

## FIELD NOTES, DECEMBER 2019

### COMPLIANCE CORNER

#### Program Performance Report and State Plan Updates

Both reports are due by January 1, 2020 and must be submitted in the Administration for Community Living (ACL) Reporting System. If you have questions or need assistance, please contact ITACC staff or your ACL Program Specialist.

If you have any trouble with the ACL Reporting System, please send an email to [aclreportinghelpdesk@icf.com](mailto:aclreportinghelpdesk@icf.com) and CC [Sara.Newell-Perez@acl.hhs.gov](mailto:Sara.Newell-Perez@acl.hhs.gov)

*Please remember to check the [ACL Reporting system user guide](#) for info first!*

New! TA Brief: Guidance to Determine Membership in Alignment with DD Act Requirements and companion worksheet

The ITACC has produced a new guidance document in collaboration with the Administration for Community Living (ACL)/Administration on Disabilities (AOD)/Office of Intellectual and Developmental Disabilities (OIDD) staff that will assist people responsible for appointing or recommending citizens for membership to a State/Territory Council on Developmental Disabilities. The new resource provides details about citizen member categories, required agency/organization members, and features frequently asked questions including information on the minimum number of members, and the mathematical formula to ensure citizen members make up a minimum of 60% of the total number of Council members. A worksheet is also available to help Council and Governor appointment staff explore specific areas of membership requirements and to identify areas that may need to be addressed. You can find the worksheet here under the heading “membership”.

### Federal Financial Forms

SF-425 forms are due by December 31, 2019

Each year, 3 separate reports are to be submitted. This means the reports that are due 12/31 of this year are annual reports for the FY17, FY18, and

FY19 grant awards. Match documentation for each grant award year should also be submitted with the required form. The match documentation format is left to the discretion of the Council. Many Councils provide an Excel spreadsheet or a Word document table.

If you have a grant award year that has been spent, remember to indicate "Final" on the grant award report. Please remember, for a grant award to be closed, the information on the SF-425 must match (exactly) what was reported in the Payment Management System. Please review the Council's official Notice of Award for specific information on how, where, and what information is needed in the subject line when submitting the forms.

## **ITACC Project Management NEWS**

### Evaluation Consultant Selected

The University of Kentucky Human Development Institute (HDI) has been selected to design and implement a high-quality evaluation plan and process for the Information Training and Technical Assistance Center for Councils (ITACC) Training and Technical Assistance contract. Dr. Chithra Adams, Director of the HDI Evaluation Unit, will lead this collaboration with NACDD to develop a comprehensive approach to evaluate the effectiveness of technical assistance provided to DD Councils to support quality operations, performance, and outcomes.

## **ITACC Project Advisory Committee Appointed**

The ITACC is excited to welcome our new Project Advisory Committee members to their term of service beginning January 1, 2020. Committee members represent a wide range of DD Councils, roles, perspectives, and experience. Click [here](#) to read more about the committee.

## **ITACCHelp.org Website Updates**

### **Federal Reporting & Resources Page**

#### ***Program Performance Reports***

### **ACL Reporting System**

[2019 PPR Grantee User Guide \(updated Nov 2019\)](#)

[ACL Webinar recording](#)

### **State Plan Amendment/Update Page**

State Plan Update Overview PowerPoint  
Webinar recording

**Council Director's Page**

Guidance to Determine Membership in Alignment with the DD Act – This TA Brief provides information to assist people responsible for recommending or appointing citizens to a State/Territory Council on Developmental Disabilities.

Membership Compliance Resource Worksheet – This worksheet is a companion piece to the Guidance document above.

**2022-2026 State Plan Development**

SAVE the DATE: January 9, 2020 at 10:00 a.m. Eastern or 4:00 p.m. Eastern for our first 5-Year State Plan Development webinar. The webinar will review the updated 5-Year State Plan Development Guide and resources for completing the 2022-2026 State Plan. The same content will be covered at each webinar and all ITACC webinars are posted to the ITACC website for you to access on demand.

Things to keep in mind for the next 5-Year State Plan

The plan is due on August 15, 2021 in the ACL reporting system for all DD Councils.

To develop the State Plan, DD Councils should keep the following three concepts in mind...

1. DD Council member engagement in the planning process: The DD Act empowers DD Council members to be the driving force behind the State plan. Throughout the planning process, strategies should be used to fully support and involve members in all aspects of developing the plan.

2. Collaboration with the DD Network and other partners: DD Councils understand and appreciate the importance of partnering with others in all aspects of their work, including the development of the State plan. Such

collaboration allows for DD Councils to ensure various perspectives, needs, and priorities are included in the State plan.

3. Stakeholder input on state needs and the proposed plan: DD Councils should solicit and consider the public's view on service gaps and priorities, as well as how well the DD Council's proposed plan addresses state needs.

See the suggested strategies below for developing the State Plan...

Devote time during each DD Council meeting for State Plan Development.

Convene a planning retreat of the DD Council to explain the process, make sure everyone understands expectations, present research, and brainstorm.

Conduct a large facilitated meeting for the DD Council, stakeholders and agencies.

Use a facilitator or consultant to engage DD Council members in a discussion, to generate ideas, and to assist the DD Council with reviewing survey data and selecting goals/objectives.

DIVERSITY, INCLUSION AND CULTURAL AND LINGUISTIC COMPETENCE (DICLC)

### **Targeted Disparity - Partnerships for Impact**

The majority of DD Councils chose to support **Latino(a)(x)/Hispanic** populations in their Targeted Disparity work. In addition, increasing "access" to services and supports, such as health care, was also widely chosen by DD Councils. *Please note, work in this area is lifelong and developing partnerships, coalitions and researching best practices takes time, resources and commitment.*

**For a few ideas on how to engage community organizations, individuals and families, see below:**

**Local connections:** Leverage partnerships with a local group working directly with Spanish-speaking communities in your State/Territory. For example, your Council could partner with a group that focuses on health

issues, and facilitate meetings to expand their capacity to include individuals and families of children with developmental disabilities in their work.

