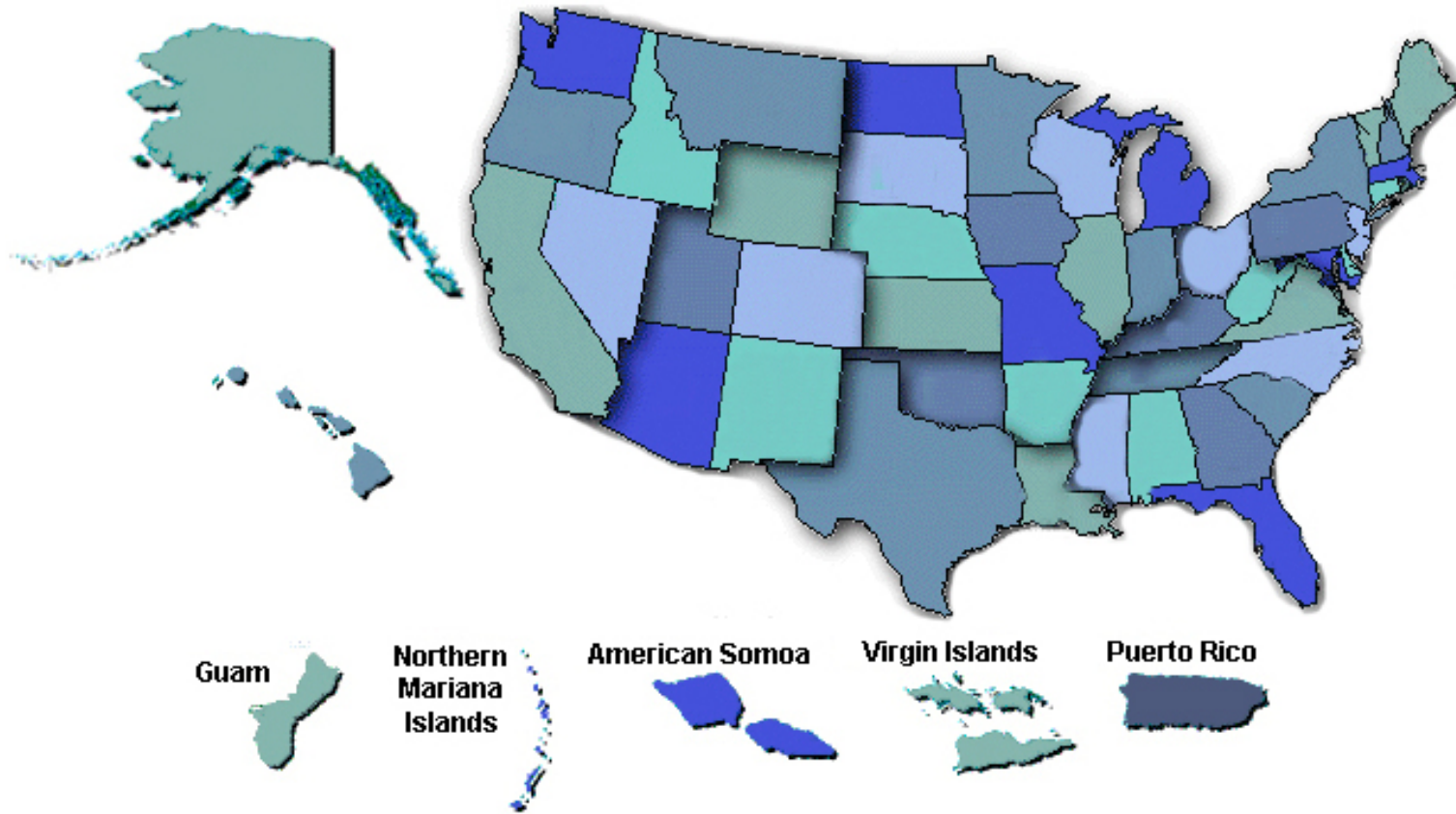


State and Territory Plan Development Briefing

July 2024



Agenda

WELCOME

TIMELINE AND TASKS

PUBLIC INPUT

REALISTIC PLANNING

RESOURCES AND WRAP-UP

The Plan

- Federal Law and Regulation require each Developmental Disabilities Council to prepare and submit a State plan which meets the requirements of the Act and applicable regulation.

