

**THE STRONG PARTNERSHIP
DEVELOPMENTAL DISABILITIES PROJECT OF NATIONAL SIGNIFICANCE
AWARD NO. 90 DN 0158/01**

**KENTUCKY CABINET FOR HEALTH SERVICES, COMMISSION FOR CHILDREN WITH SPECIAL HEALTH CARE
NEEDS**

This progress report is presented using the work plan as submitted in the 360 Family Support Grant application. A written narrative follows each objective and corresponding activities. General observations and comments are noted at the end.

<i>WORK PLAN 9/30/03 – 9/30/04 BY CHRONOLOGICAL PLANNING OBJECTIVES- PROGRESS REPORT FOR SECOND QUARTER 1/1/04-3/31/04</i>			<i>TIMEFRAME (QUARTERS)</i>			
<i>OBJECTIVE</i>	<i>ACTIVITY</i>	<i>RESPONSIBLE PARTY(S)</i>	<i>1 S T</i>	<i>2 N D</i>	<i>3 R D</i>	<i>4 T H</i>
1.0 Develop an active partnership of key stakeholders (including local officials, the State Developmental Disabilities Council (DDC), the State Protection & Advocacy Agency (P&A), the University Center on Developmental Disabilities (IHDI), and others to include disability-related service providers, advocacy groups, family support groups, family strengthening groups, faith based initiatives, and others) in the	1.1 Convene a steering group consisting of CSHCN, Seven Counties, KY-SPIN, IHDI, State DD Council, Protection & Advocacy, Louisville-Metro Cabinet for Health & Human Services, Council for Retarded Citizens Faith-Based Initiative; Center for Accessible Living; FIND; Metro United Way, Workforce Development Cabinet, and Volunteers of America to develop the Family Assistance Grant Application.	CCSHCN, Seven Counties, KY-SPIN	8 / 0 3			
	1.2 Identify agencies, organizations, faith-based organizations and families to service on the center planning group to be called the "Louisville-Metro STRONG Partnership". The Partnership will include individuals with disabilities and their families from the three NP service areas who are in poverty or from racial, ethnic, or cultural minorities.	Steering Group	X			
	1.3 Contact and secure a commitment to collaborate from the individuals who will serve on the Louisville-Metro STRONG Partnership	Steering Group and Partnership Members	X			

planning process so that the one-stop transition resource center receives widespread support and recognition.	1.4 Inform and educate Partnership members about the Neighborhood Place philosophy, mission, vision, and goals, & the history of its development. Describe the existing management, administrative, and advisory structures (ie, the Community Councils) and the existing services that each provides.	CCSHCN, Seven Counties, and KY SPIN with the assistance of NP Center Directors and Community Council members from NP SouthCentral, Bridges of Hope, & Ujima	X			
	1.5 Create a communications strategy for informing and updating stakeholders and other interested parties, including families in the 3 NP service areas, other families who express an interest, Community Councils, etc.	Steering Group	X			
	1.5.1 Maintain a list-serve; post updates to the web sites of CCSHCN, Seven Counties & KY-SPIN. Post regular updates to the Metro community collaboration newsletter which is distributed to agencies and households.	CCSHCN, Seven Counties & KY-SPIN	X	X	X	X
	1.5.2 Develop bi-monthly newsletters for families and others who do not have internet access and/or request this format.	KY-SPIN	X	X	X	X

2nd Quarter Progress Report (1/1/04- 3/31/04) and for the period including the preparation of this report (4/28/04):

Objective 1.0

Highlights reported during the first quarter included:

- CCSHCN, Seven Counties, and KY-SPIN execute the Partnership Agreement for the STRONG Partnership.
- Staff hired to support the grant’s implementation.
- The three coordinating agencies took steps to build the infrastructure required to support the grant’s implementation.
- Contact and secure a commitment to collaborate and serve on the Louisville Metro STRONG Partnership (Obj 1.2/ 1.3).
- The planning process was further defined as roles and responsibilities were clarified.

