

# PLANNING TO REPORTING

An Outcome Driven Process



## What does the DD Act require?



In order to receive funding, a 5-year strategic plan must be created and submitted for approval



An annual report with information about the progress made by the Council in achieving its goals must be prepared and submitted.

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OIDD Actions in  
Collaboration  
with DD Councils:

Supporting the  
Strategic Planning  
Process



Revised State plan template  
with annual work plan  
templates



New AIDD Performance  
Measures



Revised Program Performance  
Report

With your help, AIDD refined the planning and reporting templates so that the strategic planning process is supported, and outcomes were planned for and expected.

## Strategic planning – the basics

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Management activity  
for an organization



Sets priorities, focus,  
energy, and resources



Establishes agreement  
about intended  
outcomes and results



Helps assess and adjust  
organization direction.

As you know, strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment.

Overall planning question	Basic strategic planning component(s)	AIDD planning/reporting component(s)
“Where are we now?”	Environmental scan, strengths, opportunities, weaknesses, and threats; sums up where you are now and provides ideas on what to focus on.	The Comprehensive Review and Analysis
“Where do we want to be?”	Long-term goals; typically describes how you plan to achieve your vision.	5-Year Goals Expected Goal Outcome; Objectives
“How will we get there?”	Objectives, strategies, key activities; these items serve to advance your goals.	Annual Work plans; identify strategies and activities; planned outputs and outcomes, performance measures
“How will we know we got there?”	Program monitoring and evaluation; these activities measure progress towards goals and objectives.	Program Performance Report; data collection and analysis
“How can we improve?”	Results; provides information on how to use the evaluation results to strengthen the plan.	Program Performance Report;

Let’s take a few minutes to crosswalk (cross reference) the required planning and reporting items we require from Council’s with common elements of a strategic planning process.

The column on the left shows the basic strategic planning questions many organizations use as a foundation for the different stages of developing a plan.

We want to review the core elements of basic strategic planning and identify the AIDD reports that correspond –

The first step in strategic planning is to conduct an environmental scan. This means summing up where the Council/State is now in order to see where needs exist – The Comprehensive Review and Analysis section of the State plan is designed to provide a Council with the environmental scan.

The second step of strategic planning is to develop long-term goals. The State plan 5-year goal section of the State plan also calls for the Council to report an expected goal outcome and objectives to meet the goal.

The third step of strategic planning is to develop objectives, identify strategies and key activities to advance your goals. The Annual work plans that are part of the State plan call for identification of strategies, collaborators, key activities, intended outputs and outcomes, data measurement and performance measure targets.

The fourth step of strategic planning is to monitor and evaluate activities and measure progress towards goals and objectives. Council's accomplish this through the annual Program Performance Report, data collection and analysis activities.

And, the final step of strategic planning is to review results and use the information to strengthen the plan. The Program Performance Report is the required federal report that reflects evaluation methods, results, and any changes to the plan that is needed based on the results.

As you can see, strategic planning processes are built-into the required reports, but they must be used on a regular basis.

## It all starts with the State/Territory plan



### **Where do you want to go?**

Goals  
Objectives



### **How do you plan to get there?**

Activities  
Expected Outputs  
Expected Outcomes  
Performance Measure Targets

For the current Council 5-year state plan that began in 2017, each Council determined where they wanted to be in 5 years and developed 5-year goals with corresponding objectives and then developed annual work plans that reflected how the Council planned to work towards the 5-year goal on an annual basis by identifying key activities, planned/expected outputs, outcomes, and planned performance measure target numbers.



What is  
required in a  
State Plan  
Update?

- DSA updates/changes
- Updated Council contact information
- Updated Council member information
- Updated Council staff information
- Major changes that impact CRA (not typical)
- Evaluation Plan updates
- Logic Model Updates
- Projected Council Budget

Some Councils think if there are no substantive changes there is nothing required for an update, but here is a quick reminder of what is to be included. Read slide.

