



Washington, D.C. 20201

May 27, 2016

Dear Colleague:

The Administration on Intellectual and Developmental Disabilities (AIDD), Administration on Disabilities (AOD), Administration for Community Living (ACL), at the U.S. Department of Health and Human Services is seeking volunteers to review and provide feedback on the upcoming State Councils on Developmental Disabilities (Councils) 2016-2021 5-Year State Plans. Councils are busy preparing these plans and corresponding Work Plan documents to be submitted in the new ACL reporting system by August 15, 2016.

This year AIDD has made some changes to the State Plan template and reporting requirements. In light of this and the successful review process held in 2011, we believe a remote panel review will further assist in providing for enhanced program ideas, implementation strategies, potential amendments, and strengthened plans overall.

The remote peer review process will include a reviewer training via webinar prior to the State plan submission. We are seeking to have eight teams, each consisting of three members. Each team will review seven plans. Team members will receive the plans and work plan documents for review beginning the week of August 15th and will be allotted five reading days of honoraria for their time and service. Plan feedback is due on Friday, September 2, 2016 at which time the AIDD's logistical contractor, SIDEM will compile all the team members' feedback for submission to AIDD. Based on review of the feedback, any potential follow-up discussion with teams is scheduled to occur during the week of September 12-16, 2016.

If you are interested in serving as a peer reviewer, would like to submit a recommendation for a peer reviewer, or have any questions, please contact me at Sara.Newell-Perez@acl.hhs.gov or (202) 795-7413, no later than June 13, 2016. Selected reviewers will be notified the week of June 20th. For further details about honoraria or reasonable accommodations, please contact Wanda Alston, SIDEM, at: alston@sidemgroup.com or (240) 650-8298.

Thank you very much for all of the work you do every day to support individuals with intellectual and developmental disabilities and their families. We appreciate your consideration of this opportunity.

Sincerely,

Sara Newell-Perez
Program Specialist
Administration on Disabilities