Highlights from the second quarter include:

- A diverse group of stakeholders has been engaged as members of the Partnership and/or committees. A complete list is included in the attachments (Attachment 1). As key informant interviews and committee meetings were held, prospective members were identified and subsequently invited to participate. This includes representatives from Catholic Charities, the state's largest service provider to refugee and immigrant families; the Kentuckiana Regional Planning and Development Administration (KIPPDA), which locally administers funding from the Older Americans Act; and Passport Health Plan, the area's Medicaid Manager Care provider. Representatives from Vocational Rehabilitation Community Coordinated Child Care, the area's childcare resource and referral administrator are expected to be added within the next two weeks. The Outreach, Recruitment, and Inclusion Committee has been tasked to orient new members and bring them up to-date with the process. (Objective 1.2, 1.3)
- Representation on the Partnership and committees includes representatives from the targeted communities. Meetings have been held with each of the three Neighborhood Place Community Councils, which include consumer representation. (Objective 1.2)
- Neighborhood Place Administrators from the three centers presented the Partnership with an overview of the Neighborhood Place; its history; the core services offered by Neighborhood Places; services unique to each of the three Neighborhood Places; the management structure; and the role of Community Councils. Attachment 2 is a briefing paper on the Neighborhood Place. (Objective 1.4)
- Staff assigned to coordinate the STRONG grant and a consultant from the National Center for Healthy and Ready to Work attended FOCUS training, which is required of all new Neighborhood Place staff. The training provides an overview of the Neighborhood Place history and philosophy of service delivery, an introduction to integrated services and the integrated team approach employed by Neighborhood Place, and a description of the services offered by Neighborhood Place. Additional Partnership members are scheduled to attend FOCUS training in April and in subsequent months thereafter. The intent is to ensure that all Partnership members who serve on the Operations Committee, which will define the transition resource center's operations, attend FOCUS. (Objective 1.4, Objective 4.0)
- STRONG staff has been invited to join FOCUS, which is the Neighborhood Place's education and training committee. It is comprised of trainers from each of the participating agencies who meet bi-monthly to develop and evaluate staff training and other professional development initiatives.

- The Staff Development, Training, and Community Education committee has been tasked with creating a communications strategy, including the development of an Internet site. In the interim, a list serve has been created and updates are being posted in the Metro community collaboration newsletter *Communiqué*, which is available on the Internet and in hard copy. Attachment 3 includes a copy of the newsletter. Updates also are being posted in other discipline-specific newsletters, such as the statewide newsletter produced by the Department for Protection and Advocacy (attachment 4). Presentations and updates have been given to numerous groups, including the Institute for Human Development's advisory group, the state interagency workgroup on transition, the Metro Disabilities Council, the state parent professional conference which had in excess of 500 families and educators, staff from the state's special education cooperatives which provide teacher training and support for exceptional students, and approximately 200 licensed health care and support staff from the 14 Commission for Children with Special Health Care Needs offices statewide. (Objectives 1.5, 1.5.1)
- Three Partnership meetings have been held to-date. Two of the meetings were held on-site at the Neighborhood Place Bridges of Hope and Neighborhood Place South Central. Bridges of Hope is located adjacent to one of the Louisville Metro's public housing developments. South Central is on the grounds of Hazelwood Elementary School, which also is adjacent to a large public housing development. Both sites are fully accessible. Following the meetings, Partnership members had the opportunity to take a tour of the Neighborhood Place. For many who work in disability related issues, this was their first visit to a Neighborhood Place and it added to their understanding of the Neighborhood Place approach to service delivery.

