Annual Work Plans

State Plan Updates

iTACC

Information and Technical
Assistance Center for Councils
on Developmental Disabilities

TOPICS

- State plan updates
- Annual Work plans
- State plan amendments

Resources

- Annual Work Plan Template with Guidance

    This document includes the federal performance measures

- Guidance for Completing State Plan Amendments and Updates

- Verity Reporting Platform – What you need to know about this reporting period

- State plan changes tracker form

Things you need to know

Due by August 15, 2023

FAQ – I don't have state plan updates, do I have to submit anything?

YES! At a minimum, **a projected Council budget for FFY 2024**

Other common updates

Membership roster

Staff roster

Objectives

Evaluation plan

Logic model

Council membership

- Review your Council's membership rotation plan, if anything has changed, update.
    - Examples: term limits, how you notify the Governor's office about appointment needs, other relevant information.

- Membership roster
    - Add new members
    - If members have resigned and are not willing to serve until a successor is named, mark as vacant.
    - Appointment dates – provide the date of the **first** appointment to the Council.

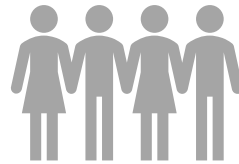# Race, ethnicity, disability status, and gender

Council members

Some information required to determine compliance with DD Act is required:

- Race, ethnicity, geographic representation, gender

Council membership: Urban or Rural?

Urban – 50,000 or more people

Urban Clusters – at least 2,500 people, but fewer than 50,000 people

Anything else is rural

Staff roster

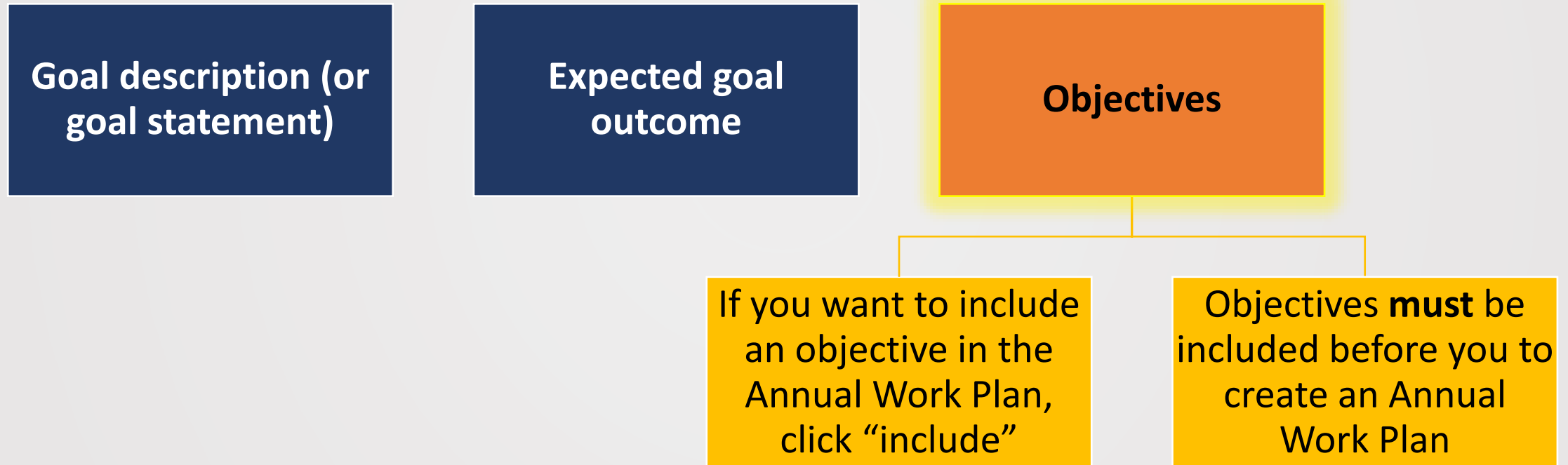If you have a staff vacancy, click on add vacancy and complete the information

Includes areas to indicate race/ethnicity, and disability status; however, there is an option to indicate "does not wish to answer".

Comprehensive Review and Analysis (CRA)

Updates to the CRA **are not** typical for a State Plan Update

5-Year Goals Section

Goal description (or goal statement)

Expected goal outcome

Objectives

If you want to include an objective in the Annual Work Plan, click "include"

Objectives **must** be included before you to create an Annual Work Plan

OBJECTIVE changes

- CHANGES to objectives are due by **JULY 7, 2023.**

- You will wait until **JULY 13, 2023**, to start your FY 2024 and FY 2025 Annual Work Plans.