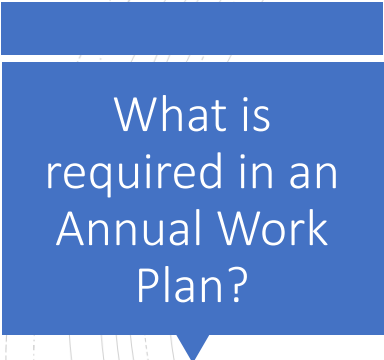
We've talked about several of these sections already and while not all of these sections get to outcome achievement, we would like to take some time to highlight areas of strength and some additional areas of the reports Councils need to take note of.

It is important to update all contact and membership information. Without a fully compliant Council it is hard to work towards achieving goals in the most successful manner. If you are always having vacancies, that is something you need note in your plan and reach out to work with us on.

A reminder that if you do have a substantive change, you would have needed to start a public comment period by now and should reach out to your Program Specialist to let us know. Full amendments are not typical, but if you are doing one, they are due August 15<sup>th</sup> in the ACL Reporting system.

Projected Council budgets – you cannot project to budget more than 30% in general management expenditures. This occurred quite a bit this reporting cycle, so it is important to remember the 30% general management cannot be exceeded and Councils must have a minimum of 70% of their funds in State plan activities.





## What is required in an Annual Work Plan?

- Goal statement and expected outcomes
- Areas of emphasis for the goal
- Strategies to be used for the goal
- The key areas the goal addresses
- Collaborators
- Objectives:
  - Major activities
  - Expected outputs
  - Expected outcomes
  - Data evaluation and measurement
  - Targeted, projected performance measures

Each of the sections listed need to be included in the annual work plan. I encourage you all to review the federal reporting resources tab on the [itacchelp.org](http://itacchelp.org) website to ensure you are completing this correctly.

Work plans are a detailed plan of DD Council goals, objectives, activities, outputs and outcomes, evaluation, and targeted performance measures. Councils need to continually be using this road map for implementing the DD Council program work for one year budget period. This will help Councils alter course and make effective decisions for future funding as well if needed.

## Measuring Progress



What did you expect to achieve?

Logic model

Annual work plan projections and intended outcomes



How would you know if you achieved it?

Data collection

Monitoring



Analyze

Evaluation

Examine the effect of activities

Make judgment about progress made

But it does not stop there! Measuring progress towards the goals and objectives calls for a Council to monitor and evaluate activities in order to determine the impact, effectiveness, and outcomes associated with the state plan activities.

The “basics” of measuring progress includes identification of what the Council expected to achieve from conducting an activity – you identify these expectations in the logic model that is part of the State plan, and the annual work plans (key activities, expected outputs and outcomes, data and evaluation information, and target numbers for the performance measures for each objectives). Of course your individual monitoring process is important to ensure you are getting the data you need to determine progress and outcomes.

Finally, the activity of evaluation allows a Council to examine the effects of the activities conducted. The Program Performance Report has specific sections dedicated to evaluation activities, evaluation results, and lessons learned and impact on future work of the Council. The PPR Progress Report section also calls for the Council to form a conclusion about the extent to which outcomes were achieved for the objective, and the extent to which progress was made towards the 5-year goal.

## Program Performance Reports

Information for activities conducted during a federal fiscal year are developed and submitted.

Reports approved

Data analysis occurs

Future resources will highlight successes and address key findings

If data is missing, please provide narrative explanation as to what happened, and if this changes what will be collected the next fiscal year

If you collected additional data beyond what you included in the Data Evaluation and Measurement sections of your work plan, make sure to summarize it as well

All narrative must include a summary of evaluation activities to monitor progress and impact of council supported activities; data collected during the year, data sources (where you got the data), and data collection methods (how you got the data). And all narratives must include the AIDD performance measures for the activities being reported in the narrative.

If you have zeros listed across the board for a section you planned to work on, OIDD needs to know what happened.

Demographic information is required.