

DD Suite Five-Year State Plan User Guide

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1. Getting Started

1.1. Requirements

1.1.1. Browsers

All users should have one of the following browsers: Internet Explorer v. 7.0+, Mozilla Firefox 3.0+, Google Chrome 4.0+, Safari 3.0+, or another browser that is comparable to the standards and performance of the above. The DD Suite may work in other browsers, but no guarantees are made, and no support will be given to users with browsers other than those listed above.

1.1.2. User Accounts

All users must have the proper credentials to access the DD Suite. Each Council has been assigned at least one user account, and that user is responsible for setting up access for other users in their Council.

If you do not have a user account, or you don't know what your user account is, please contact Edward Morgan, Project Manager, at edward.p.morgan@state.ma.us, or at 617.770.7676 x. 104.

To add additional users to your Council, log in to the DD Suite, click on `Local Administration > Council Staff > Add`, and enter the information on the resulting page. Choose an access level for the new staff: an Executive Director level is reserved for the Executive Director; a Local Administrator has the rights to add and remove user accounts, grants, and Council Activities, and Council Staff have the rights to access their own activities and grants. All Council staff access levels can edit the state plan. Click Save when you are done. The new account will be set up with the default password of `mddc123`, which must be changed after the first login.

1.2. Conventions Used in this Manual

`Constant Width`

Used to indicate locations within the DD Suite and the DD Suite State Plan.



Warning

This icon designates a warning. Items marked with this icon demand special attention, and indicates that the procedures, if not followed, likely will result in data loss or corruption.



Notice

This icon designates an area of particular note. Items marked with this icon should be noted to avoid possible errors or unintended results.

1.3. Notices and Warnings

1.3.1. Browser Navigation



When using the DD Suite, always use the links provided to navigate from section to section. Using the browser's back and forward buttons will cause you to lose data.

1.3.2. Saving Data



In order to save your data, you MUST click a 'Save' button to submit your data to the DD Suite where it will be stored in the database. If you do not click the Save button, your changes will be discarded without warning.

1.3.3. Submitting vs. Moving from Field to Field



All modern browsers use the following convention: the Tab key will move the focus from field to field in a form, while the Enter or Return key will submit the form. Do not use the Return key while in a single line text field. Using the Return key in a textarea will not submit the form, and is permissible.

1.3.4. Character Limits



Character Limits in the state plan are based on the number of characters entered into the browser's text field. The definition of 'character' for this state plan include all elements of the narrative passage, including, but not limited to: spaces, punctuation marks, internal representations of carriage returns or new lines, non-printing characters, or any other element represented in the UTF-8 encoding scheme.

1.3.5. Using Microsoft Word/Character and Word Counts



When using Microsoft Word or another word processing application to compose your narrative passages, the word count tool will record a different value than the character counter in the DD Suite. The DD Suite uses a different operating system and a different method of storing text than Microsoft Word, which will result in more characters being calculated than Microsoft Word's calculation. We cannot alter the manner in which characters are counted, and must accept the DD Suite's calculation as final.

1.3.6. Using Microsoft Word/Special Characters



If you are composing your narrative in a word processing program like Microsoft Word, please be certain that you eliminate as much formatting as is possible before cutting and pasting your narrative into

the DD Suite. The DD Suite does not store formatting code or special characters like bullets, icons, right and left quotation marks, and the like. Wherever possible, the DD Suite will convert the unsupported text into the closest approximation of the character as it can. However, if it is unable to determine a close match, it will be entered as a non-printing character or a question mark.

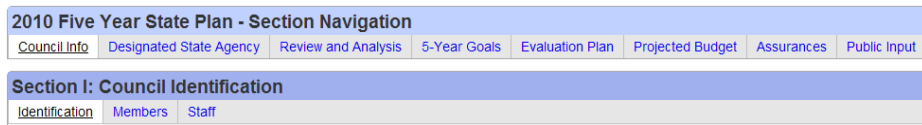
1.3.7. Using Microsoft Word/Cutting and Pasting



When cutting and pasting text from Microsoft Word or other word processing applications into the DD Suite, you may initially be able to insert more characters than the limit states. However, if the characters as calculated by DD Suite exceed the limit set by ADD, your narrative will be truncated to the limit without further warning.

1.4. Navigating the State Plan Module

The State Plan Module in the DD Suite has a row of navigation links at the top of each screen. The top row allows you to access the sections of the state plan directly, and the bottom row allows you to access any subsections in that section of the plan.



In the example above, the first section of the state plan, Council Information, has three subsections: Identification, Members, and Staff. After clicking on Council Info, the link changes from blue to black and underlined, indicating that you are now in the Council Info section. The links below the title of the section indicate the subsections and which subsection you are currently in.

1.5. Moving from field to field

To move from field to field in the state plan module, or elsewhere in the DD Suite, use the Tab key on your keyboard, or use your mouse to click in the field you wish to edit. Do not use the Enter (or Return) key, as this will submit the form you are working on. You may use the Enter key in multi-line text fields to insert new lines, however.

1.6. Saving your work



The DD Suite will not automatically save your entries. After editing the information on a screen, you must click the Save button to submit your edits to the database. If you click on a link to leave the page you are working on, your edits will be discarded.

1.7. Canceling your changes

If you have made edits to a form that you did not intend to make, you may either click the Cancel button at the bottom of the screen, or you can reload the screen using your browser's reload button.

1.8. Clearing a form

If the button at the bottom of the form is labeled Clear, it is used to empty out all of the information currently in the form. Once the form is emptied, it can then be used to enter a new record in the database.

1.9. Adding multiple records to a section

Certain areas of the DD Suite require you to add multiple entries, such as the Council Member and Council staff subsections of the Council Information area.

Section I: Council Identification

Identification Members Staff

Part D - Council Members [Section 125(b)(1)-(6)]

Name	Member Code	Agy Name	Appointed	Expiration	Alt/Proxy Name	Actions
Aldrich, Lois						[x]
Amatucci, Nancy Rose						[x]
Brown, Bethany						[x]
Brugnarò, Lora						[x]
Burgess, Laurie						[x]
Ching, Lisa						[x]
Delviscovo, Michael						[x]
Fitzpatrick, Julie M						[x]
Fracht, Anne						[x]
Glennon, Dianne						[x]

Add new member or click on member name to the left to modify.