<p>2.0 Establish a shared vision for the transition resource center and the expected outcomes for children and families served by the center.</p>	<p>2.1 Present an informational session on transition to the STRONG Partnership to develop a basis of common understanding of transition as a life-long process that begins at birth and continues throughout the life-cycle; the principles and practice of self-determination; and the services and supports that support successful transition, including person-centered planning.</p>	<p>CCSHCN, KY-SPIN, IHDI, DDC</p>	<p>X</p>			
	<p>2.2 Define a shared vision and goals for the Neighborhood Place Transition Resource Center</p>	<p>STRONG Partnership</p>	<p>X</p>			
	<p>2.3 Conduct focus groups and key informant interviews in the three NP areas to determine the level of awareness about transition as a developmental process across the life-span and the principles of self-determination and the age-based resources and supports that are available to support transition. Groups will be conducted among persons with disabilities and their families who are in poverty or from racial, ethnic, or cultural minorities; NP staff; and other agency/ community resources and supports (including family support and faith-based organizations). Present findings to the STRONG Partnership.</p>	<p>CCSHCN, KY-SPIN & Seven Counties with assistance from IHDI</p>	<p>X</p>	<p>X</p>		
	<p>2.4 Review existing Federal and State laws and compile a detailed summary of: 2.1.3(a) Funding streams for services and supports 2.1.3(b) Legal and policy barriers to achieving self-sufficiency 2.1.3(c) Eligibility criteria and other program requirements that may pose an obstacle to targeted families. Present findings to the STRONG Partnership.</p>	<p>CCSHCN, KY-SPIN & Seven Counties with assistance from P&A</p>		<p>X</p>		

	2.5 Identify and develop a data-base of existing state and local resources, including information on services and supports that are available from community groups and faith-based organizations, including those that provide family strengthening services. Present findings to the STRONG Partnership. (This will form the initial database for the center, leading to a catalog of services and supports for the staff members and targeted families.)	KY-SPIN & Seven Counties		X	X	
	2.6 Identify gaps and barriers in services & supports based on developmental stage, age, etc.	STRONG Partnership		X	X	

Objective 2.0

Highlights from the second quarter include:

- An informational session was presented to the Partnership by the members of the Transition Life Mapping Committee. Two major tenets central to self-determination and successful transitions across the life-span emerged from the presentation:
 - The importance of planning and preparing for self-determination and successful transitions starts at birth and continues throughout the life of the child and youth into adulthood.
 - There are competencies (knowledge, attitudes, and skills) that persons with developmental disabilities, families, and the community at-large can develop to support self-determination and successful transitions. The development of these competencies at the individual, family, and community levels represents a significant asset to community life.

Copies of the transition life-maps and PowerPoint presentations developed by the committee and presented to the Partnership are included under attachment 5. This will provide a foundation for the work of the Community Assets Mapping Committee. (Objective 2.1) It will also provide the basis for training. (Objective 5.0)
- Key informant interviews continue to be held. Among the findings to-date:
 - Several agencies reported that they are focused on meeting the immediate needs of the families they serve and are unaware of the existing services and supports that are available for persons with disabilities and their families.
 - These same agencies reported the need for services that focus on long-term planning and prevention as opposed to emergency intervention.
 - More individuals with a dual diagnosis are seeking services; this represents a challenge to agencies and staff who are not trained to deal with mental health issues.
 - Depression is an issue for many persons with disabilities and their families.

- There is a great demand for childcare and respite care among families of children with disabilities.
- Children of disabled parents frequently miss school to care for them.
- Human services workers, including those in employment and training, often are not aware that persons with disabilities receiving SSDI/SSI can work and still draw benefits. Nor were they aware that benefits counseling is available to persons with disabilities and their families through the local independent living center.
- There is a lack of employment opportunities for persons with disabilities; this is even more pronounced among persons with disabilities who are refugees or immigrants.
- Transportation is very problematic for many persons with disabilities and their families.
- The ability to speak Spanish and to link families and service providers to qualified interpreters is very important.
- A community advocate for Hispanic and Latino families reports an increasing number of children with learning problems but diagnosing developmental delays is problematic among many of these children in which English is their second language.
- More children are presenting with behavioral issues at an early age.
- Persons with disabilities want choices.
- There is significant misunderstanding about the various home and community care waiver programs.
- There are many aging caregivers of adult children and other families with developmental disabilities, but they often do not access services or supports and remain “hidden.”

