

INSTRUCTIONS FOR COMPLETING STATE PLAN AND ANNUAL WORK PLAN TEMPLATES FOR STATE COUNCILS ON DEVELOPMENTAL DISABILITIES

The State Plan (SP) and Annual Work Plan (AWP) templates will need to be completed by entering information into fillable PDF (Portable Document Format) forms and returning them to ACL as PDF documents.

A set of three fillable PDFs, one State Plan template and two Annual Work Plan templates, are provided for all councils. The State Plan template captures administrative, council membership, staffing, financial information, and goals and objectives. In the State Plan template, a council may define up to 10 goals and up to 15 objectives per goal. For council membership and staffing, maximum anticipated numbers of fields for capturing identifying information are provided. It is neither expected nor necessary for a council to maximize their numbers of members, staff, goals, and objectives, to fill all available spaces.

The Annual Work Plan template is provided in two parts:

- Part 1 addresses Goals 1 – 5.
- Part 2 addresses Goals 6 – 10 (if needed).

While completing the Annual Work Plan template, it will be helpful to refer to your completed State Plan document so that you may reference goals and objectives by number. There is a space for you to add your goal title to the AWP for your reference while filling out the areas of emphasis, activities, applicability, and collaborators for each goal. For key activities, expected outputs, and expected objective outcomes, you will refer to objectives by number and do not need to restate the objective in the AWP. Note that key activities, expected outputs, and expected objective outcomes can apply to all objectives for a goal. In this case, choose “All” instead of an individual objective number. *(Examples will be shown below.)*

Unlike the previous PPR templates, which were prepopulated and customized for individual councils, all councils will receive the same set of blank SP and AWP templates. It is necessary for councils to name their templates with their respective council abbreviations, replacing the leading “SP_” and “AWP_” portions of their file names with their council abbreviation. For example, the Alabama Council would have files named in the following manner:

- AL_StatePlan.pdf
- AL_AnnWorkPlan_Part1.pdf
- AL_AnnWorkPlan_Part2.pdf (if necessary, when having more than 5 goals)

This naming convention is helpful for collecting, organizing, and verifying data submitted to ACL. File names can contain additional information, such as version, date, or other information, that is helpful for councils’ management of versions of these documents. The key information to maintain is use of the council abbreviation, state plan vs. annual work plan, and parts (1 or 2).

Note: Completing and saving the SP and AWP templates can be performed with the readily available Adobe Acrobat Reader or the Chrome web browser. Instructions for saving will be provided later in this document.

Completing the State Plan Template

You can use the document outline to navigate between sections in the document (Figure 1).

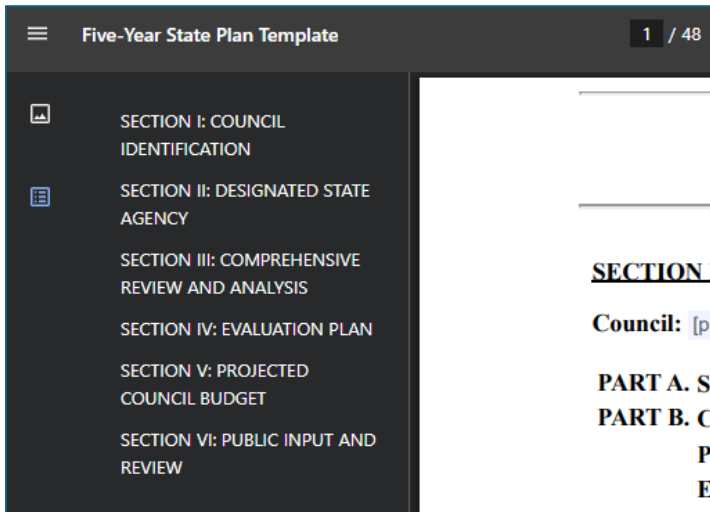


Figure 1 – Navigation with the Document Outline

Complete all sections of the SP template by selecting appropriate values from pick lists (identified by a “[pick one]” indicator, as in Figure 2), by entering text into free text fields adjacent to prompts for information (Figure 3), or by populating multi-line text boxes (Figure 3).

