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COUNCIL PLANNING Policy No. 102

The Council shall set goals, outcomes and performance measures to meet overall statutory requirements. The Council develops a five year plan based on a variety of data which include but are not limited to that from surveys, focus groups, and public forums. The Executive Director and staff shall develop strategies and activities to implement the stated goals and performance measures in the plan.

NEEDS ASSESSMENT: This activity shall be conducted by the staff and reported to the full Council.

MONITORING AND EVALUATION OF THE STATE SERVICE DELIVERY SYSTEM: The Council shall be responsible for activities associated with monitoring and analyzing the services and programs provided for individuals with developmental disabilities. Plans and performance data from each of the agencies serving persons with developmental disabilities will be gathered and analyzed. The information will be included as appropriate in the Council's annual report, five-year plan, and annual plan amendments.

GOAL SETTING is the process of developing a broad, general statement of what the Council seeks to accomplish in meeting assessed needs in accordance with its overall purpose. Through workgroups the Council will establish outcomes and specific, measurable, and time-limited performance measures as part of the development of the five-year plan and in accordance with the goals established by the Federal Administration on Developmental Disabilities (ADD). Through workgroups the Council will annually review and amend the plan.

STRATEGIC PLANNING is the development of alternative solutions to the identified needs and issues. The analysis includes an overview of the activities and resources required, time sequence, and anticipated broad based results. The plan shall be drafted by the staff and presented to the Council for input and approval.

PLAN IMPLEMENTATION includes the assignment of Council resources to the work plan as recommended by staff and approved by Council.

EVALUATION: The Council will evaluate all progress toward its plan objectives on an annual basis. Contracts used to achieve project goals will include an evaluation component with specific outcomes to be accomplished and data to be reported.

ANNUAL REPORT: The Council shall oversee the compilation and submission of an annual report to the ADD. The content and timing of the report shall be according to specified criteria issued by the ADD, generally by January 1. The annual report will be presented to the Council for review at the 2nd quarter Council meeting.