(Objective 2.3)

- The following focus groups are scheduled for May:
 - Families of school-aged children with developmental disabilities.
 - Families of adult children with developmental disabilities.
 - Adults with developmental disabilities.
 - Case managers who serve persons with developmental disabilities.
 - Nutrition program social workers who provide services to aging caregivers of adult children with developmental disabilities.
- (Objective 2.3)
- Based on the work of the Transition Life Mapping Committee, staff are working alongside the Community Assets Mapping Committee to identify existing services and supports and to complete a review of existing Federal and State laws that details funding streams, legal and policy barriers, and eligibility criteria and other program requirements. The areas being studied are: Health & Development; Family & Friends, including parent-to-parent support; Activities of Daily Living; Support Services; Financial Resources & Mgmt; Housing; Transportation/Mobility; Fun/Recreation; Future Planning (including legal issues);

Community & Civic Participation; Education & Skills Development; and Work. As illustrated in the matrix in attachment 6, the Committee is considering the need for services and supports across the lifespan and will organize their findings across a continuum of developmental milestones (or points of transition). (Objective 2.4) This will provide the basis for the database of existing resources and for an analysis of gaps and barriers. (Objectives 2.5, 3.2)

3.0 Target individuals with disabilities and their families who are in poverty or from racial, ethnic, or cultural minorities to include African-America families and refugee and immigrant families from Spanish speaking counties, Vietnam, Eastern Europe, and Sub-Sahara Africa.	3.1 Define the criteria to be used to target 50 families for services, including development of the Individual Family Plan, during the center's first year of operation.	STRONG Partnership			X	
	3.2 Conduct an analysis of existing transition resources and determine current utilization by targeted families in each of the three NP areas. May include collection of service utilization data, key informant interviews, etc. Report findings to the STRONG Partnership.	KY SPIN & Seven Counties with the assistance of the STRONG Partnership			X	
	3.3 Conduct focus groups and key informant interviews among targeted families, NP staff, and staff from other agencies/organizations serving targeted families to determine knowledge and attitudes about transition planning and self-determination practices; cultural and family beliefs that influence transition planning and self-determination; and the types & levels of expectations that families, service providers and others have for persons with disabilities.	CCSHCN, KY SPIN, Seven Counties with the assistance of IHDI			X	
	3.4 Define the outcomes that will occur as a result of providing services to the 50 targeted families.	STRONG Partnership			X	

Objective 3.0

Highlights from the second quarter include:

- Census data has been compiled for each of the zip codes served by the three Neighborhood Places. The data project the number of residents by type of disability, age, and age/race/ethnicity as well as poverty and employment data for persons with disabilities. Preliminary findings were reviewed by the Outreach, Recruitment, and Inclusion Committee and were presented to the Partnership. Work is under-way to include other indicators of health and well-being and present the data as part of a comprehensive community profile or “snapshot” of each of the three Neighborhood Place service areas. The data, along with utilization data for existing services, will be used to define the 50 families for which the resource center will target and develop an Individual Family Plan and follow-up supports. (Objectives 3.1, 3.2)

<p>4.0 Develop a one-stop service prototype and operating policies and procedures for the NP transition support center that operates within the NP framework; is integrated with existing NP services; creates new working relationships and operating assumptions; and delivers high-quality family supports and services that support families and help them to reach their potential.</p>	<p>4.1 Develop a culturally sensitive and appropriate outreach and recruitment plan for targeted families to include (but not limited to): strategies for reaching formal and in-formal community leaders in the 3 NP areas, and other potential referral sources such as schools, employers, health care providers, mental health providers, churches, libraries, housing developments, aging-services and nutrition programs, child care providers, day centers, pharmacies, etc.</p>	Outreach and Referral Committee			X	X
	<p>4.2 Define the process that will be used to guide intake, assessment, and determination of eligibility.</p>	Intake and Eligibility Committee		X	X	X
	<p>4.3 Describe the process to be used for service planning, including assessment and person-centered planning models that are age and developmentally appropriate and culturally sensitive.</p>	Services Planning and Delivery Committee		X	X	X
	<p>4.4 Describe the process for service delivery, including the services and supports, which are age and developmentally appropriate and culturally sensitive, that will be provided to support and strengthen families.</p>	Services Planning and Delivery Committee		X	X	X
	<p>4.5 Establish procedures within the NP framework for making referrals to other agencies and organizations (within NP and outside NP), including the sharing of personal information.</p>	Services Planning and Delivery & Records & Information Mgmt committees			X	X
	<p>4.6 Develop policies and procedures within the NP framework for maintaining records, assuring privacy, and authorizing their release to someone other than the family.</p>	Services Planning and Delivery & Records & Information Mgmt committees			X	X
	<p>4.7 Determine if funds will be available to purchase services/supports listed on the IFP if there is no other payment source and/or to provide direct cash assistance. If yes, specify the source of these funds and develop detailed policies & procedures to guide use.</p>	Services Planning & Delivery			X	X
	<p>4.8 Determine the required staffing; specify the level of training, experience, and professional competencies required for each classification.</p>	Personnel & Training Committee			X	X
	<p>4.8.1 Develop a policy within the NP framework that provides for confidentiality and respect for families with regards to privacy.</p>	Personnel & Training Committee			X	X

