

Annual Work Plans



Updating the FFY 2025 Work plan

Developing and Submitting the FFY 2026 Work Plan

Open Date and Due Date

The Verity System will open for Annual Work Plan updates, development, and submission.

July 18, 2024

August 15, 2024

Annual Work Plans are DUE.

“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**.



Verity has an [Annual Work Plan User Guide](#)

Instructions for including goals, objectives, and all the other items begin on page 8.

TA TIP: Review the user guide before you begin working in the Verity system.

Objectives

1. Check the goal(s) that support the objectives you are planning to work on.

- A “plan” button will appear. Click the “plan” button. You will be asked a series of questions about the goal (areas of emphasis, activity type, goal type, and collaborators).
- You will see a list of objectives you submitted with your state plan updates.

TA TIP: When checking the boxes under the “This Goal addresses” – specifically the Self-Advocacy REQUIREMENT box, check the box ONLY if the objective is addressing one of the three self-advocacy requirements.

2. Include the objective(s) you are planning to work for each work plan year.

Objectives – SPECIAL NOTE #1

Include your "emerging needs" objective in each Annual Work Plan.

Because a Council may not know what the emerging need will be, you are allowed to reflect the following:

- Key activities - to be determined
- Expected outputs - to be determined
- Expected outcomes - to be determined
- Data and evaluation - to be determined
- Projected Performance Targets – do not include numbers.

More on the emerging need objective

When the PPR populates and includes the information identified as “to be determined”, you will do the following:

If you had an emerging need and took up activities to respond, you would describe and report data.

If you did not have an emerging need and did not take up activities, you would report "no emerging need activities during this reporting period".

Important instruction:

Because the key activities are not described and included as “to be determined”, Council staff are to contact their assigned Program Specialist for approval to conduct identified activities in response to an emerging need.



Objectives

SPECIAL NOTE

#2

State plan development activities

If an objective has a key activity that could support collecting data from people with ID/DD, families, and others about the unmet or under-met needs to help inform the CRA, it can be included.

- This may be taken up by a grantee (if their scope of work supports it).
- This may be taken up by Council staff who are implementing state plan activities (if their scope of work supports it).



Annual Work Plan Details

The Details

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.**
 - Focus on the activity (training, advocacy, changing policies, introducing best practices through skill building); reflect what your funding is being used to do.
 - Corresponding outputs, outcomes, how you measure success, and projected performance targets should speak to what you are aiming to achieve with your federal funding.



Example

Good

Key activity – Training program on “x” will be developed.

Expected output – One curriculum will be developed.

Expected outcome – 100 People with I/DD and their families will have increased knowledge about “x”

Data/evaluation – surveys, pre and post tests

Poor

- Key activity – Award a grant (provide funding for) for training on “x”.
- Expected output – One grant will be awarded
- Expected outcome – One training program will be implemented.
- Data/evaluation – review of curriculum

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.

Expected Outputs



- Outputs are the measurable things a key activity produced.
- Examples of expected outputs:
 - 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

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

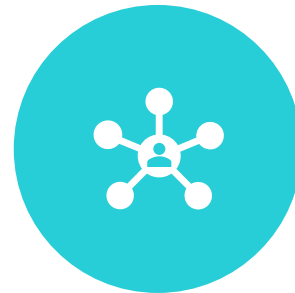
- Performance target numbers should reflect what you are working toward for the **OBJECTIVE**.
 - There are Federal Performance Measures for Individual and Family Advocacy: Outcome and sub-outcome measures.
 - There are Systems Change Measures: Outcome and sub-outcome measures.
 - There are Consumer Satisfaction Measures.
- Review your key activities, predict 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.



TA TIPS on predicting federal performance measures



Use past performance data to inform future predictions



Ask your partners (grantees, subcontractors, others) who have critical insight into what is possible to achieve.



A spreadsheet format can be helpful when there are multiple activities under an objective.



Do not predict more expected outputs and outcomes than expected participants.

Performance measures – be aware

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- 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 correct.
 - 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.

More information on training and education:

Training is a systematic process focused on developing specific skills or practical knowledge.

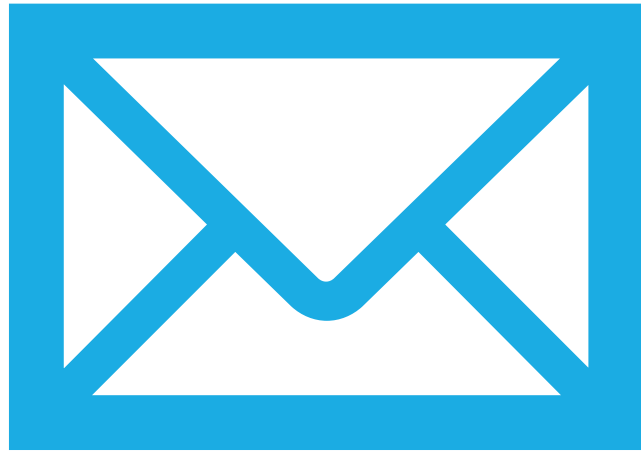
Education is a broad process that includes acquiring knowledge, understanding, values and skills.

Both strategies should have an evaluation component to demonstrate the short-term, intermediate and long-term outcomes.

- This form will be submitted directly to your assigned ACL Program Specialist and only if you made changes to the FFY 2025 Annual Work Plan.
- Simply 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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