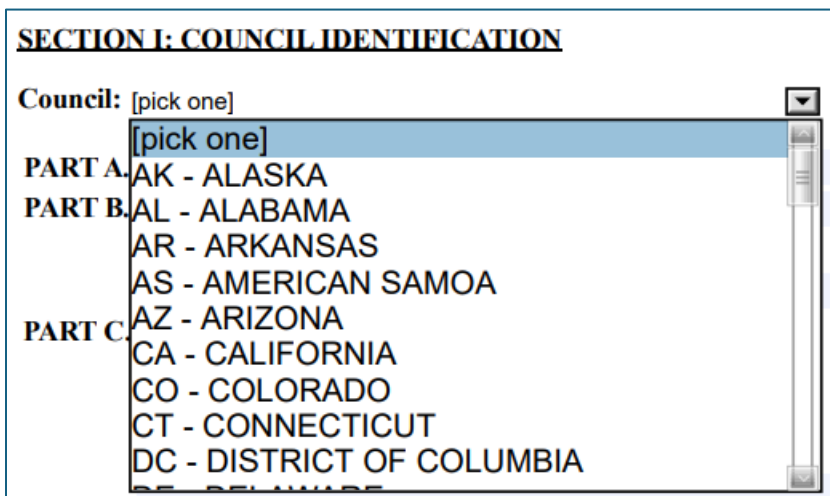


Figure 1 – A Representative Pick List

SECTION I: COUNCIL IDENTIFICATION

Council: [pick one]

PART A. State Plan Report Period 10/1/2027 - 9/30/2031

PART B. Contact Person:

Phone Number:

E-mail:

PART C. Council Establishment:

 (i) Date of Establishment:

 (ii) Authorization: [pick one]

Figure 2 – A Representative Text Box

(See Contact Person, Phone Number, and E-mail above as example text boxes.)

(ii) Describe the Council membership appointment and rotation process:

Figure 3 – A Representative Multi-line Text Box

Populating Large, Multi-line Text Boxes

Large text boxes are used to capture narrative text and may occupy varying amounts of template pages. The size of a text box generally reflects the amount of text necessary to address the prompt. Text will wrap in the text box and will display a vertical scroll bar when the amount of text exceeds the size of the window. All text will be visible when scrolling, but the full body of text in these fields will not be visible if printed.

Note: We recommend that individuals who complete the templates create their long narrative text in Word, Notepad, Google Docs, or other text editor of their choice and use copy and paste functionality to insert their lengthy narratives into the template.

General Notes

Please do not attempt to modify the templates or add text as comments or annotations. Please use the fields provided for your responses. Use of these methods, while they may be available in Adobe Acrobat Pro, may compromise the integrity of the form and make it unreadable.

When saving data that have been entered into a template, please be sure to save as a PDF. DO NOT USE PRINT TO PDF, AS THIS WILL RENDER THE FILE UNREADABLE FOR DATA EXTRACTION.

Fields for data entry are intended to be proportional in size to the amount of text required.

Simple text, which avoids the use of special characters or extensive formatting, is preferred.

Please pay attention to the expected data type for a field. In some cases, a numerical value (e.g., counts of individuals) is expected. Where numbers are to be reported, explanations are not required and should not be entered along with the numerical value.

Some fields, such as fields for budget numbers, have been formatted for clarity by restricting input to numerical values and displaying currency symbols, for example.

Please note that some fields are grayed out. These fields do not require and cannot accept data. In some cases, values will be calculated from the counts (numbers) that you enter. In other cases, the information is captured elsewhere or is not required but remains part of the approved template.

Certain Yes / No responses have been implemented as separate check boxes to preserve the approved design and layout of templates. In these cases, please be sure to check only one value for the associated prompt or question.

Pick lists are populated with permissible, standard values and a default value of “[pick one]” to indicate the need for a selection to be made. Selections may include values such as Yes, No, or N/A (not applicable) or other values that apply to the data field.

Note: These instructions apply to users of the Microsoft Windows operating system. It is expected that users of Mac OS can follow and adapt these instructions to use the software controls in Mac OS and Mac applications.

Goals and Objectives

Enter goal information as shown in Figure 4. Each goal has a brief title or name, a longer description, and an outcome. The goal template has capacity for up to 10 goals. Leave any unneeded goal sections blank.

Note: When populating the Annual Work Plan, space is provided for you to enter the goal title for your convenience. Separate AWP templates are provided for goals 1-5 and 6-10 (if needed) and correspond to the goal numbering in the State Plan Template. You will not need to re-enter objectives in the AWP. Please refer to objectives by number.