Enter Name (last, first):

Agency/Organization or Citizen Member Category Code: N/A

Enter Agency/Organ

Enter the date of appointment to the council:

Enter the appointment expiration date:

Enter alternate/proxy for State Agency rep name:

If you are a current user of the DD Suite's data management functions, you will find that all of the staff and Council members that have user accounts are already listed in your state plan. To edit them, you need to click on their name, which will populate the fields on the right with their account information. You can then edit the existing information, add additional information, or clear the form. To delete the member or staff entry, click on the [x] to the right of their information.

If you do not have any entries in the Member of Staff sections, simply type the information into the fields provided and click Save. The entries will then appear in the list to the left.

1.10. Entering narrative text

Certain narrative sections of the state plan have a character limit associated with them. For those sections, please note that all entries into the field, including tabs, spaces, punctuation marks, etc., count towards the character limit. To aid you in determining how many characters you have entered, we have provided you with a

If yes, describe the general categories of services it provides (eg Health, education, vocational, residential, etc)(max 250 chars): characters: 3 of 250

The

notification tag that displays the total characters allowed for that field and the number that the DD Suite calculates for characters already entered. (Requires JavaScript).

1.11. Entering Dates

Dates can be entered in any recognizably American format. You may use slashes (/) or dashes(-) to separate the numbers in Month-Day-Year, or Year-Month-Day format. You may also enter the name of the month (August), or the three letter abbreviation for the month (Aug).

1.12. Entering Numbers

When entering numbers, you may use commas to separate orders of magnitude, and you must use a decimal point to separate fractional values.

When entering a number in value per 100,000 format, you may enter up to three decimal places.

2. Starting a New State Plan

2.1. Cloning

Cloning is not available for this state plan. The template for the current state plan is significantly different from the last five year state plan, and so cloning of that plan into the current one is not feasible. Cloning should be available for any annual updates to this plan, however.

2.2. Creating a New State Plan

To create a new state plan, enter the year of the plan (2012) and click Submit. The framework for your five-year state plan will be created and you will be redirected to a page where you can enter the state plan and begin editing.

2.3. Deleting a State Plan

To delete a state plan, click on the [x] next to the state plan that you wish to delete. The state plan will be archived and hidden. To permanently remove the plan, contact the DD Suite Project Manager.

2.4. Continuing a State Plan

To continue a state plan, log in to the DD Suite and click on State Plan. Next, choose the plan that you wish to edit by clicking on the year shown in the Plan Revision/Fiscal Year column.

3. SECTION I: COUNCIL IDENTIFICATION

3.1. PART A.

State Plan Period:

October 1, 2011 through September 30, 2016

This field cannot be changed.

3.2. PART B. Contact Information

Contact Person: Name the person to be contacted with questions about the Plan.

Phone Number: Provide contact person's direct phone number.

E-mail: Provide contact person's direct e-mail address.

3.3. PART C. Council Establishment:

(i) Date of Establishment: Provide the exact date the Council was established. (If the Council was dissolved and reconstituted, enter the date the Council was reconstituted.)

(ii) Authorization: If your Council is authorized under a state statute, select State Statute. If your Council is authorized under an executive order, select Executive Order. If neither of these apply, select N/A.

(iii) Authorization Citation: Provide the actual citation as codified in state law or for the Statute or the citation for the Executive Order establishing the Council.

3.4. PART D: Council Membership. [Section 125(b)(1)-(6)].

(i) Council membership rotation plan (1,000 character limit): Provide information about the Council's membership rotation plan, including Council terms and term limits.

The screenshot shows the DD Suite 4.0 web application interface. At the top, there is a navigation bar with the text "2012 Five Year State Plan - Section Navigation" and a menu with items: "Council Info", "Designated State Agency", "Review and Analysis", "5-Year Goals", "Evaluation Plan", "Projected Budget", "Assurances", and "Public Input". Below this is "Section I: Council Identification" with sub-tabs for "Identification", "Members", and "Staff". The form is divided into four parts: PART A (State Plan Period: October 1, 2011 through September 30, 2016), PART B (Contact Person, Title, Phone Number, Email), PART C (Date of Establishment, Authorization: State Statute, Authorization Citation), and PART D (Council Membership [Section 125B(1)-6]). There are "Save" and "Cancel" buttons at the bottom of the form.

3.5. Council Membership - Members

(ii) Council Members: Provide full names of all Council members, beginning and ending dates of each appointment, and category of membership using the codes provided. Begin with agency/organizational representatives (category A), then list public members (categories B and C). For people representing an agency/organization, provide the name of the agency/organization and the name of any official proxy/alternate. If more than one agency/organization representative represents a particular federal program (e.g. IDEA Part B and Part C) select the appropriate agency/organization in the drop down list, and enter the name of the appropriate program in Organization/Name field. The DD Suite will automatically enter the code based on your selection in the drop down list.

To edit an existing entry, click on the name of the member you wish to modify. Their information will populate the fields to the right of the listing. Make your edits, then click Save. The information will be saved to the database.

To add additional entries, click on the Clear button to remove any existing information, and then enter the name, Council membership type, appointment date, etc. and click Save.

Council Membership Category Codes

Agency/Organizational Representatives

A1 = Rehab Act

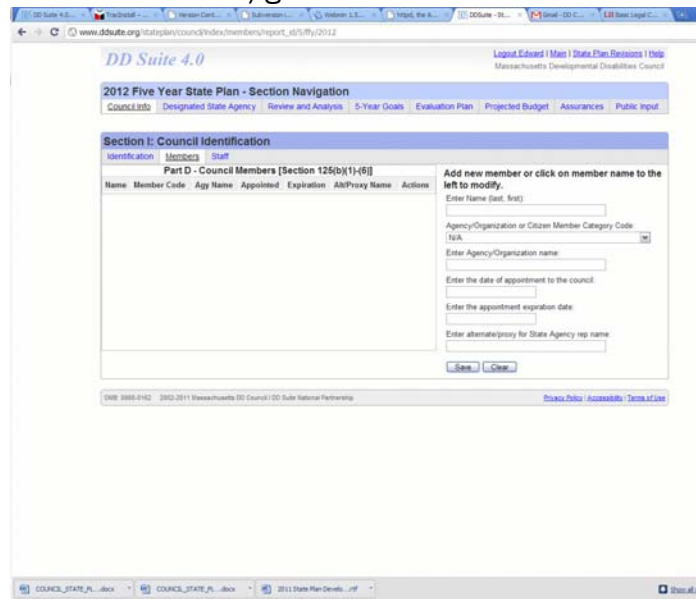
A2 = IDEA

A3 = Older Americans Act

- A4 = SSA, Title XIX
- A5 = P&A
- A6 = University Center(s)
- A7 = NGO/Local
- A8 = SSA/Title V
- A9 = Other