History highlights: Since 1970, DD Councils have developed a plan, over the years, plans have changed a bit for example, they used to be 3-year plans, then in 2000, 5-year plans are required. Another example, employment related activities were mandated from 1986 – 1999, in 2000 self-advocacy requirements are required.

ACL information

- Councils design five-year state plans that address new ways of improving service delivery.
- To implement the state plans, Councils work with different groups in many ways, including educating communities to welcome people with developmental disabilities; funding projects to show new ways that people with disabilities can work, play, and learn; and seeking information from the public as well as state and national sources.

Timeline and Tasks

Overall Planning

Population of Focus

State Plan Tasks

Focus is Public-Serving

Planning a timeline

- A 12 – 18-month plan development process is common.
 - Factors that impact timing: size, number of people, number of staff, Council member meeting preferences.
- Ideally, your planning timeline will be created and approved by the end of December 2024.



Sample timeline for 18-month process

Month and Year	Key Milestones
January – May 2025	CRA Parts A-C and Public Input
June – September 2025	Review all public input and data to identify areas of importance to guide goal/objective development.
Oct. 2025 – March 2026	Present data to Council and draft goals, objectives, and goal rationale. (CRA Parts D-E).
April – May 2026	Release goals and objectives for public comments and Council to review significant comments.
June – August 2026	Make final revisions, Council approval and submit.

Timeline Planning and Roles

Role of staff: Draft a development timeline with key milestones and Council decision points identified, review budget to see if extra meetings or a retreat can be supported.

Role of Council: Review, refine, and approve the planning process to include planning and funding decisions for extra meetings, or a planning retreat.

Population of Focus

- DD Councils are to focus their work on people with intellectual and developmental disabilities.
- Often, DD Council efforts may also impact people who do not have intellectual or developmental disabilities.
- DD Councils must focus initiatives and efforts on the intellectual and developmental disability community.



A row of five wooden figures, one of which is red and stands out from the others. The figures are simple, rounded, and appear to be made of wood. They are arranged in a line on a light-colored surface. The red figure is the central focus, standing out from the other four white figures.

Prevalence rate: How many People with ID/DD

- 1.58% is the current national prevalence rate.
- This rate represents people with intellectual and developmental disabilities.
- To understand how many people in your state or territory have ID/DD, find your state or territory population and multiply by 1.58%

Example: Alabama's state population is 5,143,033 people
Applying the 1.58% prevalence rate means there are 81,260 people with ID/DD in the State of Alabama.

There are many!

Tasks

Comprehensive Review and Analysis

Provides the foundation for developing goals and objectives.

Develop goals, objectives and consider strategies

There must be a direct relationship between goals and unmet or under met needs based on data collected and input from a wide range of diverse relevant groups and people

Evaluation Plan and Logic Model

The evaluation plan describes how the Council will examine progress and how Council members will review and comment on the progress towards reaching the 5-year goals.

The 5-year logic model should reflect the Council's understanding of the relationship among the funding, activities, outputs, outcomes, and ultimate impact the Council expects to achieve.

Project a one-year budget for the 1st year of the new plan

Planned spending organized by goals for a federal fiscal year.

Assurances

The designated state agency (if applicable) must assist the Council in obtaining the State plan assurances and ensures the plan is consistent with state/territory law.

Develop Annual Work Plans for Federal Fiscal Years 2027 and 2028

Include the key activities, expected outputs and outcomes, and federal performance measure predictions for a one-year period.

A Council's Focus is “Public-Serving”



- 5-year goals are:
 - Developed through data driven strategic planning
 - Focus on advocacy, capacity building, and systems change
 - Relate to the areas of emphasis.
 - Are derived from the unmet needs of people with ID/DD and their families in the State or Territory.

Council Member Duty of Loyalty

- Putting the interests of the Council before personal and professional interests when acting on behalf of the Council in a decision-making capacity.

Questions
Comments



Public Input for Comprehensive Review & Analysis

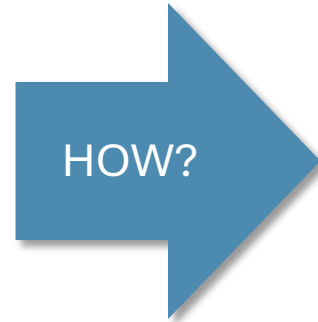
Partnerships For Health

Tuesday, July 23, 2024



OVERVIEW

Public input helps identify community needs and priorities to inform the development of goals and strategies for the 5-Year Plan



Why?
Who?
When?
What?