	4.8.2 Create position descriptions and develop performance indicators for evaluating employee work performance for each position	Personnel & Training & Quality & Outcomes committees			X	X
	4.9 Define data and other information that are to be collected; define how it will be collected and reported.	Quality & Outcomes & Records & Information Mgmt. committees			X	X
	4.10 Develop the prototype forms & other technical tools that will be required for the center's operation.	Records & Information Mgmt Committee			X	X
	4.11 Assess and develop a plan for the required information technology (including hardware and software) to support the center.	Records & Information Mgmt Committee			X	X
	4.12 Assess the space and equipment needs for the center's operation and develop a plan for acquiring these.	CCSHCN, Seven Counties & KY-SPIN working in conjunction with the 3 NP Center Directors & NP Managing Bd.			X	X

Objective 4.0

Highlights from the second quarter include:

- Staff assigned to coordinate the STRONG grant and a consultant from the National Center for Healthy and Ready to Work attended FOCUS training, which is required of all new Neighborhood Place staff. The training provides an overview of the Neighborhood Place history and philosophy of service delivery, an introduction to integrated services and the integrated team approach employed by Neighborhood Place, and a description of the services offered by Neighborhood Place. Additional Partnership members are scheduled to attend FOCUS training in April and in subsequent months thereafter. The intent is to ensure that all Partnership members who serve on the Operations Committee, which will define the transition resource center's operations, attend FOCUS. (Objective 1.4, Objective 4.0)
- STRONG project staff has met with representatives of the Neighborhood Place Operations Committee, Administrators, Community Councils, Neighborhood Place supervisory staff and line-staff. From these meetings and attendance at the aforementioned FOCUS training for new Neighborhood Place staff, we are developing an understanding of how Neighborhood Place operates. Change is an important element of this process – as Neighborhood Place says it is not a new service, but a new way of delivering services. A graphic depiction of the change process produced by Jane Charmoli, who represents the Jefferson County Public Schools, is included under attachment 7. The graphic represents the STRONG process as well—

developing and/or acquiring the vision, skills, incentives, resources, and action plan to culminate in an implementation plan for the transition resource center.

- Unlike many other Family Support 360 grantees, STRONG has the benefit of entering into an existing one-stop. Neighborhood Place has developed a list of questions that STRONG is attempting to answer in our implementation plan (which will, in turn, be incorporated in our request for implementation funding.) (See attachment 8) Neighborhood Place also has a common release of information form shared by all agencies, a common assessment form, and a common confidentiality agreement that is required of all staff assigned to the Neighborhood Place. (These forms are included under attachment 9) (Objective 4.6)
- Neighborhood Place staff have identified six principles that guide the center in providing intake and assessment. These principles are referred to as BLAST (Blended Services Action Steps Team). Each Neighborhood Place, in turn, is charged with developing a center-specific plan for assuring that these principles are fully implemented in their respective center. As we develop the transition resource center, we are addressing these principles in our operations and training plans. (Attachment 10) (Objectives 4.2, 4.3, 4.4, 4.5)
- Neighborhood Place has identified a series of expectations for staff assigned to the center. These expectations are being incorporated into the position descriptions and performance indicators that are being developed for the staff who will work in the transition resource center. A copy of the Bridges of Hope Neighborhood Place expectations for staff is under attachment 11. (Objective 4.8.2)

