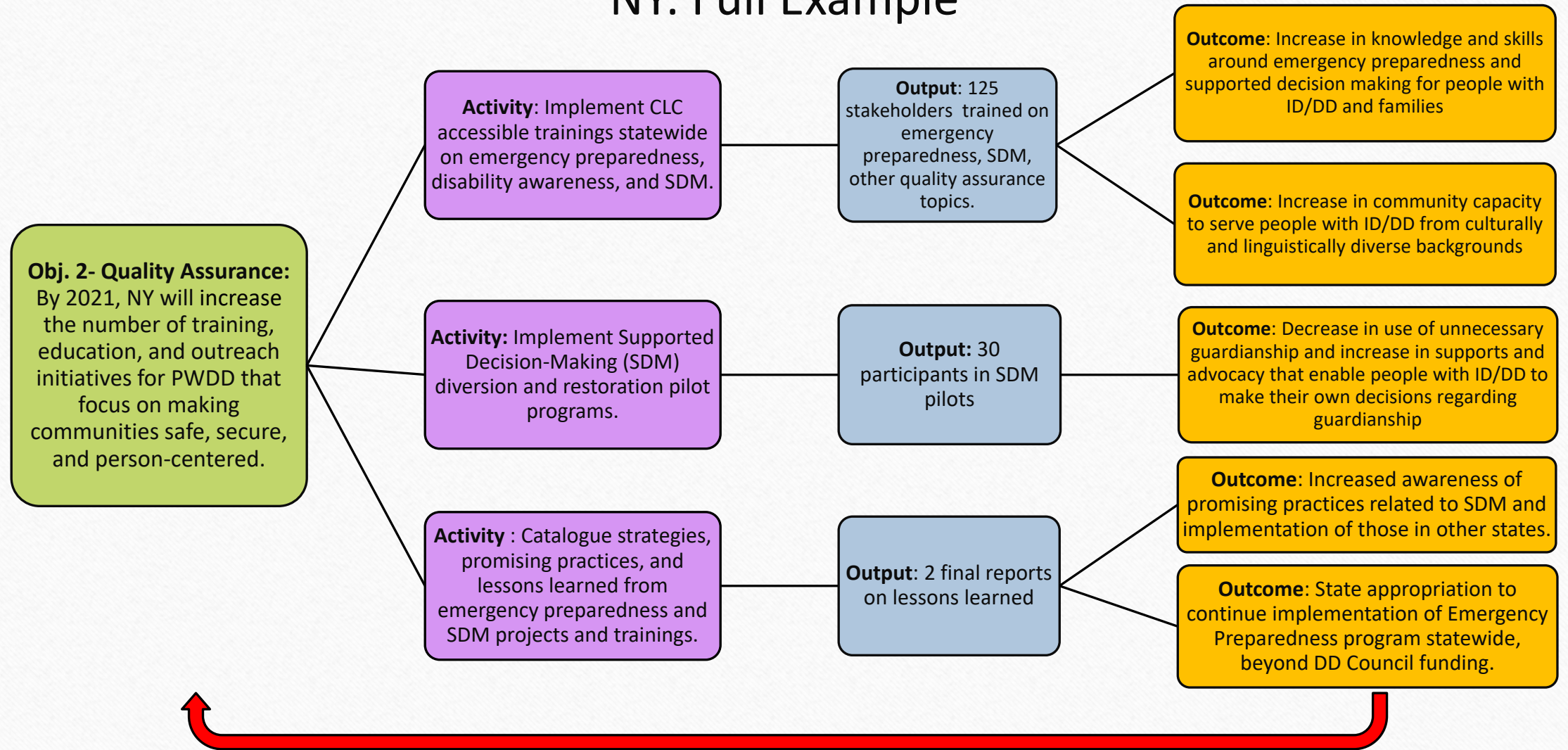
Final Thoughts

- Annual Work Plans have multiple uses:
  - Information within it helps us understand and account for both target and contributions of our work, subgrantees work, etc.
  - They allow us to continuously review our progress (in real-time) on meeting the goals and objectives of our State Plan.
  - Helps with PPR reporting and Future planning!
- Don't forget you can and should be collecting a variety of data (not just the PM's).

For more information

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