Council Members and State Plan Development

Roles, responsibilities, challenges and strategies

Presenters

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Overview of session

- Simplified review of the DD Act requirements for a Council State plan
- Council responsibilities specific to State plan development
- Common challenges
- Strategies for facing challenges

The Act requires…

- The plan provides for the establishment and maintenance of a Council
- The plan identifies a Designated State Agency
- The plan provides a comprehensive review and analysis of the extent to which services and supports are available to people with DD and their families and,

  - Page 6 of State Plan Development Resource

The Act…continued

- The extent of unmet needs for services supports and other assistance in the State/Territory.
- The plan include a description of how the DD Network partners and other entities collaborate
- The plan include a rationale for each goal related to advocacy, capacity building and systems change to be undertaken
  - Pages 6-7 State Plan Development Resource

Comprehensive Review & Analysis

- The Comprehensive Review & Analysis will help the Council understand the current state of services and supports for people with developmental disabilities and their families and identify gaps in services.
- This review should be useful in revealing needs related to the areas of emphasis in the DD Act

Plan goals

- 5-year goals
- Developed through data-driven strategic planning for advocacy, capacity building, systems change
- Related to the areas of emphasis
- Includes a goal for <u>each year of the grant</u> related to self-advocacy

  - Page 8, State Plan Development Resource

Plan goals continued

- The strategies to be used in achieving the goal; and

- The method to be used to determine if each goal has been achieved

  - Page 8; State Plan Development Resource

The State plan

- The state plan is a tool which ensures that staff, management and governance are moving in the same direction.
- The state plan helps focus agency resources and activities.
- The state plan is a shared vision of the organization's future.
- The state plan is a tool to measure results and outcomes

Member/Staff partnership

- The DD Act provides a Council with resources for staff to assist the Council with developing, implementing and monitoring their State plan.
- Council staff have the responsibility of translating the information collected into materials the Council can use in developing the goals for the plan.

Council Responsibilities

- The **Council** shall develop the State plan

- Budget
  - The Council shall prepare, **approve** and implement a budget
    - The Council budget is the State Plan in numbers

What does ADD look for?

- The correlation between CRA and goals rationale to demonstrate data driven
- Public input into the plan
- Council involvement in developing the plan
- Alignment of the goals to the objectives
- Alignment of the goals to the purpose of the DD Act

Data driven

- Utilizing information found in the Comprehensive Review and Analysis, the Council will:
  - determining specific goals,
  - objectives and strategies to address the needs and gaps in services,
  - considering the related areas of emphasis and
  - types of activities, initiatives, and partners needed to reach the desired results.

Public Input

- The DD Act requires the plan be based on public input. This is found in two forms:
  - Input
  - Review
- Input means “contribution of information, or a comment or viewpoint”
- Public input can be considered in addition to other data collection elements within the Comprehensive Review and Analysis

Public Input

- Who is the public?
  - People who live with developmental disabilities
  - Family members of people with developmental disabilities
  - Service providers
  - Other people concerned with services for people with developmental disabilities

    - Pages 18-19; State Development Resource

Public Review

- Councils must demonstrate that citizens in the State/Territory have had an opportunity to review the draft State plan.
- Appropriate and sufficient notice means 45 calendar days (OMB requirement)
- The plan should be made available in accessible formats
- The Council shall revise the plan to take into account and respond to significant comments.

Council involvement

- There is **no prescribed method** of state plan development. What works well for one Council may not work well for another
- **Members determine plan goals** -- what the Council will achieve during the 5 year time period
- Goals should be measurable and achievable
  - Select goals that have clear outcome measures, not just output measures
  - **Align objectives** (*action* steps) with goals. Ask: "Will the objectives achieve the overall goal?"

Where to begin?

- **Review the Council Mission, Vision and Values statements**
  - Determine if they are relevant for the upcoming 5 years.
- **Review the data/information prepared by staff**
- **Councils can use two primary guiding questions during the plan development process**
  - What should the future be like for people with DD and their families?
  - What can the Council do to make that future a reality?