Evaluation Plan

- Update the evaluation plan if changes in data collection or methods occurred, or if process changes were made.

Logic Model


REVIEW THE CURRENT LOGIC
MODEL

UPDATE

UPLOAD UPDATED LOGIC
MODEL (**PDF FILE PREFERRED**)

Projected Council Budget

- Required.

- Projected Budget for FY 2024.

- Organized by goal, general management, and designated state agency functions
  - Important note! General management and designated state agency function amounts cannot be greater than 30% of the Council's **annual award**.
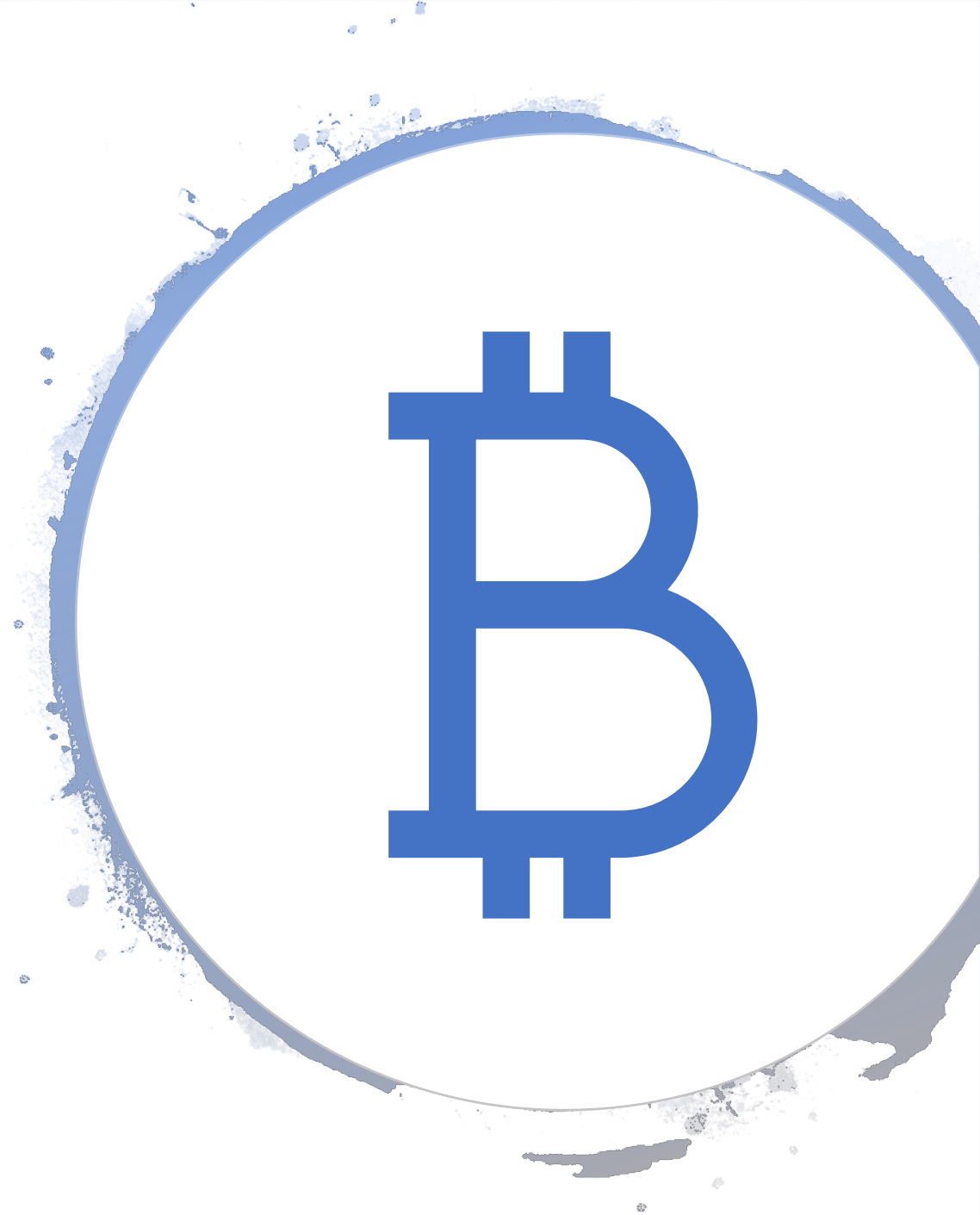
Projected budget details

There are 3 columns

1. Subtitle B $ - federal grant award money

2. Other(s) $ - money other than federal funds the Council will use for state plan and/or general management.

3. Total – federal and other money added together

Budget details, continued

- General Management
  - Administrative, DD Council program operations

- Functions of the DSA
  - Reimbursement to DSA for costs necessary to support the Council; restricted to ½ of total costs and cannot exceed 5% of the Council's annual award or $50,000, whichever is less.

