



State Development

Information and tips to develop the
Annual Work Plan



Annual Work plan - Overview

- “ The annual work plan is designed to reflect the goal/objectives/activities that will be taken up by the DD Council during a particular fiscal year.



What is included on the work plan?

The annual work plan asks for the following:

- Goal statement and expected outcomes (from template)
- Areas of emphasis
 - ” For the goal
- Strategies to be used
 - ” For the goal

Annual State Plan Work Plan

State Plan Yr. ____ (e.g.: 1, 2, 3, 4, 5); FFY ____ (Specify fiscal year)

SECTION III: Part E: State Plan GOALS [Section 124(4); Section 125(c)(5)]

Goal #:

- Identify State Plan Goal
- Expected outcomes for the goal

Area(s) of Emphasis:

For each goal, check all the area(s) of emphasis that relate to the goal statement. See Appendix A for definitions of the area(s) of emphasis.

- Quality Assurance
- Education and Early Intervention
- Child Care
- Health
- Employment
- Housing
- Transportation
- Recreation
- Formal and Informal Community Supports

Strategies to be used in achieving each goal:

Check all that apply.

- Outreach
- Training
- Technical Assistance
- Supporting and Educating Communities
- Interagency Collaboration and Coordination
- Coordination with Related Councils, Committees and Programs
- Barrier Elimination
- Systems Design and Redesign
- Coalition Development and Citizen Participation
- Informing Policymakers
- Demonstration of New Approaches to Services and Supports
(indicate initial start date mn/day/year and name of project)
- Demonstration of Projects or Activities
(indicate initial start date mn/day/year and name of project)
- Other Activities

...continued

What the goal addresses
Identify all the areas the goal
is going to address

Collaborators

Additional fields will be
available to add as many
planned collaborators as is
needed

UNAT 1

This Goal addresses

(Check each box that applies)

- Individual/Family Advocacy
- System Change
- Self-Advocacy Requirement
- Targeted Disparity
- DD Network Collaboration
- Capacity Building

Collaborators Planned for this goal (if known): Identify all organizations/agencies the Council plans to work with and/or has commitments from in addressing the goal.

- State Protection and Advocacy System
- University Center(s)
- State DD agency
- Other:
- Other:
- Other:

The annual work plan

- “ Annual work plans will be required in this 5-Year cycle.
- “ A separate work plan is required for each year of the plan.
 - . Councils will submit Federal Fiscal Year (FFY) 17 and FFY 18 on August 15, 2016
 - “ 2 work plans
 - . FY 17 = Year 1 of State plan
 - . FY 18 = Year 2 of State plan

The details



The annual work plan will include the following:

- . Goal Statement
- . Expected Outcomes for the 5 year goal
- . Objective
 - For each objective, identify the following:
 - ✓ Major activities
 - ✓ Expected Outputs
 - ✓ Expected Outcome
 - ✓ Data Evaluation and Measurement
 - ✓ Targeted, projected performance measures

The objective portion of the form

Objective:	
Major Activities:	
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	
Expected Outputs:	
<ol style="list-style-type: none"> 1. 2. 3. 	
Expected Outcomes:	
<ol style="list-style-type: none"> 1. 2. 	
Data Evaluation & Measurement:	
<ol style="list-style-type: none"> 1. 2. 3. 	

Project the performance measure(s) that will be targeted for each objective																																																													
Individual & Family Advocacy (IA)		System Change (SC)																																																											
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Objectives

- “ Objectives should include a measurement of the work to be accomplished:
 - . Increase or decrease
 - . Number or percentile
 - . qualitative projections of the work (e.g. convening coalitions; researching state service models).

Major Activities



- “ For each objective, identify the major activities that work towards accomplishing the goal
- “ Major activities can be correlated to the strategies identified.
- “ Major activities are “broadly specific”
 - . When identifying major activities, you will need to think through the objective and how the activities will help the DD Council make progress towards the five year goal

Major Activities Example

This objective was focused on self-advocacy initiatives....

“Broadly specific”

1. Conduct outreach events.
2. Maintain a website and use social media to share info, knowledge and opportunities.
3. Develop a quarterly newsletter to share advocacy information and strategies.
4. Provide phone information and referral services to people with DD.
5. Produce and share videos featuring self-advocates advocacy experiences.

Additional thoughts

- “ Too much or too little detail?
 - . The key is to provide AIDD with enough information so a reader can get a sense of the activities that will be undertaken for the objective.

Outputs

- “ Outputs are things that can be counted
 - . Common examples
 - “ Number of participants;
 - “ Number of meetings;
 - “ Number of products;
 - “ Number of activities



Look at the major activities – what can be counted?

Outputs example

“Broadly specific” Major Activities

1. Conduct outreach events.
2. Maintain a website and use social media to share info, knowledge and opportunities.
3. Develop a quarterly newsletter to share advocacy information and strategies.
4. Provide phone information and referral services to people with DD.
5. Produce and share videos featuring self-advocates advocacy experiences.

Things you can count

1. **4 outreach events will be held.**
2. **1 website and 24 social media posts will be maintained and used.**
3. **4 newsletters will be developed and disseminated.**
4. **120 people will receive information through the I&R phone program.**
5. **4 videos featuring 16 self-advocates will be produced**

Outcomes

“ What are outcomes?