WHY?

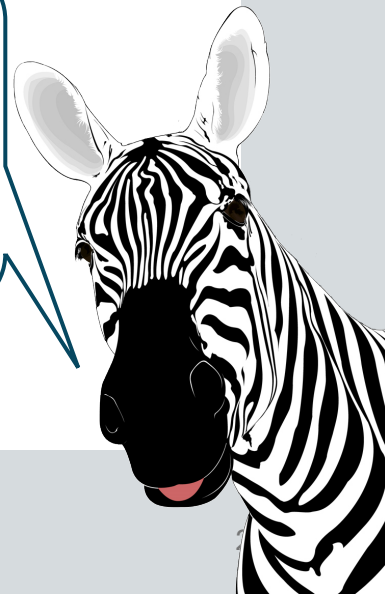
Value of Public Input



VALUE OF PUBLIC INPUT

- Those closest to the problem are often closest to the solution but furthest from the resources to bring about change.
- Nothing about us without us.
- Strengthen relationships.
- Engage new individuals/organizations.
- Expectations.

*Let's
chat!*

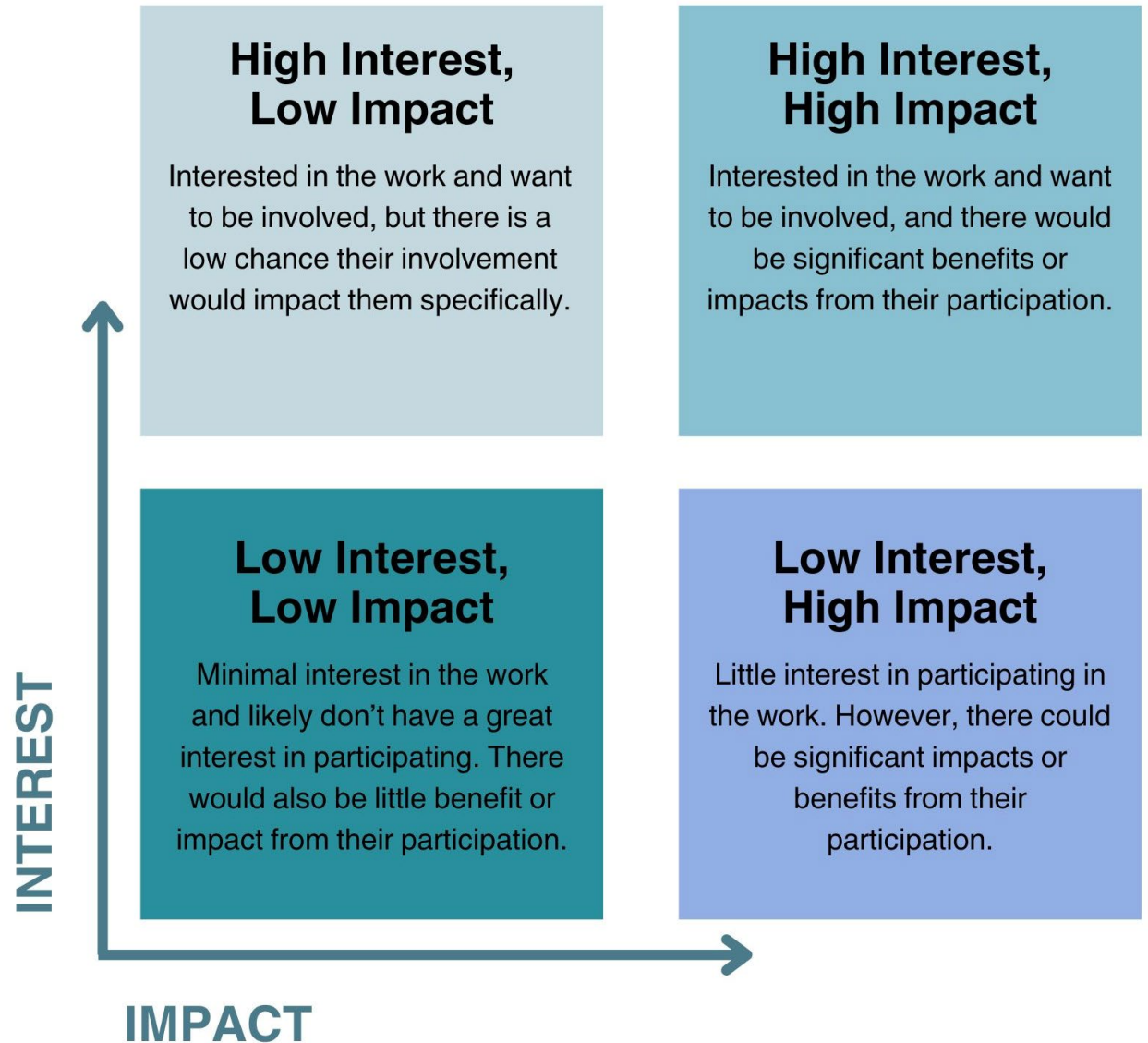


WHO?

Partner Mapping



INTEREST & IMPACT MODEL



STEP 1: IDENTIFY

Identify potential partners you may want to engage.



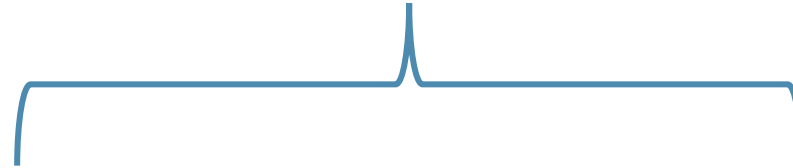
	A	B	C	D	E
	Name	Organization (if applicable)	Partner Type	Geographic Location	Existing Engagement?
1					
2	Jane Doe	NA	Individual with ID/DD	County A	Yes
3	John Smith	ABC Agency	ID/DD Agency	County D	No
4	Joe Johnson	XYZ Organization	Service Provider	County B	No
5					
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STEP 3: GAPS

Do we have partners from across the state?



Do we have voices with different levels of interest and impact?



