

Orientation to the DD Council Program for Newly hired DD Council staff

2025



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This information offers basic details about the DD Council program and does not replace formal orientation for new Council staff in your state or territory. The Developmental Disabilities Assistance and Bill of Rights Act of 2000, along with regulations and other requirements issued by the Administration, as well as state and territory laws, policies, and procedures, also provide helpful information for Council staff.

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History and Progression of the DD Act

BACKGROUND

Federal "developmental disabilities" legislation originated from the "mental retardation" laws of the early 1960s. In October 1961, President John F. Kennedy established the President's Panel on Mental Retardation, which created "A Proposed Program for National Action to Combat Mental Retardation." The panel's efforts occurred within a broader context in which people with developmental disabilities in the United States faced exclusion from schools, community activities, and many areas of public and private life. Large, state-operated, and often severely underfunded and under-resourced institutional facilities were widespread, and systemic abuse and neglect were significant issues.

Following the panel's findings, President Kennedy sent a message to Congress in February 1963, which included a proposed legislative package with goals related to intellectual disabilities. Congress passed some of these recommendations as the Maternal and Child Health and Mental Retardation Planning Amendments of 1963 and the Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963. In 1967, Congress expanded services for individuals with intellectual disabilities and increased funding for related programs.

A Summary of the Progression of the Law

1970 Developmental Disabilities Services and Facilities Construction Act of 1970 (P.L. 91-517) - (Amended Mental Retardation Facilities and Community Health Facilities Construction Act of 1963)

- ✎ Added the term "developmental disabilities" to expand the target population beyond individuals with intellectual disability, to also include individuals with cerebral palsy, epilepsy, and certain other neurological conditions that originate before age 18.
- ✎ Required states to establish a State Planning and Advisory Council responsible for submitting an annual plan.
- ✎ Established a National Advisory Council.
- ✎ Established university-affiliated facilities program (UAF).

1975 Developmental Disabilities Assistance and Bill of Rights Act (P.L. 94-103)

- ✎ Added autism and dyslexia to the definition.

- ✧ Councils are required to prepare plans on deinstitutionalization in their state.
- ✧ *Individualized Habilitation Plans* are required in grant projects.
- ✧ DD Protection and Advocacy system was created.
- ✧ Councils appointed by the Governor; no longer called "advisory".
- ✧ The role of the Council to advocate is established.

1978 Developmental Disabilities Amendments (P.L. 95-602)

- ✧ Definition revised to functional definition; age of onset raised to 22.
- ✧ "Priority areas" added for services and projects.
- ✧ Council consumer representation requirement has been raised to 50%.
- ✧ The National Advisory Council dissolved.

**1981 Developmental Disabilities Act Amendments
(through Omnibus Reconciliation Act - P.L. 97-35)**

- ✧ Reauthorization with minimal changes.

1984 Developmental Disability Act of 1984 (P.L. 98-527)

- ✧ "*Employment-related activities*" added as mandated priority.
- ✧ Values of *Independence*, *Productivity*, and *Integration* expressed.
- ✧ "People First language" used throughout Act.

**1987 Developmental Disabilities Assistance and Bill of Rights Act
Amendments of 1987 (P.L. 100-146)**

- ✧ Focus on the *capabilities*, *competencies*, and *preferences*, as well as the needs of persons with developmental disabilities.
- ✧ Strengthened independence of Council.
- ✧ Focused Councils on "systems change" efforts.
- ✧ Required 1990 Report planning effort.
- ✧ Supported role of Council in public policy advocacy and educating policymakers.

**1990 Developmental Disabilities Assistance and Bill of Rights Act
Amendments of 1990 (P.L. 100-496)**

- ✧ Further strengthened the independence of Councils.

- ✎ Revised responsibilities of "designated state agency".
- ✎ Added values of *inclusion* and *interdependence*.
- ✎ Modified definition as applied to children under age 5.