**Culturally competent policies & procedures:** (1) Use partnerships that serve Spanish-speaking communities to advise your DD Council on creating a Request for Proposal (RFP) that solicits grantees in a culturally competent way.

(2) Engage Spanish speaking families by partnering with statewide education, advocacy and leadership organizations that serve/support Spanish-speaking communities to develop accessible methods of collecting barriers to access to services. (i.e hosting focus groups, developing accessible surveys in multiple formats, accessing **list serves** to share information etc.)

(3) Research which state agencies currently have a Language Access Plan, who is responsible for the plan, and what systems are in place to monitor the effectiveness of the plan.

**Coalition building:** Use the Council's convening power to facilitate a state-level working group/coalition of relevant state agencies and additional stakeholders to address barriers experienced by Latino(a)(x)/Hispanic families in accessing services and supports.

For State/Territory specific questions related to DICLC, contact Angela Castillo-Epps at [acastillo-epps@nacdd.org](mailto:acastillo-epps@nacdd.org) or 202-506-5813 ext. 100

## DD Act Education

### **What does the DD Act say?**

As part of the State Plan process, the DD Act requires a "rationale" for goal selection. (An underlying basis or reason for making a decision.)

Specifically, the DD Act requires a Council to include a rationale for the goals related to advocacy, capacity building, and systemic change to be undertaken by the Council to contribute to the achievement of the purpose of this subtitle. *Rationale for Goal Selection [Section 124(c)(3)(E)]*

In order to provide a basis for the rationale, Councils should seek various sources of information gathered from the development process. For example, analysis of public input surveys, organization and agency annual reports, and needs assessments all contribute to determining the rationale.

**When writing out the rationale, be sure to...**

- Reflect on the Comprehensive Review and Analysis.
- Demonstrate a connection between the goals and the identified needs.
- Describe the process your Council used to prioritize the goals.

March is Developmental Disabilities Awareness Month!

**Save the Date of Thursday, January 23 at 3:00 PM Eastern Time**

NACDD will hold an informational webinar about DD Awareness Month 2020. Topics will include the 2020 campaign, social media tips and information and more. Stay tuned, more information will be sent out soon. If you have any questions, please email Robin Troutman at [rtroutman@nacdd.org](mailto:rtroutman@nacdd.org) or call 202-506-5813.

DD COUNCIL HIGHLIGHT – Minnesota

**Minnesota's Quest to Reducing all types of abuse for People with Disabilities**

***"In 2018, vulnerable adults in Minnesota were impacted by 21,999 allegations of neglect."***

The Minnesota Council has worked in the abuse prevention space for many years. This Highlight will briefly cover just a few aspects of their work. Starting with an important settlement agreement assigned to a champion advocate for people with disabilities to the adoption of an Olmstead Plan to a comprehensive campaign, Minnesota continues to implement advocacy, capacity building and systems change activities designed to keep people safe.

The Jensen Settlement Agreement is the result of a lawsuit filed in 2009 alleging that residents of the former Minnesota Extended Treatment Options program were unlawfully and unconstitutionally secluded and restrained. Embedded in the agreement was a goal of the MN DD Council to address the prevention of abuse.

**PUBLIC EDUCATION:** To work on the goal, the federal judge awarded funding to MN's local Public Television Station with the stipulation that they must work in partnership with the MN Council. The result was a documentary co-produced with TPT Public Television. For links to the documentary, visit the [MN Council website](#). A website was also developed for attorneys, law school students and advocates. For more information on the website, visit [Disability Justice Resource Center](#).

**NEW STANDARDS ESTABLISHED:** The Council contributed to a paper by the Attorney General on sexual abuse. Due to the Council's research and background materials, the final report included information about the abuse of people with disabilities. The Minnesota Board of Peace Office Standards and Training adopted new standards for training that included how to address sexual assault of vulnerable adults.

**OLMSTEAD PLAN AND REPORT:** The Jensen Settlement Agreement also resulted in the development of an Olmstead Plan that included a Prevention of Abuse Plan. The plan has specific abuse prevention goals and is loaded with suggestions and recommendations that you may glean information from for your own Council. [Prevention Abuse Plan](#)

**CAMPAIGN LAUNCH:** Recent achievements include a campaign that takes a positive, rather than fear-based approach. The campaign is a direct partnership with the Office of Ombudsman for Mental Health and Developmental Disabilities and focuses on the talents and strengths of people with disabilities and how they want and ought to be treated.

For more information on the "***Treat People Like People - Abuse Stops with us***" awareness campaign, [click here](#) to visit the campaign's website. You will find Stories, Resources/Tool-kits with posters and a brochure, information on Reporting Incidents, and current News Stories all related to this crucial topic.

The State of the States Fact Sheet is now being used to educate and inform legislators and to support the iBudget waiver campaign. The iBudget Waiver is a health insurance program that serves nearly 35,000 individuals living with I/DD. It is funded by federal and state dollars through Medicaid –

the only public health insurance program available to people with disabilities.

To reach NACDD/ITACC staff, please feel free to contact:

Sheryl Matney Director of Technical Assistance

202-506-5813 ext. 148, [smatney@nacdd.org](mailto:smatney@nacdd.org)

Angela Castillo-Epps Technical Assistance Specialist

202-506-5813 ext. 100, [acastillo-epps@nacdd.org](mailto:acastillo-epps@nacdd.org)