Citizen Member Representatives

- B1 = Individual with DD
- B2 = Parent/Guardian of child
- B3 = Immediate Relative/Guardian of adult with mental impairment
- C1 = Individual now/ever in institution
- C2 = Immediate relative/guardian of individual in institution



3.6. Part E. Council Staff. [Section 125(c)(8)(B)].

Provide information about all full-time and part-time Council staff positions. For full time staff, enter 100% under percentage of employment, for part-time staff, enter their percentage of a full time equivalent. Full-time staff on furlough should be counted as full-time staff. Do not include consultants. If the official classification of the staff member does not adequately describe the role of that position, include a working title (e.g., Council Executive Director, NOT Health Administrator IX).

DD Suite 4.0 Logout Edward | Mass | State Plan Sessions | Help
Massachusetts Developmental Disabilities Council

2012 Five Year State Plan - Section Navigation

[Council Info](#) | [Designated State Agency](#) | [Review and Analysis](#) | [5-Year Goals](#) | [Evaluation Plan](#) | [Projected Budget](#) | [Assurances](#) | [Public Input](#)

Section I: Council Identification

Identification | Members | Staff

Part E - Council Staff (Section 126(c)(9)(B))

Name	Position or Title	FTE Time %	Actions
Add new staff or click on staff member to the left to modify. Enter person's Name (last, first): <input type="text"/> Enter person's Position or Working Title: <input type="text"/> Enter Percentage of employment time (100% = full-time): <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Clear"/>			

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4. SECTION II: DESIGNATED STATE AGENCY [Section 125(d)].

4.1. PART A. The Designated State Agency (DSA).

If the DSA is the Council, click Yes and move on to the next section. If the DSA is another agency, complete the remaining fields.

4.2. PART B. Direct Services. [Section 125(d)(2)(A)-(B)]

If DSA is other than the Council, does it provide or pay for direct services to persons with developmental disabilities?

Answer Yes or No.

If yes, describe the general category of services it provides (eg. Health, education, vocational, residential, etc.). (250 character limit)

4.3. PART C. Memorandum of Understanding/Agreement. [Section 125(d)(3)(G)]

Does Your Council have a Memorandum of Understanding/Agreement with your DSA?

Answer Yes or No.

4.4. PART D. DSA Roles and Responsibilities related to Council. [Section 125(d)(3)(A)-(G)]

Describe briefly the roles and responsibilities of the DSA here (250 character limit).

4.5. PART E. Calendar Year DSA was Designated. [Section 125(d)(2)(B)]

Enter the four digit calendar year the DSA was designated for your Council.

2012 Five Year State Plan - Section Navigation

- Council Info
 - Designated State Agency**
 - Review and Analysis
 - 5-Year Goals
 - Evaluation Plan
 - Projected Budget
 - Assurances
- Public Input

Section II: Designated State Agency

PART A

The Designated State Agency

The Designated State Agency (DSA) is the Council:

Yes No

If the DSA is not the Council, Name the Agency which acts as the DSA:

DSA Official's Name:

DSA Address:

DSA City:

DSA State:

DSA Zip Code:

DSA Phone:

DSA FAX:

DSA E-mail:

PART B

Direct Services [Section 125(d)(2)(A)-(B)]

If DSA is other than the Council, does it provide or pay for direct services to persons with developmental disabilities? Yes No

If yes, describe the general categories of services it provides (eg Health, education, vocational, residential, etc)(max 250 chars):

PART C

Memorandum of Understanding/Agreement [Section 125(d)(3)(G)]

Does your Council have a Memorandum of Understanding/Agreement with your DSA? Yes No

PART D

DSA Roles and Responsibilities related to Council [Section 125(d)(3)(A)-(G)]

If DSA is other than the Council, describe (max 250 chars):

PART E

Calendar Year DSA was Designated [Section 125(d)(2)(B)]

The Calendar Year the DSA was Designated:

5. SECTION III: COMPREHENSIVE REVIEW AND ANALYSIS [Section 124(c)(3)]

Overall, the Council's Comprehensive Review and Analysis (CRA) should demonstrate a thorough understanding and analysis of the extent to which:

- Services, supports, and other assistance are available to individuals with developmental disabilities and their families, and
- There are unmet needs for services, supports, and other assistance for those individuals and their families.

5.1. INTRODUCTION:

Include a broad overview of the Comprehensive Review and Analysis (CRA) conducted by the Council. Below is information that can be included in the Introduction:

- How Council members and members of the public provided input into the development of the plan and how their feedback was used to developing the goals and objectives outlined in the five-year plan;
- Any data, research and/or information that influenced the Council's goal selections;
- How information was gathered from focus groups and/or directly from people with developmental disabilities and their families;
- Information on any federally assisted State programs, plans and policies that are not included in Parts A – D; and
- Other, broader issues, such as social policy, culture change, funding issues, etc. that are not incorporated into Parts A – D.

This section is limited to 1,000 characters.

5.2. PART A. State Information

5.2.1. (i) Racial and Ethnic Diversity of the State Population:

Complete this form below by filling in information from the Census Bureau or some other source on the racial and ethnic diversity in the State

For each ethnicity, below, enter the percentage of your state's total population that identifies themselves as belonging to that race or ethnicity. This field can accept numbers between 0 and 100 with up to two decimal places.