PART E. 5-YEAR GOALS and OBJECTIVES [Section 124(4); Section 125(c)(5)]	
Identify the State Plan goal in the box below. A goal is written as a broad statement of what the Council wants to accomplish. It should reflect the final impact or outcome(s) or what you want to accomplish with your funding. Goals should be SMART - specific, measurable, achievable, relevant and timely. Identify the 5 year state plan goals, objectives, and outcomes.	
Goal 1. Short Title or Name of Goal	
Description	
A longer description of the goal	
Expected Goal Outcome	
State an outcome	
Objectives	
Enter each objective separately. <i>Objectives are the actions the Council needs to take to achieve the 5-year goal. An objective is precise, tangible, concrete, and can be measured.</i>	

Figure 4 – Entering Goal Information

Enter objectives for each goal in the section for the goal. There is capacity for up to 15 objectives (Figure 5). Describe the objective next to its corresponding number, leaving any unneeded objectives blank. A council is not expected or required to have 15 objectives per goal. Space is provided for varying numbers of objectives per goal.

Objectives	
Enter each objective separately. <i>Objectives are the actions the Council needs to take to achieve the 5-year goal. An objective is precise, tangible, concrete, and can be measured.</i>	
<i>Council will select the objectives they plan to implement from the 5-year goal section of the state plan template. For each objective selected, Council will identify key activities, expected outputs and outcomes for the objective, data and evaluation measurement(s), and the performance measure(s) that will be targeted for each objective.</i>	
1	
2	
3	
4	

Figure 5 – Entering Objective Information

Completing the Annual Work Plan Template

The AWP template captures goal-specific and objective-specific information. Goals and objectives are entered into the State Plan and are referenced by number in the AWP. As with the SP, the AWP Document Outline provides navigation assistance (Figure 6). Navigation assistance is more extensive for the AWP, linking to each goal and sections under each goal.

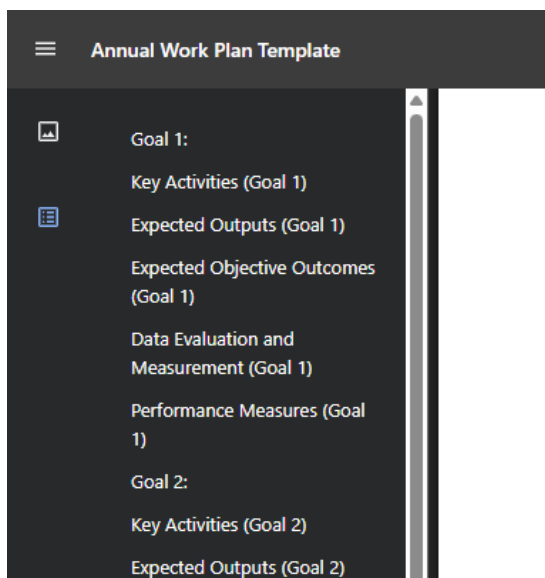


Figure 6 – Navigation with the Document Outline

When entering Key Activities, their Expected Outputs, Expected Objective Outcomes, and Data Evaluations, number Key Activities (KA #) sequentially and associate the Key Activity with all objectives, if applicable, by selecting “All” for the objective number (Obj. #) or the specific number of the objective, if applicable to a single objective (see Figures 7 and 8).

• Select the Objective number and assign a Key Activity number for each Key Activity.

#	Goal	Obj. #	KA #	Key Activities
1	1	All ▾	1 ▾	Key activity 1 for all objectives for Goal 1 (This activity applies to all objectives for Goal 1.)
2	1	1 ▾	2 ▾	Key activity 2 for Goal 1 Objective 1 (This activity applies just to Objective 1.)
3	1	2 ▾	3 ▾	Key activity 3 for Goal 1 Objective 2 (This activity applies just to Objective 2.)
4	1	[NA]	[NA]	

Figure 7 – Entering Key Activities

accessibility to services, supports and other assistance.				
#	Goal	Obj. #	KA #	Expected Outputs
1	1	All v	1 v	Expected output for Key Activity 1, which applies to all objectives for Goal 1. //
2	1	1 v	2 v	Expected output for Key Activity 2, which applies to Objective 1 for Goal 1 //
3	1	2 v	3 v	Expected output for Key Activity 3, which applies to Objective 2 for Goal 1 //
4	1	2 v	3 v	A second expected output for Key Activity 3, which applies to Objective 2 for Goal 1 //

Figure 8 – Entering Expected Outputs

The numbering scheme for Expected Outcomes (shown in Figure 8) also applies to Expected Objective Outcomes and Data Evaluation and Measurement. The Outcomes and Evaluations are associated with objectives and key activities by reference to their numbers.