	A	B	C	D	E	F	G	H	I	J
1	Name	Organization (if applicable)	Partner Type	Geographic Location	Existing Engagement?	High Interest, Low Impact	High Interest, High Impact	Low Interest, High Impact	Low Interest, Low Impact	Notes
2	Jane Doe	NA	Individual with ID/DD	County A	Yes		X			Spanish language
3	John Smith	ABC Agency	ID/DD Agency	County D	No		X			
4	Joe Johnson	XYZ Organization	Service Provider	County B	No				X	
5										
6										
7										
8										
9										

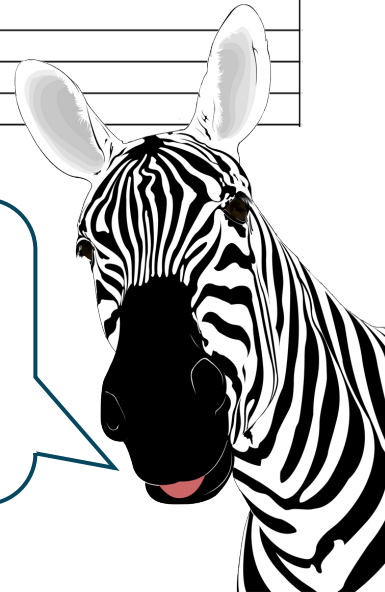
Do we have a diversity of partners?



Do we have voices of people we haven't engaged?



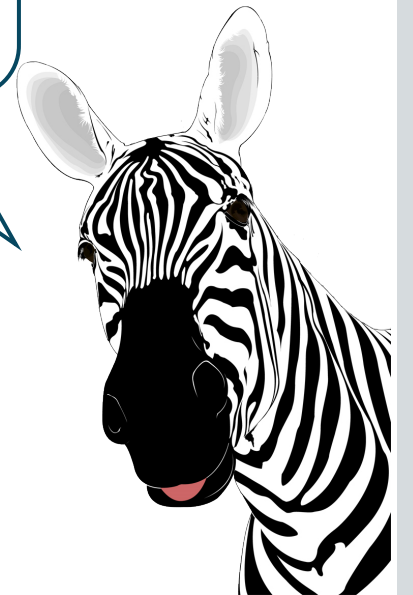
Identify any gaps in potential partners.



STEP 4: APPROACH

Begin to consider how the mapping and list of partners may influence how you will engage people.

*More to
come on
this!*



TIMELINE - WHO

Plan for 1 month

Consider existing times to conduct partner mapping:

- Council meetings
- Committee meetings

WHEN?