. Outcomes are things a DD Council is trying to achieve and are the result of a major activity

“ A change in knowledge;

“ A change in skill level;

“ A change in abilities;

“ A change in attitudes;

“ A change in practice;

“ A change in policy



Use the logic model process to help determine outcomes

Expected Outcomes

Expected Outcomes are what the DD Council expects to achieve as a result of doing something

This is not the same thing as the targeted performance measure



answer the question “if we do “x” then [insert expected outcome]

Expected Outcomes example

Things you can count

1. 4 outreach events will be held.
2. 1 website and 24 social media posts will be maintained and used.
3. 4 newsletters will be developed and disseminated.
4. 120 people will receive information through the I&R phone program.
5. 4 videos featuring 16 self-advocates will be produced

Things you expect to achieve

1. **(outreach events) More people will be active participants in statewide self-advocacy organization**
2. **(website and social media) People will have increased knowledge and access to SA opportunities**
3. **(newsletters) People will have increased knowledge about and access to advocacy strategies, events and opportunities**
4. **People will use their knowledge to actively advocate for themselves, others, and to affect the service system.**
5. **(I&R) People will have increased access and information about issues that best meet their needs**
6. **(I&R) people will use their information to access services, supports and other assistance.**
7. **(videos) People will have increased knowledge about the experiences of people with DD and involvement in advocacy efforts.**

A logical thought process tool



Here is a logical thought process with prompts...

The purpose of [program or project]

Is to provide/produce [activities, products]

To/for [target audience]

So that they [short-term or immediate outcomes]

And will be able to [outcomes, or application]

Resulting ultimately in [long-term outcomes, what the project/activity was trying to achieve)

Data evaluation and measurement

- “ This section identifies the ways the DD Council will “prove” outputs and outcomes – in other words, what documentation (evidence) is used to back up the results from the activity?
- “ Avoid being too general and align this section with the overall evaluation plan.

Data & Evaluation Example

1. Conduct outreach events.
2. Maintain a website and use social media to share info, knowledge and opportunities.
3. Develop a quarterly newsletter to share advocacy information and strategies.
4. Provide phone information and referral services to people with DD.
5. Produce and share videos featuring self-advocates advocacy experiences.

1. **Sign-in sheets for outreach events; Registration forms of new self-advocacy organization members.**
2. **Collect analytics from “google” to determine user activity;**
3. **Surveys to measure knowledge gained after events, newsletters, and I&R services**
4. **Follow-up surveys to measure use of knowledge gained after events, newsletters, I&R, and videos**
5. **Survey people who requested videos to determine impact and usage**



The reader needs to get a sense of how data will be collected and how the data will be used to measure progress towards the goals/objectives; the data and evaluation information should correspond to the overall evaluation plan.

Draft Performance Measures

DD Council Draft Performance Measures - July 2015

INDIVIDUAL/FAMILY ADVOCACY ANNUAL PERFORMANCE MEASURES

IA 1: Output Measures¹

IA 1.1	The number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems
IA 1.2	The number of family members who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems

IA 2: Outcome Measures²

IA 2.1	After participation in Council supported activities, the percent of people with developmental disabilities who report increasing their self-advocacy
IA 2.2	After participation in Council supported activities, the percent of family members who report increasing their advocacy

IA 2: Sub-outcome measures:

IA 2: Individual Advocacy Sub-outcome Measures	
IA 2.2.1	The percent of people who are you better able to say what they want/say what is important to them
IA 2.2.2	The percent of people who had been participating in any advocacy group before involvement in Council supported activities?
IA 2.2.3	The percent of people who joined an advocacy group as a result of participation in Council supported activities
IA 2.2.4	The percent of people who are participating now in a group advocacy effort
IA 2.2.5	The percent of people who report that the Council supported activities helped to increase participation in the group advocacy effort or the advocacy group
IA 2.2.6	The percent of people who are on policy boards, advisory boards, governing bodies as a result of experience with the Council
IA 2.2.7	The percent of people who are serving in a leadership position within or for agencies and organizations
IA 2.2.8	For people serving on a policy board prior to participating in the Council funded activity, the percent who are you still serving and who are more effective as result
IA 2.2.9	The percent of people who are paid for their role
IA 2.2.10	The percent of people satisfied with a project activity
IA 2.2.11	The percent of people who indicate their life is better because of a project activity

¹ **These two measures could be combined to report on the total number of participants but still collected by individuals with developmental disabilities and family members**

² **These two measures could be combined to report on the total number of participants increasing advocacy but still collected by individuals with developmental disabilities and family members**

1



You may want to hold off on projecting performance targets; the Performance Measures Pilot Group recommended changes to AIDD to reduce and clarify the measures in late March, 2016. As of today, we are waiting for their response.

“ http://itacchelp.org/wp-content/uploads/2014/09/TAI-2015-Council_Performance-Measures_revised_July-2015-for-print.pdf ”

Wrap Up?

- “ Questions?
- “ Comments?
- “ Concerns?

- “ What else do you need?

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