- Costs of staff working on state plan activities
  - Include in the goal areas

Annual Work Plans

"Big picture Linkages" - reminder

5-Year State Plan
- describes the current state of services and supports for people with developmental disabilities and their families, identifies gaps in services, and outlines five-year goals, strategies to achieve the goals, and to move the DD Council forward to new accomplishments.

Logic Model
- is a visual representation of how a DD Council will use its resources or inputs to accomplish the 5-year goals.

Annual Work Plan
- is a concise overview of DD Council goals, objectives, activities, outputs and outcomes, evaluation, and projected performance measures. It is a detailed plan for implementing the DD Council 5-year plan for a one-year period.

Annual Work Planning

Work plans are required for each **objective.**

Items required in an annual work plan
- ✓ Key activities
- ✓ Expected outputs
- ✓ Expected outcomes
- ✓ Data evaluation and measurement
- ✓ Projected federal performance measures for each objective

Key activities

- These are activities the Council will use to reach the objective and support progress towards the 5-year goal.

- **Be thoughtful about what activities you will include**.
  - We see "provide funding" and "award contracts or grants" as key activities. Instead, focus on the activity the funding will support.
  - When you focus on the activity, the corresponding outputs, outcomes, how you measure success, and your projected performance targets will speak to what you are aiming to achieve with your federal funding.
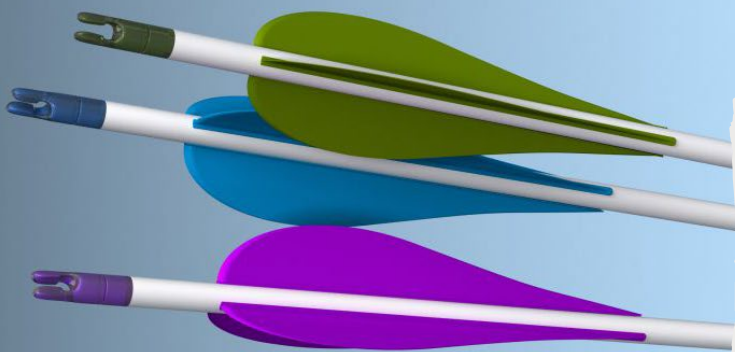
What is a Key Activity?

- A project or activity the Council will use to reach the objective and support progress towards the 5-year goal.

Examples:

- Provide training for healthcare professionals to increase diagnostic testing for people with DD. (OK)

- Support a statewide self-advocacy organization to strengthen their infrastructure and expand their network of local groups (WI)

- Work with DD network to train and mentor people with disabilities on how to be effective members of boards, councils, and commissions (IA)

- Plan and conduct an Access to Services through Knowledge (ASK) state-wide research project designed to identify key community resources along the lifespan. (FL)

A key activity is NOT

Every task required for an activity

Something that will happen in another year of the 5-year plan

An administrative, general management task

Internal Council program activities – such as Council membership recruitment, writing the PPR, Council member training and development, staff development activities.

Examples of key activities that could be improved

Fund a grantee to do the self-advocacy activities.

Use Council funds to do training.

Award a contract to do a study on "x".

DDC Website updates

Monthly newsletter about the Council mission and activities.

Examples of key activities that should not be included in the annual work plan because they are internal Council program activities.

Recruit Council members from diverse communities.

The DD Council and Council committees will actively participate in project/activity reviews.

Council committees determine if funding needs to be provided for an initiative.

Support self-advocate members of the Council.

Provide training to Council members and staff on cultural diversity.

What we see through the "T/TA Lens"

- Key activities include staff and Council member development activities.

- Key activities do not relate to planned outputs or outcomes and the projected performance targets are not included and sometimes do not connect to the planned activities.

- Objectives are not selected to "include" on the annual work plan.