Timing Considerations



TAKE ADVANTAGE OF...

*Meet the community
where they are at.*

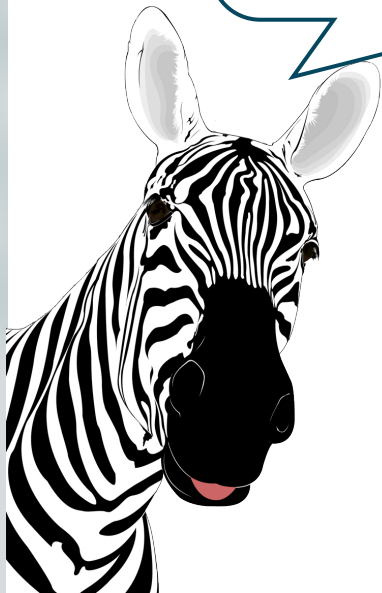
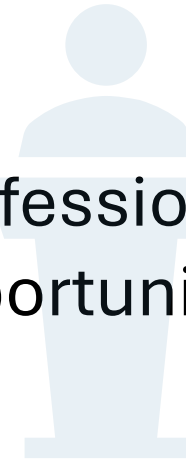
Meetings/Forums



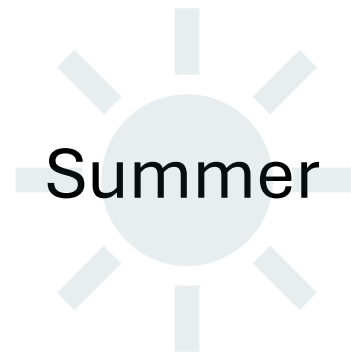
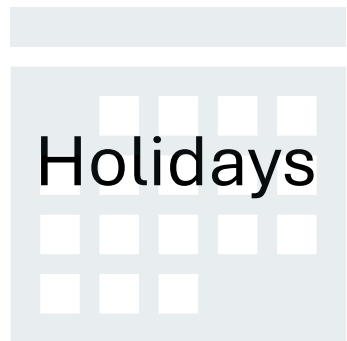
Community Events



Professional
Opportunities



TRY TO AVOID...

A light gray icon of a lightning bolt striking a square, representing limited capacity or a warning.

Times of Limited
Council Capacity

WHAT?

Public Engagement & Data Collection



INDUCTIVE VS. DEDUCTIVE

INDUCTIVE

Going fishing to
catch what you catch

DEDUCTIVE

Going fishing with the
right bait to catch a
certain type of fish

*Deductive is
the best
approach.*



SECONDARY DATA

Here's some examples of secondary data sources.

- Meeting notes
- Evaluation data and reports
- Recent community needs assessment results
- Annual reports
- Other agency's reports



PRIMARY DATA & CONSIDERATIONS

METHOD	TYPE OF DATA	TIME	ACCESSIBILITY		INTEREST VS. IMPACT	
			ID/DD	LANGUAGE	INTEREST	IMPACT
Survey	Mixed	BEST	GOOD	GOOD	BEST	GOOD
Interviews	Qualitative	GOOD	BETTER	BETTER	BEST	BETTER
Group Discussions	Qualitative	BETTER	BETTER	BETTER	BEST	BETTER
Polls	Quantitative	BEST	GOOD	GOOD	BETTER	GOOD

ENGAGEMENT APPROACHES

- 1 Partner with other agencies and networks to share invitations for public input
- 2 Have Council members share the public input invitations within their networks and affiliations
- 3 Share the invitations for public input through various channels (virtually, in-person, mail)
- 4 Provide support to help community members share their input

TIMELINE - WHAT

Plan for 3 to 4 months

Leave time to:

- Identify needed data
- Develop data collection materials
- Collect data

RESOURCES

- PFH Partner Mapping Template
- [Guide to Assessing Community Needs and Resources](#)
- [Listening to the Community's Input: A Guide to Primary Data Collection](#)
- [Guidelines for Conducting a Focus Group](#)
- [Interview Guidelines](#)
- [Conducting Surveys](#)
- [Q-Bank](#)

*Check them
out!*



STAY IN TOUCH!

Thank you!



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Realistic Planning

- ✓ **Current work that may need to move forward**
- ✓ **The “must include” items**
- ✓ **Prioritizing Goals**
- ✓ **Feasibility**
- ✓ **Resource Allocation**

Current
work moving
forward into
the next 5-
year plan.

