



Policy No. 415  
Supersedes Three Year Plan Development

## **State Plan Development and Implementation Policy**

Adopted: November 22, 2002

The Council engages in both developmental tasks and implementation tasks when preparing and carrying out the State Plan required under the federal DD Act of 2000.

These tasks are cyclical in nature and may occur over the course of a year or several times within a year.

### **Plan Development Tasks**

The tasks the Council does when it **develops** a State plan include:

- Establishing outcomes and performance targets based on the Council mandate, its history, vision, values and the needs of the people within the State.
- Seeking input from constituent groups.
- Reviewing other state agency plans that provide funding and/or services to individuals with developmental disabilities and their families.
- Determining Council resources, including staff time and budget, allotted to each performance target and whether or not it be contracted out.

All of these tasks result in the State Plan and its amendments submitted to the federal Administration on Developmental Disabilities on August 15<sup>th</sup> of each year.

### **Plan Implementation Tasks**

Once a State Plan is approved it must then be carried out.

To **implement** the State Plan, a Workgroup prepares a decision package on performance target(s) for the full Council.

The Decision Package will include:

- A clear statement of the performance target(s) and resource allocation approved by the Council
- Any specific values, policy directions and limitations (do and don't policies) that must be observed.
- Any specific direction staff must observe in implementing it.

Each performance target or related performance targets must have a decision package.

The Workgroup submits the decision package to the Council for approval. If not approved, it goes back to the Workgroup for additional work. If approved, it is then delegated to staff to carry out.

Staff will carry out its delegation according to:

- The policy directions contained in the decision package as approved, and
- The laws, rules, policies, and best practices that pertain.

### **Reports: Project and Staff Activities**

Implementation activities are both undertaken by staff and by contractors. The Council will receive two types of reports, namely staff activity reports and project reports.

Staff activity reports are given to the Council every quarter.

A comprehensive project report will be made to the Council in January of each year and a mid year project update will be made in July.

Workgroups can review individual project reports and updates according to their established work plans.

### **Plan Development Tasks (from the top)**

Based on these reports, the Workgroup and the Council can evaluate the progress it is making on accomplishing the State Plan results. The Workgroup can then propose adjustments to its outcomes, performance targets and resource allocation. These recommendations form the basis for a plan amendment and we take it from the top.

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