PART A. State Information

(i) Racial and Ethnic Diversity of the State Population as Percentages

White alone:

Black or African American alone:

American Indian or Alaska Native alone:

Asian alone:

Native Hawaiian and Other Pacific Islander alone:

Hispanic or Latino of any race:

Some other race alone:

Two or more races:

(ii) Poverty Rate

White, alone

Black or African American alone

American Indian and Alaska Native alone

Asian alone

Native Hawaiian and Other Pacific Islander alone

Some other race alone

Two or more races:

Two races including Some other race

Two races excluding Some other race, and three or more races

5.2.2. (ii) Poverty Rate:

The poverty rate can come from the Census Bureau or some other source based upon the current Federal Poverty Guidelines.

Enter the rate as a percentage of your total state population.

5.2.3. (iii) State Disability Characteristics

a) Prevalence of Developmental Disabilities in the State:

Provide the estimated number of people with developmental disabilities living in the State. Include a brief description of how the estimate was created (e.g., using national prevalence rate or some other source).

Enter the estimated total number of people with developmental disabilities in your state. If you use the Gollay, E. 1981 study prevalence rate of 1.8%, multiply your state's population by 0.018 and enter the result here.

Next, enter the methodology that you used to calculate that number in the box provided. Again, if you used the Gollay study, enter that information in the box here.

b) Residential Settings: See 5.2.4, Residential Settings

c) Demographic Information about People with Disabilities

Using information collected by the Census Bureau through the American Community Survey, complete the fields below. When fields ask for percentages, enter the percentage of the total state population for that category. If the percentage is not asked for, enter the total number as reported in the Census data.

People in the State with a disability (%)

Population 5 to 17 years

Population 18 – 64 years

Population 65 years and over

Race and Hispanic or Latino Origin of people with a disability (%)

White alone

Black or African American alone

American Indian and Alaska Native alone

Asian alone

Native Hawaiian and Other Pacific Islander Alone

Some other race alone

Two or more races

Hispanic or Latino (of any race)

Employment Status of Population Age 16 and Over

Persons with a disability, employed (%)population

Persons without a disability, employed (%)population

Persons with a disability, not employed (%)population

Persons without a disability, not employed (%)population

Educational Attainment Population Age 25 and Over

Less than High School graduate with a disability:

Less than High School graduate without a disability:

High School graduate, GED, or alternative with a disability:

High School graduate, GED, or alternative without a disability:

Some college or Associate's degree with a disability:

Some college or Associate's degree without a disability:

Bachelor's degree or higher with a disability:

Bachelor's degree or higher without a disability

Earnings in Past 12 months Population Age 16 and Over with Earnings

Earnings of less than \$5000 or a loss with a disability:

Earnings of less than \$5,000 or a loss without a disability:

Earnings of \$5,000 to \$14,999 with a disability:

Earnings of \$5,000 to \$14,999 without a disability:

Earnings of \$15,000 to \$24,999 with a disability:

Earnings of \$15,000 to \$24,999 without a disability:

Earnings of \$25,000 to \$34,999 with a disability:

Earnings of \$25,000 to \$34,999 without a disability:

Poverty Status Population Age 16 and Over

Below 100 percent of the poverty level with a disability:

Below 100 percent of the poverty level without a disability:

100 to 149 percent of the poverty level with a disability:

100 to 149 percent of the poverty level without a disability:

At or above 150 percent of the poverty level with a disability:

At or above 150 percent of the poverty level without a disability:

5.2.4. b) Residential Settings:

Using the chart, provide information on the number of people with developmental disabilities living in the different types of residential settings. In terms of the definitions, A. should include foster/host homes and other similar non-family home settings with paid caregivers while C. and D. should not.

To enter statistics, first enter the year for the statistics. For example, if you are entering information that was gathered or computed for 2008, enter 2008, then enter the statistics for that year and click Save. To enter another year, click Clear, then enter the year and the statistics and click Save again. Repeat as many times as necessary. Statistics should be in the form of the number of individuals per 100,000 state population.

Section III: Comprehensive Review and Analysis

State Data Residential Data Services Challenges Wait List Data Wait List Info Adequacy Analysis Goal Rationale Collaboration

PART A(iii)(b) - Residential Settings

Year	Total Served	A. Number Served in Setting of 6 or Fewer	B. Number Served in Setting of 7 or More	C. Number Served in Family Setting	D. Number Served in Home of Their Own	Actions

Add new year statistics or click on data to the left to modify

Statistics Year:

Total Served (per 100,000):

A. Number Served in Setting of 6 or fewer (per 100,000):

B. Number Served in Setting of 7 or more (per 100,000):

C. Number Served in Family setting (per 100,000):

D. Number Served in Home of Their Own (per 100,000):

5.3. PART B. Portrait of State Services [Section 124(c)(3)(A)(B)]:

Use the following sub-sections to describe the state’s services, supports, and other assistance available to people with developmental disabilities and their families. There is a 4,000 character limit for each subsection. Only some of the fields in this section are required, as noted by the * sign.

5.3.1. (i) Health/Healthcare: (Required)

Describe available medical assistance, maternal and child health care, services for children with special health care needs, mental health services for children and adults, institutional care options, and other comprehensive health and mental health services.

To the extent available also include information on public/private insurance access, prevention and wellness initiatives, and long term services and supports. Also include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such health services and supports. Information about health is required per Section 124(c)(3)(A)(i). This section is limited to 4,000 characters.

5.3.2. (ii) Employment*: (Required)

Describe job training, job placement, worksite accommodation, vocational rehabilitation, and other work assistance incentive and benefits programs that are available to people with developmental disabilities. You may choose to include information about “school to work” transition efforts here.

To the extent available also include information on competitive, integrated employment efforts; sheltered workshops; Employment First policies/efforts; and sub-minimum wage.

To the extent available, include data regarding the number of youth and adults with developmental disabilities receiving each type of such employment services and supports

Information about employment is required per Section 124(c)(3)(A)(ii). This section is limited to 4,000 characters.

5.3.3. (iii) Informal and formal services and supports*: (Required)

Describe available social, child welfare, aging, independent living, and other such services not described elsewhere that are available to people with developmental disabilities and their families.

To the extent available, also include information on family support efforts/policies, peer support initiatives, faith-based community efforts, volunteer activities, home and community based services, and long term services and supports.

To the extent available, include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such services and supports.

Information about informal and formal services and supports is required per Section 124(c)(3)(A)(iii).

This section is limited to 4,000 characters.