Key questions:

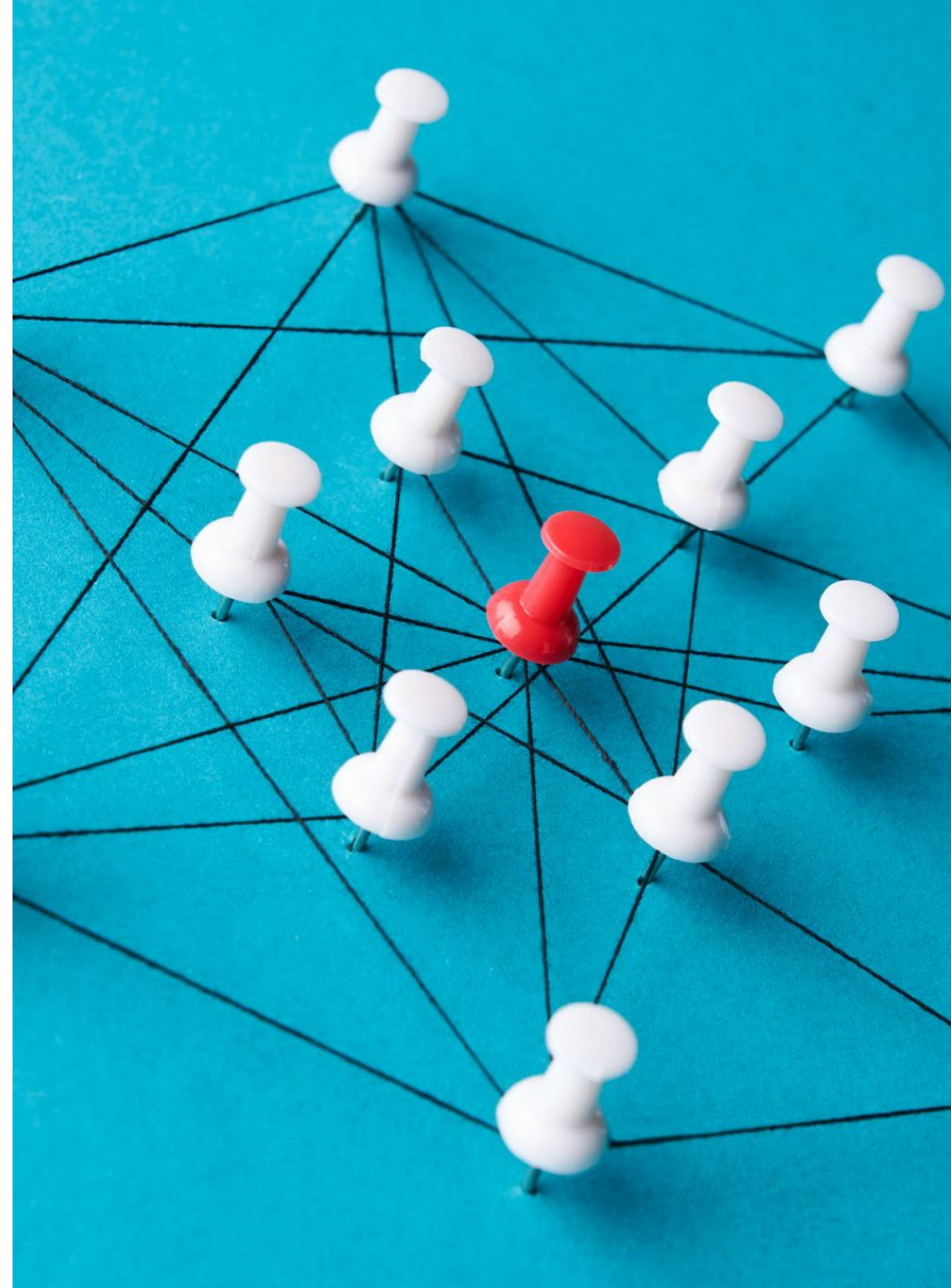
What state plan efforts have not been fully addressed?

Why does the effort need to continue?

What data supports the need to continue this effort?

The “must-include” items

- **Self-advocacy** goal or objective(s). There are 3 self-advocacy activities that must be worked **ANNUALLY**
- **Targeted disparity** goal or objective with corresponding activities.
- **DD Network Collaboration** goal or objective with corresponding activities.