Goal Focus

- The goals will focus on
  - advocacy, capacity building and systemic change activities
  - related to the areas of emphasis
  - that are derived from the unmet needs of individuals with developmental disabilities and their families

Things to consider….

- Consider **resources** and staffing levels.
- **Guard against over-reaching**. An overly ambitious plan may be a set up for failure.
- **Allow room for growth** to respond to changing environmental factors.

Challenges

- Conflict of Interest or the perception of conflict of interest
- “Pet projects”
- Gaining the investment of new Council members who are appointed after the plan is developed

Challenge: Conflict of Interest

- **What does the Act say?**
  - **Councils must provide an assurance (a pledge, a guarantee; free from doubt) that NO member of the Council will cast a vote on ANY matter that would provide direct financial benefit to the member OR otherwise give the appearance of conflict of interest**
  - **Councils must submit this assurance to the Administration on Developmental Disabilities with their 5-year State plan**

Conflict of Interest continued

- A conflict of interest is real or perceived and exists when the Council member or a member of their family appears to gain or benefit personally from their position on the Council.
- A perceived conflict is often more damaging than a real one since it is much harder to resolve.
- For Council members who serve in dual roles (as a Council member and a member of the board of a grantee or proposed grantee) these Council members should take great care they influence any other Council member

Strategies

- Keep the conflict of interest issue upfront and “in the open”
  - Regularly ask Council members (as a whole) about possible conflicts
  - Have Council members self-disclose

- Perform a “disclosure” activity
  - Have Council members self identify other groups and organizations that may present a conflict or perception of conflict

Your turn!

- What are some ways your Council has addressed the conflict of interest issue?

Challenge: “Pet Projects”….Sacred Cows”

- Sometimes, Council members have special passion for a project, and advocate for their special project to be included in the State plan
- This becomes a challenge when there is no data to support the activity
- Council members will want to ensure all goals/objectives are supported by data and can be connected to the information found in the Comprehensive Review & Analysis and the rationale for the goal is sound.

Checklist for Screening Goals & Objectives

Instructions: Score goals and objectives ("**y**es", "**n**o", "**m**aybe") based on how well they meet the criteria listed across the top of this table.

	Aligned with purpose of the DD Act	**Aligned with Council mission, vision, values**	**Impact is measurable and attainable**	**Rationale is supported by data**
Goal/Objective:				
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Sample Checklist for Screening Goals & Objectives

Instructions: Score goals and objectives ("**y**es", "**n**o", "**m**aybe") based on how well they meet the criteria listed across the top of this table.

	Aligned with purpose of the DD Act	**Aligned with Council mission, vision, values**	**Impact is measurable and attainable**	**Rationale is supported by data**
Goal/Objective: All people with developmental disabilities have jobs	Y	Y	N	M
Goal/Objective: State laws will use "people first" language	Y	Y	Y	Y

Your turn!

- Has your Council implemented strategies to effectively address “pet projects”?

Challenge: Investment of new Council members

- Council members who are appointed after the plan is developed often feel as if they had no input into the current work of the Council

Strategies

- Mentoring new members into existing work can be an important activity
  - Survey Council members about their interests
  - Match the interests of new members to meaningful activities of the Council though the plan

Your turn!

- Are there other ways to mentor a new Council member into existing work?

Final steps in plan development

- After the draft State plan is developed, the Council should **approve** the draft plan and the release for public review and comment
  - Typically, a Council will record the approval in the Council minutes

- Staff should summarize all public comments for the Council to review and consider

Final steps

- If there are no significant comments, the Council should accept the draft plan as final
- The final plan is submitted to ADD by staff
- Council then moves into the implementation phase!

Yearly requirements

- Each year the Council prepares a report that contains information about the progress made by the Council in achieving the goals of the Council
  - The Council may amend the State plan
    - If the amendment is significant, the Council must meet public review and comment requirements

Questions?