For Performance Measures (IA/IFA and SC), follow the instructions for the IA or SC code (column heading) and enter numbers (not percentages) into the table for the corresponding objective (row heading). For the selected cell in Figure 9 (indicated by an “X”), enter the value for IA 2.3 for Objective 4.

IA 2.3	# of people who are better able to say what they want, what services and supports they want or say what is important to them								
IA 2.4	# of people who are participating now in advocacy activities								
IA 2.5	# of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions								
IA 3.1	# of people with developmental disabilities satisfied with a project activity								
IA 3.2	# of family members satisfied with Council supported activities								
Obj. #	IA 1.1	IA 1.2	IA 2.1	IA 2.2	IA 2.3	IA 2.4	IA 2.5	IA 3.1	IA 3.2
1									
2									
3									
4					X				
5									

Figure 9 – Entering Performance Measures

Repeat this process for all goals and associated objectives.

Saving SP and AWP Templates

The individual or individuals who enter data into the SP and AWP templates must save their changes (entries) as PDF files without other modifications. Saving from within Adobe Acrobat or Acrobat Reader is accomplished through the “Menu” or “File” menu (depending on software and version), using either the “Save” option or the “Save As...” option.

“Save” will update the file that was opened with the latest changes. “Save As...” allows creation of a new version of the file.

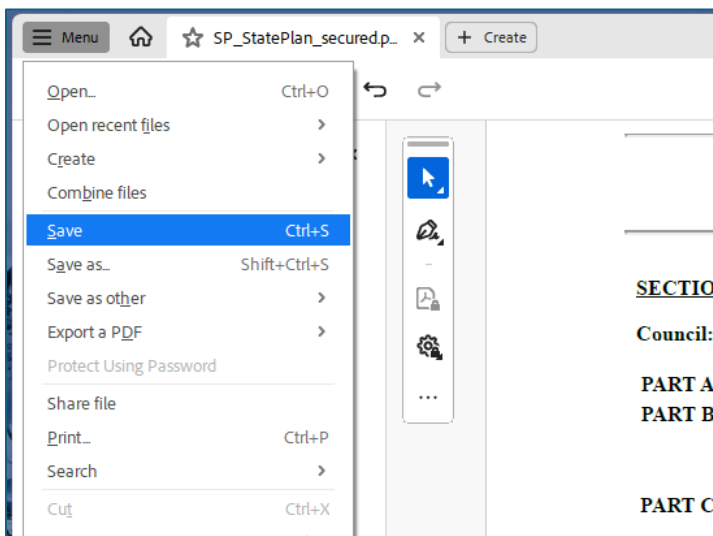


Figure 10 – Saving with Adobe Acrobat Reader with File→Save

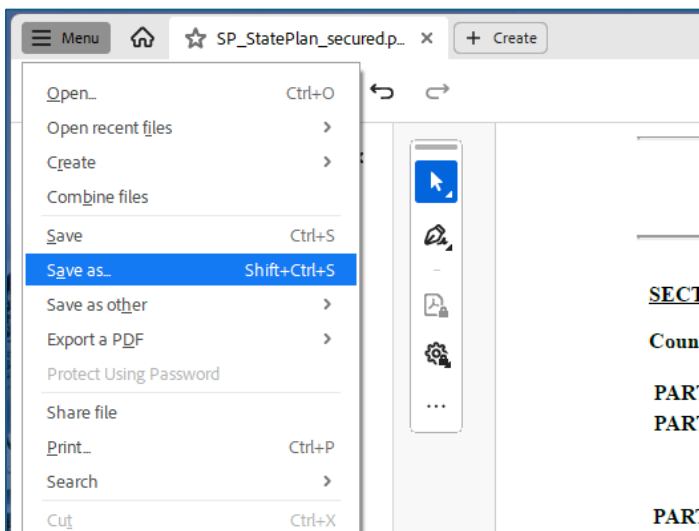


Figure 11 – Saving with Adobe Acrobat Reader with File→Save As...

Saving a SP or AWP template with data entered in Chrome has similarities but important differences from Adobe Acrobat Reader. Chrome has a Download (downward-facing arrow) button on the upper right side, adjacent to the print icon. Upon clicking Download, the options to save the filled template with or without your changes. Be sure to choose **“With your changes”** to capture your edits and entries.