5.3.4. (iv) Interagency Initiatives*: (Required)

Describe the extent to which agencies operating other federally assisted State programs (including activities authorized under section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C. 3011, 3012)) pursue interagency initiatives to improve and enhance community services, individualized supports, and other forms of assistance for individuals with developmental disabilities.

To the extent available, also include information on other state collaborations, such as the state early learning councils required under the Head Start program, State Interagency Coordinating Councils required under Part C of IDEA, Work Investment Boards, Centers for Independent Living, State Rehabilitation Council, Aging and Disability Resource Centers and other relevant state-established Councils, Committees, and/or Cabinets.

As possible, include specific information about participation of individuals with developmental disabilities, family members, and organizations representing people with disabilities on these Councils, Committees and/or Cabinets. Information about interagency initiatives is required per Section 124(c)(3)(B).

This section is limited to 4,000 characters.

5.3.5. (v) Quality Assurance:

Provide information on monitoring of services, supports, and assistance to prevent abuse, neglect, sexual or financial exploitation, violation of legal or human rights, and inappropriate use of restraints or seclusion; interagency coordination and systems integration efforts that result in improved and enhanced services, supports, and other assistance; access to person-centered planning services; and training in leadership, self-advocacy, and self-determination.

This information is optional.

This section is limited to 4,000 characters.

5.3.6. (vi) Education/Early Intervention:

Provide information on general and special education services; early intervention services; early childhood services; private school services; education supports; and teacher training.

This information is optional.

This section is limited to 4,000 characters.

5.3.7. (vii) Housing:

Provide information on the availability of affordable, accessible, integrated housing; housing supports and services; and services related to renting, owning, or modifying a residence.

This information is optional.

This section is limited to 4,000 characters.

5.3.8. (viii) Transportation:

Provide information on accessible public transportation services, paratransit services, and/or programs that promote community accessibility.

This information is optional.

This section is limited to 4,000 characters.

5.3.9. (ix) Child care:

Provide information on before-school, after-school, and early care services in communities.

This information is optional.

This section is limited to 4,000 characters.

5.3.10. (x) Recreation:

Provide information on recreational, leisure, and social activities in communities that are available to individuals with developmental disabilities.

This information is optional.

This section is limited to 4,000 characters.

**5.4. PART C. Analysis of State Issues and Challenges
[Section 124(c)(3)(C)]:**

Use the sub-sections to summarize the Councils' comprehensive analysis of the extent to which individuals with developmental disabilities directly benefit from the available community services, supports, and other assistance provided in the state. Focus on the ability of individuals with developmental disabilities to access and use services provided in their communities; to participate in opportunities, activities, and events offered in their communities; and to contribute to community life. Describe how people experience the services and supports they receive or don't receive, and how they view their lives rather the service system. Summarize the Council's analysis of obstacles that impact the ability of people with developmental disabilities and their families in the state to fully participate in and contribute to their community through full integration and inclusion in economic, political, social, cultural, and education activities. Fields required are noted by the * sign. There is a 4,000 character limit for each subsection.

5.4.1. (i) Criteria for eligibility for services*: (Required)

Summarize the Council's analysis of the eligibility criteria used to determine access to specialized services provided by State agencies that may exclude individuals with developmental disabilities from receiving services.

This may include if available an analysis of eligibility criteria for generic services, waiver services, early intervention services, special education services, employment services, and long-term services and supports. Information about eligibility for services is required per Section 124(c)(3)(C)(ii).

This section is limited to 4,000 characters.

5.4.2. (ii) Analysis of the barriers to full participation of unserved and underserved groups of individuals with developmental disabilities and their families*: (Required)

Review and summarize the needs for the identified unserved and underserved population(s).

State what populations are identified by the Council as unserved and underserved. This may include populations such as individuals from racial and ethnic minority backgrounds; disadvantaged individuals, people who speak a primary language other than English, individuals from underserved geographic areas (rural or urban); specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life; or some other group.

Describe the process the Council used to identify the unserved and underserved population in the State and the rationale for identifying these population(s) over others.

Information about barriers to full participation of unserved and underserved groups is required per Section 124(c)(3)(C)(iii).

This section is limited to 4,000 characters.

5.4.3. (iii) The availability of assistive technology*: (Required)

Summarize the Council's analysis of the availability of assistive technology, assistive technology services, rehabilitation technology, and/or the availability of information about these three things, to individuals with developmental disabilities.

This may include if available information about access to generic technologies, such as universally designed technology, smart home-based technology, monitoring technology, etc.

Information about the availability of assistive technology is required per Section 124(c)(3)(C)(iv).

This section is limited to 4,000 characters.

5.4.4. (iv) Waiting Lists*: (Required)

a. Numbers on Waiting Lists in the State:

Provide the number of people waiting for residential services per 100,000.

To the extent possible, include state data on all other types of wait-lists per 100,000.

Information on the number of people with developmental disabilities on waiting lists for services is required per Section 124(c)(3)(C)(v).

To enter the information, first enter the year for which the statistics were gathered (2005, 2007, or 2009). You may enter the years in any order you like. The DD Suite will list them in descending order after you click the Save button.

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Council Info Designated State Agency Review and Analysis 5-Year Goals Evaluation Plan Projected Budget Assurances Public Input

Section III: Comprehensive Review and Analysis

State Data Residential Data Services Challenges Wait List Data Wait List Info Adequacy Analysis Goal Rationale Collaboration

PART C(iv)(a) - Waiting Lists							
Year	State Pop (100,000)	Total Served	Number Served per 100,000 state pop.	National Average served per 100,000	Total persons waiting for residential services needed in the next year as reported by the State, per 100,000	Total persons waiting for other services as reported by the State, per 100,000	Actions

Add new year statistics or click on data to the left to modify

Statistics Year:

State Population (100,000):

Total Served:

Number Served per 100,000 state pop.:

National Averaged served per 100,000:

Total persons waiting for Residential services needed in the next year as reported by the State, per 100,000:

Total persons waiting for Other services as reported by the State, per 100,000:

b. Description of the state’s wait-list definition, including the definitions for other wait lists in the chart above: (1,000 characters)

c. To the extent possible, provide information about how the state selects individuals to be on the wait-list: Include if available whether the state has uniform statewide guidance regarding wait-lists, whether the state breaks the wait-list into categories or tiers, how individuals are prioritized, breakdowns by urgency of need, demographic characteristics, wait-lists for specific services, order of selection policy, evaluation policy, etc. (1,000 characters)

d. Entity who collects and maintains wait-list data in the state: Select from one of the following:

- Case management authorities
- Providers
- Counties
- State Agencies
- Other
- *If Other, please specify*



NOTE: Items from Part C, Section IV, Subsection d to Part C, Section V have subsection letters that differ from the template. The template contained two subsections ‘d’, which was fixed on the DD Suite.

e. There is a statewide standardized data collection system in place: Select Yes or No



For the following question, select all that apply. Please note that you may select answers that are mutually exclusive, so please be sure to check your response.

f. Individuals on the wait-list are receiving (select all that apply):

- No services
- Only case management services
- Inadequate services
- Comprehensive services but are waiting for preferred options (e.g., persons in nursing facilities, institutions, or large group homes waiting for HCBS)
- Other

Use space below to provide any information or data available related to the response above: (1,000 characters)

g. Individuals on the wait-list gone have through an eligibility and needs assessment:

Select Yes or No.

Use space below to provide any information or data related to the response above: (1,000 characters)

h. There are structured activities for individuals or families waiting for services to help them understand their options or assistance in planning their use of supports when they become available (e.g., person-centered planning services):

Select Yes or No.

i. Specify any other data or information related to wait-lists:

Use this section to provide any other relevant information that is available related to the waitlists in the state. (1,000 characters)

j. Summary of Waiting List Issues and Challenges:

Based on the information provided in items a – h, describe the Councils' analysis of the issues, challenges, and limitations, if any related to the state waiting list(s). (2,000 characters)

5.4.5. (v) Analysis of the adequacy of current resources and projected availability of future resources to fund services*: (Required)

- Using available tools and/or data, summarize the State's current resources to fund services for people with developmental disabilities and their families.
- In reviewing the State resources, Councils may want to:

- Include information about the State’s fiscal resources to fund home and community-based services, long-term services and supports, education services, employment services, transportation services, etc.
- Estimate the State’s future resources for funding services (sources for this type of information may be the State’s proposed budget, studies of State spending trends, etc.).
- Use data from the National Core Indicators project, the State of the State in Developmental Disabilities study, the Annual Residential Services and Trends Report, the Annual Report on Day and Employment Supports, and the Special Education Expenditure Project.
- • Information about resources is required per Section 124(c)(3)(C)(vi).
- • This section is limited to 4,000 characters.

5.4.6. (vi) Analysis of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive *: (Required)

- Provide information that describes the Council’s analysis of the adequacy of health care and other services, supports, and assistance that people with developmental disabilities who are in facilities receive. This description should be based in part on each independent review (pursuant to section 1902(a)(30)(C) of the Social Security Act (42 U.S.C. 1396a(a)(30)(C))) of an Intermediate Care Facility within the State, which the State shall provide to the Council not later than 30 days after the availability of the review.
- Adequacy may be described in terms of quality and/or population served versus need.
- Facilities can include state-run institutions, privately run institutions, intermediary care facilities, nursing homes or some other type of facility identified by the Council.
- Information about health care and other services, supports, and assistance is required per Section 124(c)(3)(C)(vii).
- This section is limited to 4,000 characters.

5.4.7. (vii) To the extent that information is available, the adequacy of home and community-based waivers services (authorized under section 1915(c) of the Social Security Act (42 U.S.C. 1396n(c))) *: (Required)

- Summarize the Council’s analysis of the adequacy of services provided through home and community-based waivers for people with developmental disabilities authorized under Section 1915(c) of the Social Security Act.

- Adequacy may be described in terms of quality and/or population served versus need.
- Information about home and community-based waivers services is required per Section 124(c)(3)(C)(viii).
- This section is limited to 4,000 characters.

5.5. PART D. Rationale for Goal Selection [Section 124(c)(3)(E)]:

- Provide a rationale for the Council’s selection of specific goals based on and related to the information in Part A and information from the CRA provided in Parts B and C. There should be a direct relationship between the goals and the needs identified based on the data collected and/or reviewed and feedback from a wide range of stakeholders.
- Given that the DD Act provides a broad mandate to address needs in the State, it is essential that Councils prioritize their work. Not all the issues identified and analyzed in Parts B and C can be addressed by the Council. Include a brief explanation of how the Council prioritized issues to be addressed in the Plan.
- The rationale is required per Section 124(c)(3)(E).
- This section is limited to 4,000 characters.

5.6. PART E. Collaboration [Section 124(c)(3)(D)]:

Describe how, through interagency agreements or other mechanisms, the UCEDD(s) and P&A will collaborate with the Council to achieve outcomes consistent with the Council purpose. This may include joint meetings, joint planning events, joint plans, joint trainings, co-sponsored events, etc. Information about DD Network collaboration is required per Section 124(c)(3)(D). Each subsection below is limited to 2,000 characters.

5.6.1. (i) As a Network:

Describe the collaborative plans of the Council, P&A, and UCEDD(s)

5.6.2. (ii) With each other:

Describe plans the Council has to collaborate with the UCEDD(s).
Describe plans the Council has to collaborate with the P&A.

5.6.3. (iii) With other entities:

Describe how the DD Network will collaborate with other entities in the State, including both disability and non-disability organizations, as well as the State agency responsible for developmental disabilities

services. Identify the organizations and summarize the collaborative activities planned, such as joint meetings, joint public education events/initiatives, joint trainings, etc.

6. SECTION IV: 5-YEAR GOALS [Section 124(4); Section 125(c)(5)]

Each Council must provide between 1 and 3 goals to address the self-advocacy requirement. The self-advocacy requirement aims to:

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

To add a new goal, click the 'Add a new 5-year Goal' button at the bottom of the page. To edit an existing goal, click on the goal number or title in the list of goals. To delete a goal, click the [x] to the right of the goal you wish to delete.