5.0 Develop a training plan for training center staff, other Neighborhood Place staff, and for non-staff assisting families in other settings & environments.	5.1 Use key informant interviews and written questionnaires to assess the existing level of knowledge, attitudes, & skills of NP staff who will be assessing and referring families for center services and other non-staff who will be assisting families in other settings & environments. Compare this to the level required to identify need, make appropriate referrals, and deliver quality supports and services.	Personnel & Training Committee		X	X	X
	5.2 Validate findings through focus groups	Personnel & Training Committee			X	X
	5.3 Identify training needs & priorities and desired outcomes.	Personnel & Training Committee			X	X
	5.4 Identify training providers.	Personnel & Training Committee			X	X
	5.5 Develop a calendar of scheduled training within the Neighborhood Place framework.	Personnel & Training Committee			X	X

Objective 5.0

Highlights from the second quarter include:

- All staff new to Neighborhood Place is required to attend FOCUS training. As previously mentioned, STRONG project staff attended this training as well as the co-director of the National Healthy and Ready to Work Center (an Internet-based center at the Academy for Educational Development which is funded by the DHHS Maternal & Child Health Bureau) who will be serving as a consultant to the Education, Training & Staff Development Committee. In addition to the FOCUS training all staff new to a Neighborhood Place center are required to attend an orientation training specific to the center(s) to which they are assigned, Family Solutions training, and an Orientation on Family Team Meetings (which support integrated service delivery and family-centered services planning). Staff assigned to the transition resource center will be required to attend these trainings. Additionally, the Staff Development, Training, and Community Education will identify training needs specific to person-centered planning for persons with disabilities and their families (including futures planning) and self-determination and transitions. A finding that has emerged from Partnership discussions is that there are many existing training opportunities that can be capitalized upon and coordinated/publicized through the transition resource center. Another emerging issue is the

need for alternative methods for delivering training such as through web- based programs and other emerging technologies since many staff assigned to direct services positions are limited in the amount of time that they can take away from their caseloads and other duties to attend training and workshops. These will be considered when developing the training plan.

6.0 Develop a written plan for the transition resource center’s implementation within the NP framework.	6.1 Each committee will compile and present their findings and recommendations to the STRONG Partnership for discussion and comment with agreement reached through modified consensus.	STRONG Partnership				X
	6.2 A pilot will be conducted with at least three families (one in which the individual with a disability is a child; one in which it is a youth; and one in which it is an adult) who volunteer to go the go through the process, beginning with intake and continuing through the development of an IFP. A report from the pilot will be presented to the STRONG Partnership. Operating procedures may be referred back to the respective committees for review and revision as necessary.	CCSHCN, Seven Counties, KY-SPIN, Steering Group, Managing Board, and NP Center Directors				X
	6.3 A written plan is prepared that includes a timetable for implementing the one-stop center in the event that sufficient funding is acquired (which can be the basis for a Family Support implementation grant in the event that an RFP is issued.)	Steering Group NP Center Directors NP Managing Board				X
	6.3.1 The plan will detail funding needs, identify existing fund sources and/or in-kind contributions and secure commitment through MOUs (contingent upon the acquisition of an implementation grant or other funding sufficient to support implementation).	Steering Group, NP Center Directors, NP Managing Board				X

Objective 6.0

No activity has occurred during this reporting period. Once the RFP for the implementation grant is released, we will no doubt have to expedite our timeline and direct our attention to creating the written plan.