**1994 Developmental Disabilities Assistance and Bill of Rights Act
Amendments of 1994 (P.L. 103-230)**

- ✎ Reorganized and simplified Act.
- ✎ Revised "integration *and inclusion*" as a key principle.
- ✎ Included emphasis on *cultural diversity* and *culturally competent* services and supports.
- ✎ Added new definition for *Personal Attendant Services*.
- ✎ Revised language to refer to State DD Council (dropped *Planning* from reference).
- ✎ Added language that the Act does not "preclude a Council from engaging in systemic change, capacity building, and advocacy activities for individuals other than those with developmental disabilities, where appropriate."
- ✎ Provided as "Projects of National Significance," a special initiative to investigate the expansion of Council activities to individuals with severe disabilities other than developmental disabilities.
- ✎ Further clarified role of Designated State Agency to provide support services "as requested by and negotiated with the Council", and required the DSA to enter into a memorandum of understanding with the Council if requested by the Council.

**1996 Developmental Disabilities Assistance and Bill of Rights Act Amendments of
1996.**

- ✎ Extended authorization for the DD Act through 1999.

**2000 Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 106-
402)**

- ✎ Extended and reauthorized the Act through 2007.
- ✎ Revised requirements for State Plans for five years.
- ✎ Added nine "areas of emphasis" instead of "priority areas".
- ✎ Added definition of self-determination.
- ✎ Clarified application of DD definition for children to age 9.

- 📖 Requires Councils to report on waiting lists in each state.
- 📖 Requires Councils to establish a goal and be involved with self-advocacy organizations and leadership training opportunities.
- 📖 Requires at least 60% of the Council to be individuals with developmental disabilities or family members, and adds a representative of the Medicaid Title V agency to the Council.
- 📖 Requires annual reports to include information about consumer satisfaction with Council-supported activities.

History - Progression of DD Program Oversight

1970 – Federal oversight of DD programs began within the Department of Health, Education and Welfare (later Health and Human Services, HHS).

1990 – The Administration on Developmental Disabilities (ADD) was formally created within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS).

2012 – The Administration for Community Living (ACL) was created.

2012 – The Administration on Developmental Disabilities (ADD) was reorganized into the Administration on Intellectual and Developmental Disabilities (AIDD), which is now placed within the Administration for Community Living (ACL).

2016 – HHS established the Administration on Disabilities (AoD) within ACL.

2019 – AIDD was formally changed to the Office of Intellectual and Developmental Disabilities Programs (OIDD).

Learn more about [the history](#) of the DD Act and [the difference it has made](#) for people with developmental disabilities and their families.

Public Law 106–402, The Developmental Disabilities Assistance and Bill of Rights Act of 2000

[Download the Developmental Disabilities Assistance and Bill of Rights Act of 2000 \(PDF, 356KB\)](#)

In every state and territory, programs authorized by the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) empower individuals with developmental disabilities and their families to help shape policies that impact them.

Programs authorized by the DD Act and overseen by ACL's Administration on Disabilities, Office of Intellectual and Developmental Disabilities include:

[State Councils on Developmental Disabilities \(Councils\)](#) work to address identified needs through advocacy, systems change, and capacity building efforts that promote self-determination, integration, and inclusion. Key activities include conducting outreach, providing training and technical assistance, removing barriers, developing coalitions, encouraging citizen participation, and keeping policymakers informed about disability issues.

[State Protection & Advocacy Systems \(P&As\)](#)