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Section IV: 5-Year Goals

[List of Goals](#)

5-Year Goals [Section 124(4); Section 125(c)(5)]

Goal Number	Title	Self Advocacy	Areas of Emphasis	Actions
1	Early Intervention and Education	No	ED CH	[x]
2	Lorem Ipsum	No	ED CH HE	[x]
3	Leadership	Yes	QA HO	[x]

[Add New 5-Year Goal](#)

When adding a new goal, or editing a goal, including goals addressing the self-advocacy requirement, provide the following information :

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Section IV: 5-Year Goals

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Modify Early Intervention and Education

Goal Number

Goal Title

Goal Statement (max 500 chars) characters: 485 of 500

Early Intervention in Massachusetts is a statewide, integrated, developmental service available to families of children between birth and three years of age. Children may be eligible for EI if they have developmental difficulties due to identified disabilities, or if typical development is at risk due to certain birth or environmental circumstances. The Massachusetts Department of Public Health is the state agency that oversees the statewide system of Early Intervention program.

Self Advocacy Goal

- Goal #:
- Goal Title
- Goal Statement

- Each goal must contain a 5-year goal statement for advocacy, capacity building, and systemic change that is no more than 500 characters in length.
- Goals must be developed through data-driven strategic planning and derived from the unmet needs of people with developmental disabilities and their families. Therefore, there should be a logical link between the goals and the needs identified in the Comprehensive Review and Analysis.
- Goals should be measurable rather than broader, global statements:
 - A measurable goal is something that you can actually measure to determine whether you're getting closer to your goal or further away from it.
 - Measureable goals can indicate the actual impact or the effect the Council is trying to achieve.
 - They can include actual measures, such as percentages, rates, ratios, and/or timelines.
- Self-Advocacy Goal
 - This checkbox indicates whether or not the goal you have written addresses the self-advocacy requirement. It is only used for report validation purposes, not submitted as part of your state plan.
- Area(s) of Emphasis:
 - The goals must relate to one or more areas of emphasis. This does not mean that the goal statement must directly identify or name the 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.
- Strategies to be used in achieving each goal:
 - Check all that apply.
- Intermediaries/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
- If any other organizations are to be listed, enter them in the space provided below. Please enter one organization per line, and note that there is a 500 character maximum.

Once you have entered your goal information, click Save. After saving the goal information, you will be able to add objectives, activities and timelines.

Click on the link at top labeled Objectives, and enter your information.

- Objectives/Implementation Activities/Timeline:

- For each goal, enter as many objectives, implementation activities, and timelines as are needed.
- Objectives are limited to 500 characters, Activities to 1000 characters, and timelines to 500 characters.

To edit an existing set of objectives, activities, and timelines, click on the list at the top of the screen. This will fill in the fields below with the information from that set of objectives. Make your edits, then click on Save.

To return to the goal overview or the list of goals, click on the links under the Section title.

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Section IV: 5-Year Goals

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Early Intervention and Education Objectives

# Objectives / Activities / Timeline	Action
1 Early Intervention in Massachusetts is a statewide, integrated, developmental service available to families of ... 1.2 Family Choice: Each city and town in the Commonwealth has at least one Early Intervention program that provides... The educational environments for the special education are: outside regular classroom between 21 and 60% of time...	[x]

Add a New Objective for this Goal

Goal Objectives (max 500 chars)

Goal Activities (max 1000 chars)

Goal Timeline (max 500 chars)

SECTION V: Evaluation Plan

To enter the evaluation plan, click on Evaluation Plan in the state plan menu. The evaluation plan has been divided into five sections in the DD Suite: Measurement, Methodology, Review Role, Annual Review, and Attachments. The first four sections accept text narratives of no more than 3000 characters. The final section, Attachments, accepts documents of various types, and is intended solely to attach documents outlining or providing additional information to illustrate your logic model or to provide clarification of your evaluation plan that is not possible with plain text. ADD permits, but does not encourage, attaching documents for other purposes, and does not guarantee that the documents will be reviewed as part of your state plan.

6.1. Measurement

The default section in the Evaluation Plan is Measurement. Enter your narrative of 3000 characters or less, outlining how your Council will measure progress made in achieving the goals for the State Plan.

6.2. Methodology

Explain the methodology, which may be qualitative or quantitative, that will be used to determine if the needs identified and discussed are being met and if the Council results are being achieved.

6.3. Review Role

Describe the Council's role in reviewing and commenting on the progress towards reaching the goals of the Plan. This section is limited to 3000 characters.

6.4. Annual Review

Describe how the annual review will identify emerging trends and needs as a means for updating the Comprehensive Review and Analysis.

6.5. Attachments

Attachments to your evaluation plan may be uploaded in rich text format (.rtf), Microsoft Word (.doc, .docx) format, Adobe Portable Document Format (.pdf), and various image formats (.bmp, .gif, .jpg, .ps, .tiff, .jpg/jpeg, et.al.). Attachments in other formats may be uploaded, but cannot necessarily be viewed by program specialists. If you have a document in another format, please contact your program specialist for guidance. Attachments in HTML (.htm, .html), JavaScript (.js), Perl (.pl), other code (.c, .h, .php, .asp, .flv, .as, .amf, .f4v, .fxg, .swf, et. c.), XML (.xml), and various database formats (.sql, .mdb...) are prohibited from upload. If your attachment is in one of these formats, contact your program specialist to determine an alternate method of delivery.

7. SECTION VI: Projected Budget

This section of the DD Suite will collect the budget for Federal Fiscal Year 2012. The budget is divided into three sections: Goal Area Expenditures, General Management, and Functions of the DSA. General Management and DSA expenditures are entered under the Administration tab of this section.

7.1. Goal Area Expenditures

To enter goal area expenditures, you must first enter your five-year goals. See Paragraph 6, SECTION IV: Five-Year Goals for information on how to enter your goals.

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Section VI: Projected Council Budget

Goals Administration

Goal Budget Listing [Section 124(c)(6)(B) and 125(c)(8)]

Goal	Subtitle B	Match
Early Intervention and Education	1000.00	500.00
Lorem Ipsum	1000.00	500.00
Leadership	345345.00	77777.00

Edit

Early Intervention and Education

SubTitle B:

Match:

Once you have entered your goals, a list of your goals will appear in the budget section. For each goal, enter the amount of Subtitle B funds that are planned for the coming fiscal year, and the amount of match funds that you plan to expend for that goal in the coming fiscal year. There is no need to provide a total cost for the goal area, or to provide a total for Subtitle B or match funds. The DD Suite will calculate the totals and display them in the reports available from the State Plan Revisions menu. Again, click Save when you are done to store your data.