<p>7.0 Evaluate the planning process at established intervals and create written documentation for use in replicating the planning process for a one-stop transition resource center in other Kentucky sites as well as other states.</p>	<p>7.1 Project staff will maintain minutes from Steering Group, STRONG Partnership, and committee meetings as well as reports from focus groups, key informant interviews, and process evaluation reports. The information will be compiled into a report on the planning process, including findings and recommendations to guide future planning initiatives, including replication in other sites.</p>	CCSHCH, Seven Counties & KY-SPIN	X	X	X	X
	<p>7.2 Criteria will be established by the Steering Group to use in determining the effectiveness of the process in providing a forum for meaningful participation; whether it meets stakeholder expectations; and the degree to which it is family-friendly, family-directed and supports family participation, etc.</p>	Steering Committee & IHDI	X			
	<p>7.3 On a quarterly basis, the Steering Group will assess and monitor the level of participation by the STRONG Partnership. Project staff will provide a verbal report to the Steering Group to include: targeted families and the supports that are being provided to facilitate their participation; attendance and other measures of engagement; the extent to which the process is on-schedule and remains focused; and whether satisfactory process is being made, etc.</p>	Steering Group & IHDI	X	X	X	X
	<p>7.4 At the beginning of the 3rd quarter, all participants will be asked to complete a written questionnaire to evaluate the planning process. The findings will be reviewed by the Steering Group and presented to the STRONG Partnership.</p>	Steering Group & IHDI			X	
	<p>7.5 Within one month from the end of the process, KY-SPIN will convene a focus group or conduct interviews with targeted families who participated in the process to evaluate the extent to which families perceived opportunity for meaningful participation, the degree to which supports (stipends, child care, etc.) supported their participation, and to solicit their overall comments and recommendations about the process. (Post 4th quarter)</p>	KY-SPIN & IHDI				X

	7.6 Within two months from the end of the process, CCSHCN will send a questionnaire to the STRONG Partnership to determine member satisfaction with the planning process. (Post-4 th quarter)	CCSHCN & IHDI				X
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Objective 7.0

Highlights from the second quarter include:

- Written instructions for each committee meeting are being created to mirror the seven steps to developing a transition resource center in the Neighborhood Place. The seven steps are: 1) Context; 2) Vision; 3) Inclusion; 4) Person/Family Centered Life Mapping; 5) Community Assets Mapping; 6) Infrastructure Development; and 7) Implementation Planning. These instructions will form the basis for a planning manual that we hope to use as a tool for replication in other areas of our state. A draft of the first two chapters is included under attachment 12. (Objective 7.0)
- The Outreach, Recruitment, and Inclusion Committee has been assigned the task of monitoring the STRONG Partnership process to assure inclusion, meaningful participation, and overall satisfaction with the planning process. Under attachment 12 in the draft guidance for the planning model for Steps Two & Three: Vision and Inclusion, are detailed instructions to the committee for completing this task. (Objectives 7.2, 7.3, 7.4)

PROBLEMS:

- Time continues to be a problem in light of the anticipated release date of the RFP in May 2004. As with any new project in which staff is hired, there is at least a two-month delay in completing the process and getting staff on-board. This has set our time line back and we are struggling to keep up.
- Inclusion is still an issue in the composition of the Partnership and committees, but we do have persons with developmental disabilities and of the groups we are targeting participating, just not at the level we would like to have. Because we see this project as building community, we anticipate over time that we will achieve the desired levels—but it will take time. In the interim, we have scheduled focus groups in May to assure that we gain an acceptable level of input from persons with developmental disabilities and their families/caregivers prior to developing the implementation plan.
- The Family Support 360 meeting in April addressed one of our biggest concerns: our focus. We interpreted the planning grant’s guidance as being all persons with disabilities (i.e., as defined by ADA). For some in the STRONG planning group,

this was too expansive. We now understand that our focus for planning to serve 50 families will be persons with developmental disabilities and their families.

SIGNIFICANT FINDINGS AND EVENTS:

- We have addressed in the narrative listed under each of the seven objectives.

DISSEMINATION ACTIVITIES:

- We have addressed in the narrative listed under each of the seven objectives.

OTHER ACTIVITIES:

- The night that we were returning to Kentucky from the April Family Support 360 meeting, we met a member of the STRONG Partnership who is Assistant Director of the Louisville Metro's Workforce Investment Agency (WIA). He told us about a one-stop grant available through the Department of Labor for persons with disabilities. Although the grant is due May 11, 2004, we agreed to partner with him and to assist in the grant writing as this is a need that has been identified during our key informant interviews and by Partnership members. And, it would be a good fit with the transition resource center.

ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD:

- We intend to proceed with the plan as submitted to ADD in the Family Support 360 grant with minor modification, including a change in the timeline to meet the proposal submission requirements for the implementation grant.