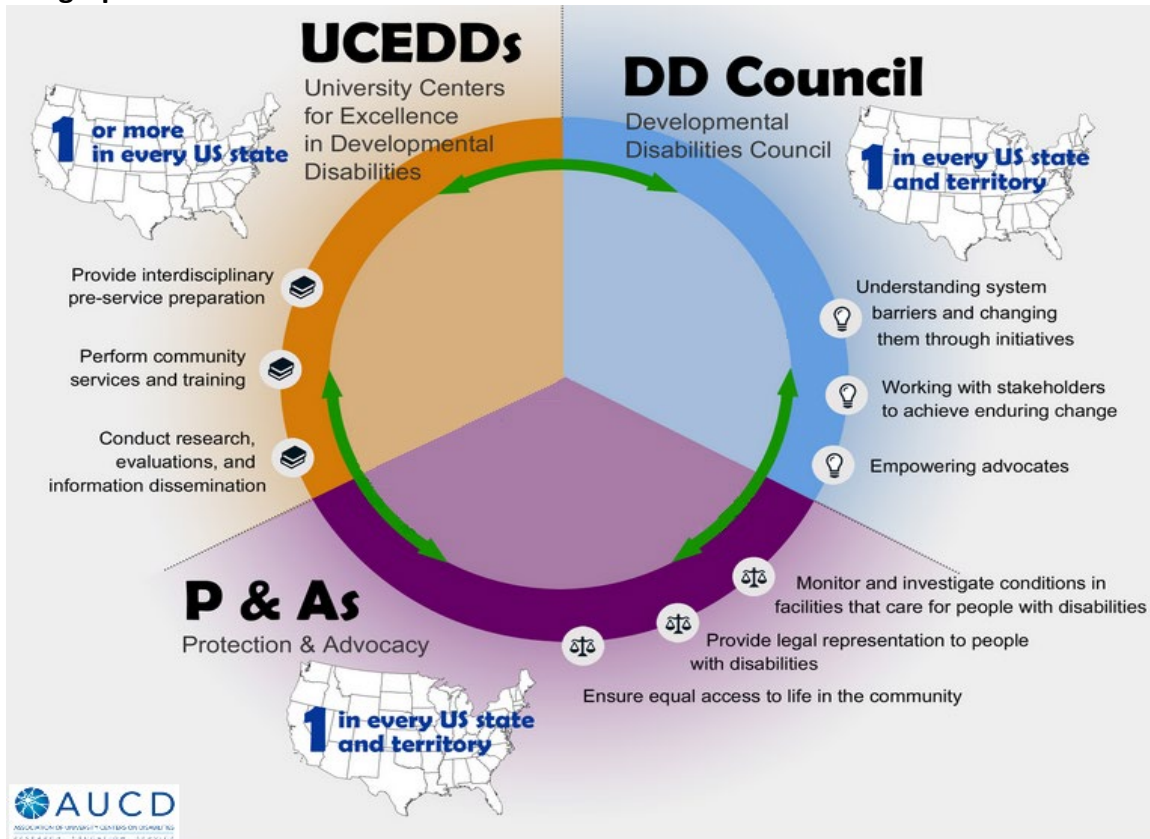
Protection and Advocacy Systems (P&As) operate at the state level to defend the rights of individuals with disabilities by empowering them and advocating for their interests. Along with other AoD grantees, P&As are committed to the ongoing fight for the personal and civil rights of people with disabilities. P&As offer legal support to traditionally underserved communities, helping them navigate the legal system to find resolutions and promote systemic change. P&As make sure that individuals with disabilities can exercise their rights to choose, participate in society, and live independently.

[University Centers for Excellence in Developmental Disabilities Education, Research & Service \(UCEDDs\)](#) are unique among Administration on Disabilities (AoD) grantees in that they are affiliated with universities. This connection enables the 67 UCEDDs throughout the United States and its territories to serve as liaisons between academia and the community. UCEDDs leverage funding from a variety of sources, including federal, state, and local agencies; private foundations; donations; and fee-for-service earnings.

[Projects of National Significance \(PNS\)](#) focus on the most pressing issues affecting people with developmental disabilities and their families, creating and enhancing opportunities for these individuals to contribute to and participate in all facets of community life. Through PNS, ACL/AOD/OIDD supports the development of national and state policy and awards grants and contracts that enhance the independence, productivity, inclusion, and integration of people with developmental disabilities.

For more information, please visit: [ACL Programs](#)

Infographic



[The Developmental Disabilities Assistance and Bill of Rights Act \(DD Act\)](#) is a law that outlines the rights of people with developmental disabilities and their families to participate fully in their communities. The law funds programs for people nationwide with developmental disabilities and their families.