7.2. Administration

Enter your administrative expenses here. Enter the amount of subtitle B funds to be spent on general management, the amount of match funds to be spent on general management, then any subtitle B funds allocated to the DSA, and any match to be expended on functions of the DSA. Click Save when you are done.

8. SECTION VII: Assurances

A letter of assurance stating that the Council will comply with all requirements regarding use of funds, state financial assistance, etc., etc., must be submitted with the five-year state plan.

8.1. Download Form

To begin, click on the button labeled Click here to download the Assurances Form. This will download the form to your desktop, and update the database to indicate that you have downloaded the form. If you have your own assurances form, you can click the box labeled 'Yes' after the statement "The Council or DSA has downloaded the assurances form(s) for signature and submission."

The screenshot shows a web-based form titled "2012 Five Year State Plan - Section VII: Assurances". At the top, there is a navigation bar with tabs for "Council Info", "Designated State Agency", "Review and Analysis", "5-Year Goals", "Evaluation Plan", "Projected Budget", "Assurances", and "Public Input". The "Assurances" tab is selected. Below the navigation bar, the form is titled "Section VII: Assurances". It contains a link "Click here to download the Assurances Form". The main section is titled "Assurances [Section 124(c)(5)(A)-(N)]" and includes the text: "The Council or DSA has downloaded the assurances form(s) for signature and submission: Yes No". Below this is a "Submission Status" section with a text area containing: "Written and signed assurances have been submitted to the Administration on Developmental Disabilities, Administration for Children and Families, United States Department of Health and Human Services, regarding compliance with all requirements specified in Section 124 (c)(5)(A)-(N) in the Developmental Disabilities Assurance and Bill of Rights Act: Yes No". There is a text input field for "Date the assurances were submitted:". The "Approval Officials for Assurances" section includes: "The Council (Chairperson) has approved that assurances have been submitted: Yes No" and "The DSA (when not the Council) has approved that assurances have been submitted: Yes No". At the bottom, there are "Save" and "Cancel" buttons.

8.2. Submission Status

Once you have filled out, signed, and submitted your assurance form, update the information in this area by indicating that you have submitted your form, and enter the date your form was submitted.

8.3. Approval Officials for Assurances

Finally, indicate whether or not the Council chairperson has approved the assurances, and whether or not the DSA has approved the assurances. If your Council acts as its own DSA, leave this field at No.

9. SECTION VIII: Public Input

The DD Act requires public input and review of the Council Plan. Provide information here about how the Council received and used public input on the Plan.

9.1. Public Review Comments

Describe how the Council made the plan available for public review and comment. Include how the Council provided appropriate and sufficient notice in accessible formats of the opportunity for review and comment. (1,000 characters)

9.2. Revisions Post Review

Describe the revisions made to the Plan to take into account and respond to significant comments. (1,000 characters)

10. Viewing and Printing Your Plan

Once you have completed your plan, you may return to the State Plan Revisions Listing and view your plan in HTML, or download a PDF to print or email.

10.1. Viewing Your Plan

Click on [view] in the state plan listing next to the plan you wish to view. A HTML version of your plan will be generated and displayed in a new window. This document may be printed, if so desired, by clicking on File > Print in your browser's menu bar. However, this version of the State Plan lacks formatting and may not be rendered properly on paper. The HTML version is Section 508 compliant.

10.2. Printing Your Plan

To print your plan, we recommend clicking on [print]. This will generate a PDF version of your plan and download it to your browser. You can use Adobe Acrobat or Adobe Acrobat Reader to view and print this plan.

11. Validating Your Plan

Once you have finished entering information in your plan, click on the [validate] link in the state plan listing. This will perform a series of checks to ensure that you have filled out all required information, that information is internally logical, where appropriate, and that values do not exceed any maximum character limits, where set.

The validation report will then open in a new window, listing the results of the validation. If any errors or warnings have been detected, the report will list the number of errors and/or warnings at the top, and detail what those errors or warnings are in the sections below.

11.1. Errors

There are three levels of entries in the validation report. The most serious is Error. An error occurs when a) required information is missing from the state plan, b) an entry exceeds the maximum character limit specified for that entry, or c), the Council has not updated the plan to indicate that it has submitted its assurances. If an error occurs, the DD Suite will prevent the submission of your plan, and you must either change your plan to comply with the validation routine, or contact your Program Specialist and the DD Suite Project Manager to override the validation.

If you need to fix an entry, you can click on the name of the section in which the error occurred next to the error in the validation report. This will load the appropriate section into the browser window containing the DD Suite.

11.2. Warnings

Warnings are less serious than errors, and will not prevent you from submitting your plan. A warning can occur for many reasons, such as missing information that is not marked as required in the State Plan Template, a value that exceeds certain limits (e.g. DSA Subtitle B Funds are more than \$50,000), or other reasons.

If you wish to correct an entry marked as a warning, click on the name of the section next to the warning entry, and make the change in the browser window. Again, warnings will not prevent you from submitting your plan, but are considered to be incorrect by the standards as DD Suite understands them. However, DD Suite does not take into account all factors and exceptions affecting the parameters under which DD Councils operate. If you wish to submit your plan with the warnings in place, you may do so.

11.3. Information

The lowest level of validation entry is the informational entry. For each section, we provide you with a brief summary of the information provided in the form of a count of members and staff, budget totals, numbers of goals, et cetera. This is provided for your convenience as a way to double-check your plan before submitting it to ensure that all information is as accurate as possible.

Informational entries do not affect your ability to submit your plan in any way.

12. **Submitting Your Plan**

Councils must submit their state plan no later than midnight on August 15, 2011. To submit your plan, click on the [submit] link next to the state plan revision you wish to submit. Before submission, the plan will be validated, and if it passes validation, it will be submitted and locked. No further changes to the plan will be allowed after submission without approval from your program specialist.

13. If Modifications are Requested

If your program specialist requests modifications to your plan, your plan will be unlocked. You can then make the requested changes and resubmit your plan.

14. **Deleting Your Plan**

If, for any reason, you need to delete your state plan, click on the [x] next to the revision of the state plan you wish to delete. If you accidentally delete your state plan and need it restored, contact the DD Suite Project Manager.