Self-advocacy

REQUIRED Self-advocacy activities – ANNUALLY

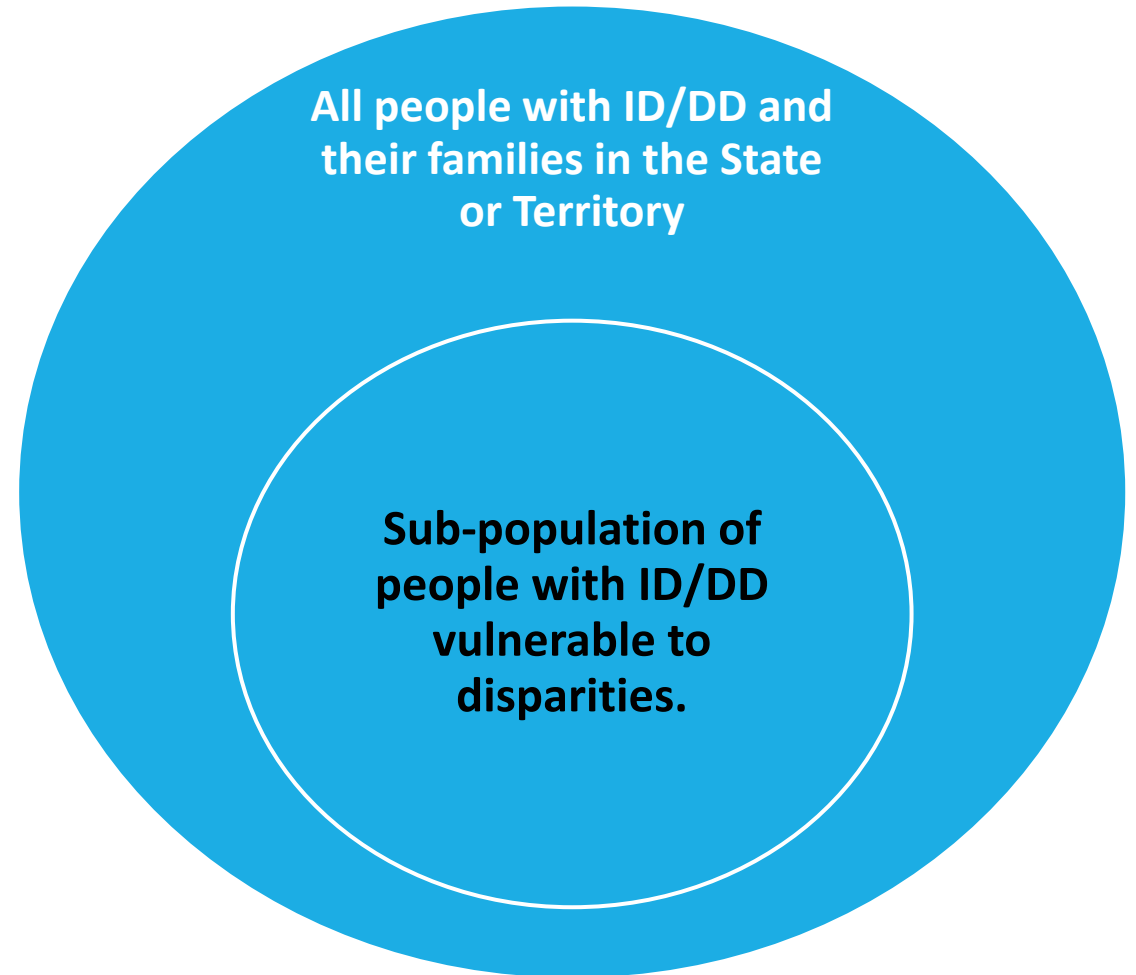
- Establish or strengthen a program for the direct funding of a state self-advocacy organization LED by people with ID/DD.
 - Meaning the Council is investing time, money, other resources so a state self-advocacy organization is working towards their own direct funding.
- Support opportunities for people with ID/DD who are considered leaders to train other people with ID/DD who may become leaders.
- Support and expand participation of people with ID/DD in cross-disability, culturally diverse leadership coalitions.

Targeted Disparity

Must be a goal or objective.

Must be based on the information in the CRA describing barriers to full participation of unserved and underserved groups of people with ID/DD and their families.

The expectation is that this item will be worked throughout the 5-year plan.