The DD Act is a valuable resource for all DD Council staff, as it provides program and compliance information. Frequently, staff need to know what the law says about the state plan, required activities and reports, membership, the budget, designated state agency responsibilities, and match requirements.

Below is a DD Act “Quick List” of common topics that staff frequently have questions about. The chart is organized by topic and includes a brief note about what you can find listed by page number. Page numbers can be found in the downloadable pdf (from the [acl.gov](#) website) at the top of the page following “114 STAT.” This table does not

include every item in the DD Act; for a comprehensive overview, please download and read.

DD Act Quick List “Directory”

Topic	Page	Notes
Title A		
Goals of the Nation	1679	Related to outcomes for people with developmental disabilities and families
Policy of the United States	1681	Principles for all Council work, projects, etc.
Definitions	1682-88	An alphabetical listing of definitions, advocacy, capacity building, and systems change is found in the DD Act Final Rule
Title B		
Purpose of Councils	1693	Intent
Planning Cycle	1696	5-Year plan
Comprehensive Review and Analysis (CRA)	1696	Components required
Plan Goals	1698	Requirements for goals
Self-advocacy requirements	1698	Annual required activities
Assurances 1698-1700		Pledge from State/Territory that plan is supported by info in section
➤ <i>Use of funds</i>	1699	<i>Minimum 70% on state plan; maximum 30% on administrative</i>
➤ <i>DSA Reimbursement</i>	1699	<i>½ of costs necessary; 5% or \$50K, whichever is less</i>
➤ <i>Conflict of Interest</i>	1699	<i>Includes perceived conflicts</i>
➤ <i>Staff Assignments</i>	1700	<i>Staff cannot be assigned to other agencies/offices while working for the Council</i>
➤ <i>Non-interference</i>	1700	<i>Councils’ ability to implement the State plan is assured.</i>
Public Review and Input	1701	State plan requirements
Consult with DSA	1701	Consistent with state law – (not approval of plan)
Membership 1701-1703		
➤ <i>Recommendations</i>	1701	<i>How Councils can participate</i>
➤ <i>Representation</i>	1701-02	<i>Council membership to mirror State/territory geographic and diversity (race/ethnicity)</i>
➤ <i>Rotation</i>	1702	<i>Term limits and rotation of members</i>

➤ <i>Citizen member representation</i>	1702	<i>Not less than 60% of the membership</i>
➤ <i>Agency member representation</i>	1702	<i>Required agencies, UCEDD(s), P&A, one non-governmental, one non-profit</i>
➤ <i>Composition of citizen members</i>	1703	<i>1/3 people with DD; 1/3 parents or guardians of children or adults; 1/3 a combination of the 2</i>
➤ <i>Institutionalized individual representative</i>	1703	<i>1 person who resides or previously resided in an ICF/DD or a family member of person who resides or previously resided in an ICF/DD</i>
Responsibilities 1703-08		
➤ <i>Serve as an advocate</i>	1703	<i>Language to support advocacy</i>
➤ <i>Examine progress towards plan goals annually</i>	1703	<i>Expectations about progress achieved, not achieved, barriers to achievement, amendments, satisfaction, and separate info on self-advocacy</i>
➤ <i>Plan development</i>	1703	<i>Council will develop, consult with DSA, get assurances, and submit</i>
➤ <i>Plan implementation</i>	1703	<i>Council will implement by conducting and supporting activities</i>
➤ <i>Activities for plan implementation</i>	1704-06	<i>Identified activities with descriptions</i>
➤ <i>Informing Policymakers</i>	1705	<i>Details about what this activity includes</i>
➤ <i>Demonstration Projects</i>	1705	<i>Time-limited; innovative approach part of an overall strategy for systems changes</i>
Reports	1706	Description of the annual report
Budget 1707		
➤ <i>Hiring and maintaining staff</i>	1707	<i>Qualified; the state shall not apply hiring freezes, reductions in force, or prohibitions on travel, to the extent it impacts the implementation of the state plan.</i>
➤ <i>Hiring and supervising ED</i>	1707	<i>Council shall hire; Council shall supervise and annually evaluate the ED</i>
➤ <i>Staff Assignments</i>	1707	<i>Staff must work solely for the Council</i>
Designated State Agency 1708		