- When adding key activities, outcomes, outputs, data, Council staff did not select "add" for each item. All key activities appeared in one field.

- Council staff did not enter objectives in the order you would like them to appear. Review the Verity user guide for instructions.

- The same key activity is included on the AWP for each objective.

Observations

- Key activity information ranges from vague to very specific

  Examples of vague:

  - implement the recommendations
  - attend conferences
  - general data and legislation
  - To be determined

Examples of very specific:

- Expand the peer mentor program throughout the state. Enhance the program by providing training and support for peers that supports self-determination; helps peers direct their own lives; and reinforces their efforts to become better self-advocates, make choices, and develop leadership skills.

- The grantee will be responsible for developing and implementing strategies that successfully: Recruit people with developmental disabilities, their family members, friends and others to participate in a single-day event at the state capital. Focus should include recruiting participants from diverse ethnic and racial backgrounds. The goal of this aspect of the project will be to achieve participation if is equal to racial or ethnic minority representation of the State's population (as indicated by the American Community Survey). Emphasis should also be given to recruiting participants from each district of the State House and State Senate.

Observations, continued

Expected Outputs

- Outputs are the measurable things a key activity produced.
- Examples:
  - Number of people attending a training
  - Number of training modules developed
  - Number of meetings
  - Number of policy briefs
  - Number of reports developed

- Reminder! This information will appear in the PPR

Expected outcomes

- Outcomes are the effects a key activity produced for people with developmental disabilities and their families, and outcomes from issues the Council addressed through an activity.

- *Focus on the outcome(s) for a person with developmental disability, their family, or services, supports, or other assistance for people with developmental disabilities. Individual outcomes as well as policy or systems change outcomes that affect people with developmental disabilities and their families (depending on the activity) would be appropriate.*

- ***Reminder! This information will appear in the PPR***

Data Evaluation and Measurement

Reminder! Data evaluation is the process of collecting and analyzing data to determine the extent to which an activity or project, objective, and 5-year goals have been achieved; data measurement is collecting data (quantitative and qualitative).

- **On the annual work plan**
  - Identify the data you will use to evaluate progress. In other words, what data will you collect to know if you have reached your planned outputs and outcomes?

- Data evaluation and measurement items should NOT be the same as the items listed under expected outputs or outcomes.

Projected Performance Targets

- Performance target numbers should reflect what you are working toward for the OBJECTIVE.

    - There are Federal Performance Measures for Individual and Family Advocacy: Outcome and sub-outcome measures.

    - There are Systems Change Measures: Outcome and sub-outcome measures.

- Review your key activities, project the federal performance measures you expect to achieve for the activities you have planned for the objective. Add them together and reflect in the annual work plan.

Performance measures – be aware

- Systems change measures should be identified **for systems change efforts.**
  - Reporting "supporting a best practice" for an activity that is not identified as a system change effort would not be supported.

  - SC 1.4 should reflect TRAINING or EDUCATION outcomes that are part of a systems change effort.
    - Social media posts, newspaper and magazine articles are not considered training and education. However, it is public awareness, and you can report in your narrative.

State plan amendments are not common

A state plan amendment is a substantial change to a **goal**.

This means adding a new goal, deleting an existing goal, or making a significant change to an existing goal.

Note: a significant change means the intent of the existing goal changed.

If you are considering a significant change to an existing goal AND you want to confirm the change meets the standard for an amendment, please ask your assigned ACL/OIDD Program Specialist.

Because plan goals are **based on and justified through** the Comprehensive Review and Analysis, any additional goals must also be supported by data about unmet and under met needs of people with I/DD and their families.

Basic process

Step 1

Review the Comprehensive Review and Analysis to determine if the data and analysis will support a new goal.

Step 2

If the current data and analysis does not support the new goal, update the Comprehensive Review and Analysis so that information is included to justify the need for a goal.

Step 3

If a new goal is supported, the Council must approve the goal to be added to the plan during the amendment period.

Step 4

Announce and request public comment for a minimum 45-day period.

Step 5

Consider all public comments received. The Council must determine how the public comments will be used (will the goal be changed as a result?).

- This form is submitted directly to your assigned ACL Program Specialist.

- It shows the changes made to sections of the State plan.

- There are "check off" boxes for some items. Click if you updated the area.

- If you have updated your FFY 2023 Annual Work Plan, identify the objective and describe what changed (example: removed key activity, added performance targets, changed outcomes, etc.)

State plan change tracker form

Contact information

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