DD Network Collaboration



The DD Council will include a goal or objective, and corresponding activity (or activities) within a goal or objective to address collaborative plans the DD Council has with the UCEDD and P&A.



The collaborative activities should assist the DD Council with the goals and outcomes of the DD Council's 5-year plan and purpose.



DD Councils should use the results of the comprehensive review and analysis to determine potential goals, objectives, or activities that could be planned and implemented as a collaboration with the DD Network

Developing Goals and Objectives

- Keep in mind your “must haves”.
- Consider the efforts from the current 5-year plan you want to move forward into the new plan.
- Identify the most critical needs and opportunities facing the Council and those with the greatest potential to advance the Council’s purpose.
- You will have more work than you can reasonably afford and have the capacity to implement. Prioritization is key.

Framework for Prioritizing Goals

Prioritize goals that:

- Have the greatest potential to advance the Council's purpose.
- Are consistent with the unmet and under met needs of people with intellectual and developmental disabilities and their families.
- Are feasible with the amount of money the Council receives, while considering potential risks and challenges.

Feasibility

A feasible goal is one that is realistic and achievable. Your Council should also consider the amount of money needed to implement the goal and consider potential risks and challenges if the Council were to work on the goal.

Evaluate each goal to determine if the Council has the available expertise and skills to accomplish the goal, regulatory and legal requirements that may impact reaching a goal and consider potential barriers or challenges that could be a barrier to goal progress.

what are other
words for
feasible?



practicable, workable, possible,
viable, achievable, attainable,
likely, practical, realizable,
doable



Resource Allocation

Think about this as you are developing the plan

- Income: Grant award, annually and over 5-years
 - At least 70% of your annual award must be spent on state plan activities each year.
- Expenses: Council member focus is on State Plan Activities
 - What are the resource requirements for each goal?
 - Will staff help do the work?
 - Do you need a consultant, grantee, or contractor?
- Timing
 - Process considerations
 - Balance short-term resource commitments and longer-term resource commitments.



Comments

Questions

Resources and Wrap-up

5-Year Plan Development Resources will be available October 2024

Resource features

- Each resource features:
 - Roles (Council members and staff)
 - What you need to produce and by when
 - Guidance on completing task before starting another.
 - Detailed information about how to complete the section.


In early 2024, a user group of DD Council Network members reviewed the current resources and made recommendations to improve.

5 YP Resources

A series of TA Briefs by 5-Year Plan development topic will be provided.

- Developing a Planning Timeline
- Public Input
- Data Sources to Inform the Comprehensive Review and Analysis
- Comprehensive Review and Analysis, Part A
- CRA Part B
- CRA Part C
- Part D, Goal Rationale
- Part D, Collaboration
- Part E, Goals, Objectives, Goal Outcome Statement
- Part E, Evaluation and Logic Model
- Assurances
- Public Comment and Review

DD Council 5-Year Plan TA Brief
Planning Timeline and Tasks



Developing a Planning Timeline for the 2027-2031 | 5-Year Plan

Suggested General Timeline for an 18-month process.

Month and Year	Key Milestones
January – May 2025	CRA Parts A-C and Public Input
June – September 2025	Review all public input and data to identify areas of importance to guide goal/objective development.
Oct. 2025 – March 2026	Present data to Council and draft goals, objectives, and goal rationale. (CRA Parts D-E).
April – May 2026	Release goals and objectives for public comments and Council to review significant comments.
June – August 2026	Make final revisions, Council approval and submit.

Common methods for creating a timeline include aligning state plan development activities with Council meetings and aligning with the required sections of the state plan template.

Some Councils consider adding special meetings or hosting a planning retreat (if funding is available) to accomplish state plan development work.

Consider these items when developing your timeline.

- ✓ Identify the due date.
- ✓ Identify key milestones.
- ✓ Create a “to-do” list.
- ✓ Estimate how long each task will take.

How long does it take?

A timeline of approximately 12 to 18 months is typical when developing a new 5-year plan.

Roles

The role of Council staff is to draft a development timeline with key milestones and Council decisions points identified.

The role of Council members is to review, refine, and approve the planning process to include planning and funding decisions for extra meetings, or a planning retreat.

What do you need to produce and by when?

Ideally, a development timeline would be drafted prior to or at the beginning of calendar year 2025. This will enable meetings to be scheduled and approved by the Council as development begins.

Contact and Contract Information

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