➤ <i>Type of Agency</i>	1708	<i>If designated after 1994, cannot be an agency that provides or pays for services for people with DD</i>
➤ <i>Review of designation</i>	1708-09	<i>Procedures to request a formal review</i>
➤ <i>Responsibilities</i>	1709	<i>Support services, financial, records, and reports, non-federal share, and assurances</i>
➤ <i>Memorandum of Understanding</i>	1709	<i>Delineates the roles and responsibilities of the Council and the DSA</i>
Federal and Non-Federal Share 1710		
➤ <i>Aggregate</i>	1710	<i>The share of the cost of all projects in a state supported by the federal share may not exceed 75% of the aggregate cost of a project/activity, requiring a 25% match.</i>
➤ <i>Urban and rural poverty areas</i>	1710	<i>The federal share may not exceed 90% of the aggregate cost of a project/activity; a 10% match is required.</i>
➤ <i>Staff implemented state plan activities</i>	1710	<i>The federal share may not exceed 100% of the aggregate cost of the project/activities; a 0% match is required.</i>

The DD Act: Areas of Emphasis and State Plan Implementation Activities

Council staff should be knowledgeable about the areas of emphasis, as well as the types of activities supported by the DD Act for each area of emphasis. Knowledge about supported areas, activities, and desired results can help staff keep Council members and the public informed about the focus for DD Council investments and efforts.

A technical assistance resource, "[DD Act State Plan Implementation Activities – Outcomes Focus](#)," will help staff identify the "best fit" activities that align with the desired outcomes.

DD Act Areas of Emphasis include the following:

- Quality Assurance
- Child-care
- Education and early intervention
- Employment

- Health
- Housing
- Recreation
- Transportation
- Other Services available and offered to individuals in the community, including formal and informal supports that affect quality of life

Quality Assurance Activities

- Advocacy, capacity building, and systemic change activities that result in improved consumer and family-centered quality assurance and that result in a system of quality assurance and consumer protection that –
 - Include monitoring of services, supports, and assistance provided to an individual with developmental disability that ensures the individual will not experience abuse, neglect, sexual or financial exploitation, or violation of legal or human rights; and will not be subject to the inappropriate use of restraints or seclusion.
 - Include training in leadership, self-advocacy, and self-determination for individuals with developmental disabilities, their families, and their guardians to ensure that those individuals—
 - Will not experience abuse, neglect, sexual or financial exploitation, or violation of legal or human rights; and will not be subject to the inappropriate use of restraints or seclusion.
- Includes activities related to interagency coordination and systems integration that result in improved and enhanced services, supports, and other assistance that contribute to and protect the self-determination, independence, productivity, integration, and inclusion in all facets of community life of individuals with developmental disabilities.

Childcare-related activities

- Advocacy, capacity building, and systemic-change activities that result in families of children with developmental disabilities having access to and use of child-care services, including before-school, after-school, and out-of-school services, in their communities.

Education and Early Intervention-related activities

- Advocacy, capacity building, and system change activities that result in individuals with DD being able to access appropriate supports and modifications, when necessary, to maximize their educational potential, to benefit from lifelong educational activities, and to be integrated and included in all facets of student life.
- Advocacy, capacity building, and systemic change activities provided to individuals (birth to 9) and their families to enhance the development of their potential, and the capacity of families to meet the special needs of the individuals.

Employment-related activities

- Advocacy, capacity building, and systemic change activities that result in individuals with DD acquiring, retaining, or advancing in paid employment, including supported employment or self-employment in integrated settings in a community.

Health-related activities

- Advocacy, capacity building, and systemic change activities that result in individuals with DD having access to and use of coordinated health, dental, mental health, and other human and social services, including prevention activities, in their communities.

Housing-related activities

- Advocacy, capacity building, and systemic change activities that result in individuals having access to and use of housing and housing supports and services in their communities, including assistance related to renting, owning, or modifying an apartment or home.