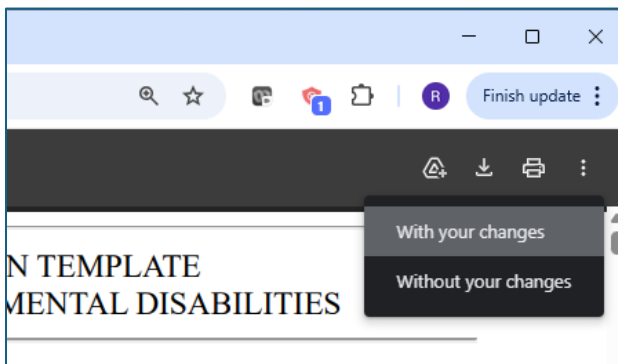


Figure 12 – Saving with Chrome Browser as Download

Alternatively, right-clicking in the document (not in a form field or text box) opens a menu (Figure 13) with a “Save as...” option. Specify a file location (folder/directory) and name to save the template with your edits.

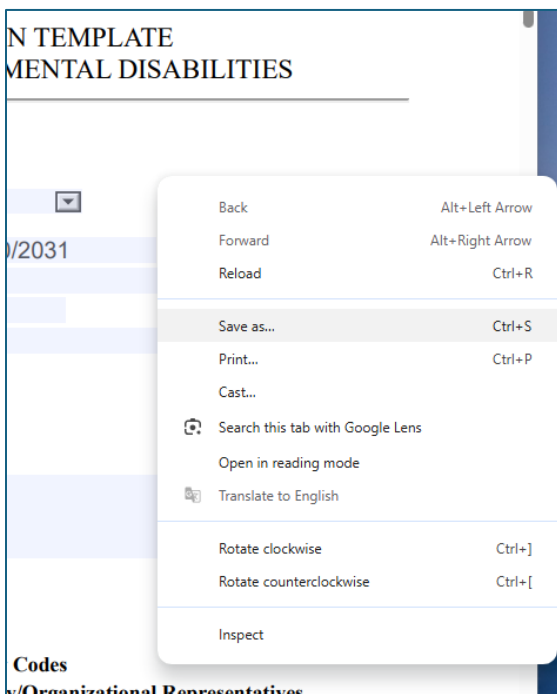


Figure 13 – Saving with Chrome Browser with Right-click

Whether downloading or using the “Save as...” option in Chrome, it is recommended that each save result in the creation of a new file with an updated version number to identify the latest version with

all previous additions. Chrome's ability to save with the same file name requires that the previous version (that was opened for editing) be overwritten.

Quick Reference List

- Edit templates in Adobe Acrobat/Acrobat Reader or the Chrome browser.
 - You may edit (enter data into) form fields in any order and in as many sessions as needed. (Save your edits.)
 - The templates may be edited by multiple individuals, provided the edits are made to a shared file. Only one person can edit a file at a time.
 - It may be helpful to save the original unedited PDFs as a backup and to save the edited versions to a separate folder/directory.
 - When entering data into an AWP template, it may be helpful to view the SP (e.g., goals and objectives) side-by-side with the AWP.
- To allow multiple individuals to contribute to the templates, you may choose to save the templates to a shared network location and to coordinate so that only one person is editing at a time or to email the edited template sequentially to each contributor. Multiple individuals cannot edit the same file simultaneously.
- Save your edits (additions) to the template form fields:
 - Acrobat Reader: File → Save *OR* File → Save As... (provide a filename that includes your council two-letter abbreviation).
 - Chrome: Right-click (in document) Save as... *OR* Download (button) **With your changes** (provide a filename that includes your council two-letter abbreviation).
 - Do: Save as type *.pdf
 - Do NOT: Use Print to PDF to save your edits.
 - Do NOT: Edit the form design or layout in a PDF editor (e.g., Acrobat Pro).
 - Do NOT: Password protect or otherwise alter file permissions.
- It is recommended that editing of narrative passages or long responses to questions / prompts be done in Word, Notepad, or another editor of your choice.
- Long passages can be copied and pasted into the template and saved.
- Reach out to ACL through normal communication channels with any questions at any point in the process.
- Send completed templates via email to ACL.
 - Email submissions to: Sara.Newell-Perez@acl.hhs.gov and copy SMatney@nacdd.org and ADeaville@nacdd.org.
- Retain copies of template files. If corrections or omissions must be addressed after ACL reviews submissions, your copies of the template(s) can be used to make and submit required changes.

Reminder

- You may not be able to see all your text when viewing or printing a filled template, but your text is in there (electronically).
- If you have questions, ask.