Recreation-related activities

- Advocacy, capacity building, and systemic change activities that result in individuals with DD having access to and use of recreational, leisure, and social activities in their communities.

Transportation-related activities

- Advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities having access to and use of transportation

Formal and Informal Community Supports

- Advocacy, capacity building, and systemic change activities that result in individuals with DD having access to and use of other services available and offered to individuals in a community, including formal and informal community supports that affect their quality of life.

DD Act Final Rule 2015 ([45 CFR 1326](#))

The rule provides additional guidance for implementing the Developmental Disabilities Assistance and Bill of Rights Act (DD Act). It accounts for the numerous changes included in the 2000 DD Act reauthorization. It addresses some of the most common barriers and roadblocks that DD Act programs face in translating Congress's charge into programs that have a real impact. With these issues clarified, DD Act programs can devote less time and money to understanding and defending what the law allows them to do and devote more resources to supporting people with developmental disabilities and their families.

Below are a couple of notable provisions:

- Recognizing that Demonstration Projects conducted by State Councils on Developmental Disabilities are intended “to demonstrate new approaches,” the rule sets limits on the duration of these projects while building in some flexibility and outlining when projects can exceed these limits (see section 1326.30(f)).
- Three major definitions were added: ([45 CFR, Section 1325](#))

Advocacy activities

The term “advocacy activities” means active support of policies and practices that promote systems change efforts and other activities that further advance self-determination and inclusion in all aspects of community living (including housing,

education, employment, and other aspects) for individuals with developmental disabilities, and their families.

Capacity building activities. The term “capacity building activities” means activities (e.g., training and technical assistance) that expand and/or improve the ability of individuals with developmental disabilities, families, supports, services, and/or systems to promote, support, and enhance self-determination, independence, productivity, and inclusion in community life.

Systemic change activities. The term “systemic change activities” means a sustainable, transferable, and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families.

DD Act - Council Responsibilities

The DD Act includes Council responsibilities in Title B.

- Serve as an advocate for individuals with developmental disabilities.
- Conduct or support programs, projects, and activities that improve the quality of life of individuals with disabilities.
- Develop a state plan.
- Implement the state plan.
- Monitor progress of the state plan and adapt it as necessary and appropriate.
- Periodically review the designated state agency.
- Report activities to ACL/AoD/OIDD.
- Prepare, approve, and implement a budget using the amount provided to it.
- Recruit and hire a director consistent with state/territory law.
- Have staff who assist the Director to support the DD Council in carrying out its responsibilities.
- Annually evaluate the Director.

- Establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities. Support opportunities for these leaders to provide leadership training to individuals with developmental disabilities who may become future leaders. Additionally, support and expand the participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.

Federal Reports

A primary task of DD Council staff is to develop and submit required federal reports. There are several reports due each year; below, two reports are highlighted: the 5-year plan and the annual program performance report. There are other required reports, and your Executive Director is responsible for seeing that all reports are prepared and submitted.

5-Year State Plan

DD Councils are required to create a 5-year State Plan that includes all required components identified in the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (PL 106-402) (the DD Act).

Throughout the planning, DD Councils should keep in mind four key concepts:

1. DD Council member engagement in the planning process.
2. Collaboration with the DD Network and other partners.
3. Stakeholder input on state needs and the proposed plan.
4. The use of data for planning purposes.

These four concepts are essential to creating the State plan. The DD Act authorizes DD Council members to lead the development of the State plan. During the planning process, strategies should be implemented to fully support and engage members in all phases of the plan's development.

Besides involving DD Council members, DD Councils understand and value the importance of collaborating with others throughout their work, including the creation of the State plan. This teamwork helps DD Councils make sure that different perspectives, needs, and priorities are part of the State plan.

DD Councils should seek and consider the public's input on service gaps and priorities, as well as how effectively the DD Council's proposed plan addresses state needs.

Finally, the DD Act emphasizes "data-driven strategic planning." Data is a vital source of information for DD Councils in developing the Five-Year State Plan. It can be used to guide the DD Council's Comprehensive Review and Analysis of the availability of and need for services, supports, and other assistance in the state. Additionally, data can serve as the foundation for setting goals in the Five-Year State Plan and for assessing the impact of DD Council initiatives.

To assist DD Councils with the 5-year State Plan Development process, several [resources](#) are available.

State Plan Amendments and Updates

Annually, DD Councils must submit amendments and/or updates to their 5-year plan.

It is essential to understand the difference between a state plan amendment and a state plan update.

A state plan amendment is a major change of a 5-year goal that alters the intent of the original goal. The Executive Director must notify their assigned ACL programmatic contact about the intent to amend the Council's state plan and determine if an amendment is needed.

State plan and annual work plan updates require several updates, including changes to contact information, membership, staff, and the projected Council budget for the upcoming fiscal year. Resources to assist you with this process can be found by clicking this link ([State plan updates](#)). Additional updates often include minor grammatical changes to 5-year goals and other components of the plan, such as objectives, activities, expected outcomes, evaluation, etc.

Due dates are established by ACL/AoD/OIDD staff, and timeline information is sent to the Executive Director.

State plan amendments require full Council approval and a 45-day public comment period. State Plan updates are not subject to a 45-day public comment period; however, the Council should be involved in making decisions about objectives and activities that will be conducted to implement the State Plan.

Program Performance Report (PPR)

The PPR is the annual report that identifies and reports on progress achieved through advocacy, capacity building, and systemic change activities of the DD Council.

The PPR covers the previous year's federal fiscal activities and includes:

- ✓ The extent to which State plan goals and objectives are achieved.
- ✓ Information on the strategies, projects, and activities undertaken by the DD Council during the year to achieve the objectives in the State plan.
- ✓ Factors impeding achievement.
- ✓ Needs that require amending the State plan.
- ✓ Update on the mandated self-advocacy goal.
- ✓ Consumer/customer satisfaction with DD Council-supported or conducted activities (data reported within performance measures).

Summary of PPR Reporting Sections

Section I: The purpose of the section is to provide contact information for the Council.

Section II: The purpose of this section is to provide an update on the comprehensive review and analysis, specifically descriptions about the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities receive in Intermediate Care Facilities and through Home and Community Based waivers.

Section III: The purpose of this section is to provide the context of what will be reported in the PPR. Section III has three reporting areas:

- Introduction.
- Evaluation of State plan implementation.
- Input on National Priorities.

Section IV (A, B, and C): The purpose of this section is to provide a detailed progress report on goals, objectives, and performance measure outputs and outcomes for the federal fiscal year.

Section V: The purpose of this section is to identify the obligation and liquidation status for the three federal fiscal years of funds. The information submitted is for programmatic purposes only and does not replace other required financial reports.

Section VI: The purpose of this section is to discuss collaborative efforts with specific DD Network partners and other collaborators.

Helpful Resources

Resources can be found at www.itacchelp.org, [Program Performance Report](#).

ACL/AoD/OIDD staff have provided a DD Council self-check tool for your use in reviewing and submitting your narratives. The self-check tool can be found [here](#).

Fundamental Roles and Responsibilities of Council members and staff

In general, someone serving as a Council member has three duties:

- To provide direction for the program (this comes in the form of developing a state plan and then working toward the implementation of the plan – providing guidance to the Director about the direction of the Council program).
- To provide oversight of the Council program (ensuring the direction of the Council is being implemented).
- To make funding decisions.

Basic responsibilities of Council members:

- **Determine mission.**
 - This is a best practice. The DD Act provides the purpose of a Council, and the Council can develop a vision and mission statement to guide its work.
- **Select the Executive Director.**
 - This is a requirement. The DD Council is required to follow all applicable policies and procedures set forth by the State and abide by all employment and hiring laws.
- **Support and Annually Evaluate the Director.**
 - This is a requirement and must be done annually. The Council determines how the evaluation will be conducted in coordination with the evaluation policies and procedures that are required by the DSA and State Personnel (as it applies).

- **Ensure Effective Planning.**
 - This is a requirement. Members should actively participate in the overall planning process for the 5-year State plan. The “how” is a Council decision.
- **Implement and monitor the 5-Year Plan.**
 - This is a requirement. The DD Council staff prepares a status report on activities carried out by council staff, council grantees, and others involved in implementing the State plan. Council members actively participate by providing leadership and guidance for the overall direction of the plan, approving funding, creating initiatives and funding ideas, and continuously monitoring the outcomes of the DD Council’s investment of time and money. Council staff are responsible for executing the work.
- **Approve budget; provide oversight.**
 - This is a requirement. Through the development of a budget (deciding where resources will be prioritized for the fiscal year in concert with the state plan), approval of the budget (full Council vote), and implementation of the budget (funding grant proposals, contracts, or other things to implement the planned activities), the DD Council members can fulfill this requirement.
- **Build a Competent Council.**
 - This is a best practice. A healthy leadership body regularly engages in succession planning – a fancy term for identifying other citizens of the State who would be good DD Council members; providing orientation, training, and mentorship for them; and, from time to time, evaluating individual and overall DD Council membership effectiveness.
- **Ensure Legal and Ethical Integrity.**
 - The DD Act requires that each DD Council have conflict of interest policies in place and that care is taken to ensure DD Council members do not have a real or perceived conflict of interest when engaged in DD Council business.
 - DD Council staff and members should be knowledgeable about legal and ethical requirements for public officials (Council members are considered public officials because they make decisions on behalf of the public and use public funds).

- **Enhance the DD Council's Public Standing.**
 - This is a best practice. DD Council members are leaders within the State. Members need to learn as much as they can about the Council's purpose, past accomplishments, and future goals so that they can be effective ambassadors for the DD Council.

Overall, as individual members work together as a Council, the responsibility lies with the whole, meaning that individual members have no power or authority, and decisions are made collectively by the Council as a whole.

Members deliberate, debate, and can respectfully disagree with one another regarding an issue. Once a vote is taken, Council members should support the DD Council's decision even if a member voted against it. Being divided depreciates the quality and clarity of the DD Council's voice.

Council staff – What does the DD Act say?

- The Council shall hire a Director and supervise and annually evaluate the Director.
- The Director shall hire and maintain types of qualified staff to carry out the functions of the Council.
- The Director supervises and evaluates Council staff.

Note: The Director works directly for the Council and is supervised by the Council; the Council staff works directly for the Director and is supervised by the Director

The Council member and Council staff partnership

- Staff members share the vision of the Council.
- Council members provide leadership and guidance for Council activities.
- Staff provide meaningful, relevant information and assistance to the Council.
- Staff are the Council members' partners.
- Council members are the staff's partners.
- Council members are responsible for ONE staff member. The Executive Director.

Council member responsibilities to staff

Council members approve the yearly budget. The annual budget covers salaries, wages, benefits, and other staff-related costs.

Council members do not have supervisory responsibilities for staff, except for the Executive Director.

Council members do not participate in the annual review of Council staff, except for the Executive Director.

DD Council staff follow standard procedures within the state system. If Council staff have complaints or concerns, they must follow State personnel policies and procedures.

Council members are advised to instruct staff to follow proper channels to address any issues.

Resources

The itacchelp.org website is a resource for Council staff, members, and Directors. Council staff can access resources on federal reports, performance measures, financial operations, match/cost sharing, obligation/liquidation, systems change, diversity, inclusion, cultural and linguistic competence, and equity. They can also find information about the evaluation project, publications (such as TA News Brief, Notable FAQs, and other special products), event materials (like Peer-to-Peer sessions and webinars), and more. If you are seeking a specific topic and cannot find a resource, contact your TA staff members for assistance at adeaville@nacdd.org or smatney@nacdd.org.

Council staff can subscribe to receive the monthly TA News Brief and Notable FAQ documents, and they can also join the ITACC list-serve. Visit the homepage at itacchelp.org and scroll down to find the subscription option.

Several online courses are available to you, offering a certificate of completion upon completion.