



STATE PLAN COMMITTEE
MEETING NOTICE/AGENDA

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MEETING CODE:	8610332

DATE: August 24, 2015

TIME: 11:00 a.m. – 2:00 p.m.

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
916/322-8481

TELECONFERENCE LOCATION(S):

Palo Verde District Library
of Central Valley
Blythe, CA 92225
(760) 922-5371

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For additional information regarding this agenda, please contact Michael Brett, 1507 21st Street, Ste. 210, Sacramento, CA 95811, (916) 322-8481. Documents for an agenda item should be turned in to SCDD no later than 12:00 p.m. the day before the meeting to give members time to review the material. The fax number is (916) 443-4957

AGENDA

Page

1. CALL TO ORDER N. Clyde
2. ESTABLISH QUORUM N. Clyde
3. WELCOME/INTRODUCTIONS N. Clyde
4. APPROVAL OF JUNE 22, 2015 MINUTES N. Clyde 3
5. PUBLIC COMMENTS
*This item is for members of the public only to provide comments and/or present information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first.*
6. DISCUSSION OF SURVEY J. Fernandez 7
 - a. Current Results
 - b. Survey Analysis
 - c. Translating the Survey into Other Languages
 - d. Holding the Survey Open
7. GOAL DEVELOPMENT DISCUSSION J. Fernandez 11
8. TIMELINE DISCUSSION J. Fernandez 16
9. SCHEDULE NEXT MEETING N. Clyde
10. ADJOURN N. Clyde

Item 4
APPROVAL OF
JUNE 22, 2015 MINUTES



DRAFT

State Plan Meeting Minutes

June 22, 2015

MEMBERS PRESENT

Sandra Aldana (SA)
Jonathan Clarkson
Robin Hansen
Nancy Clyde (SA)
Janelle Lewis (FA)
Rebecca Donabed (SA)
Carmela Garnica (FA)
Sandra Smith (FA)

MEMBERS ABSENT

No members absent

OTHERS PRESENT

Bob Giovati
Janet Fernandez
Dawn Morley
Michael Brett

1. CALL TO ORDER

Chairperson Nancy Clyde (SA) called the meeting to order at 1:05 pm.

2. ESTABLISH QUORUM

A quorum was present.

3. WELCOME/INTRODUCTIONS

Chairperson Clyde (SA) started the introductions.

4. APPROVAL OF THE FEBRUARY 2, 2015 & APRIL 16, 2015 MINUTES

It was moved/seconded (Smith)(SA), (Hansen) and carried to approve the February 2, 2015 and April 16, 2015 meeting minutes . (All in favor with no abstentions. See attendance list for voting members.)

5. PUBLIC COMMENTS

There were no public comments.

Legend

SA = Self-Advocate

FA = Family Member

6. TIMELINE DISCUSSION

Acting Executive Director, Aaron Carruthers, noted that the recent call with the Administration on Intellectual and Developmental Disabilities (AIDD) was very positive and the work of this committee has moved California in the right direction with regard to compressing the objectives within the goals and showing statewide impact.

The timeline document was reviewed and discussed. It was concluded that no revisions will be made to the document at this time but the timeline will be monitored on an ongoing basis in the event revisions may be needed.

7. OVERVIEW OF SURVEY RESULTS

Janet Fernandez, Staff, met with Sheryl Matney from Information and Technical Assistance Center for Councils (iTACC). Ms Matney advised that the Council utilize a software program (for example, NVivo) to crunch and extract data and perform qualitative analysis of information submitted through the community meetings and survey monkey.

The State Council has received over 2000 responses and we are covering the entire state. Per AIDD, there is no minimum requirement of respondents; the number is solely determined by each state.

The number of Spanish language surveys submitted through Survey Monkey has been minimal. The group discussed a range of possible reasons for this apparent limited participation. It was noted that the survey did not require demographic data, consequently, the number is based solely on people completing the survey in Spanish and does not reflect information provided through translated services or people who may have chosen to respond in English.

In addition to Survey Monkey and public meetings, additional information/data is needed for the Comprehensive Review Analysis (CRA) from other partner agencies and entities to provide a review of supports and services available and what is needed. AIDD considers data/information collected within the past two years as current.

Legend

SA = Self-Advocate

FA = Family Member

Staff will craft a uniform request outlining the specific information that is needed from each agency. It was recommended that the e-mail be directed to the directors of the agencies with a cc to the individual seated on the Council from that agency if applicable. (This is in line with iTACC noting that all council members are an integral part of the process and will be participating in the plan development.)

8. GOAL DEVELOPMENT

Although we are seeing some predominant issues, trends and themes, it was determined that goal development will be contingent upon gathering and synthesizing the data and information from all sources outlined in the CRA. Target development of DRAFT goals will be in September.

NEXT STEPS

- Comprehensive Review Analysis input: Staff, Mrs. Fernandez, will craft an e-mail outlining for agencies: specifically what information/data we need, when we need it. E-mails will be sent to directors/cc to council member if applicable.
- Acquisition of the recommended software. Council Members, Dr. Robin Hansen and Sandra Aldana (SA) have access to the iTACC recommended software and will inquire if their agencies have the students who may be able to do a special project to assist compiling the information gathered. Turnaround time for this “ask” is 1-1 ½ weeks from today (6/22); they will inform Council staff if this option is feasible by that time.
- SCDD staff will also research if/by when this agency can acquire NVivo or other comparable software e.g. DeDoose or look at added features of Survey Monkey that can perform the needed tasks to compile qualitative and quantitative data/information.

Legend

SA = Self-Advocate

FA = Family Member

- SCDD will look into bringing on interns (e.g. Sac State Hornet Foundation) to assist staff with this special project-and potential future projects.
- Survey Monkey will close at the end of July. It was suggested that before the survey closes, we attempt to target/outreach to underrepresented groups.

9. ADJOURN

Meeting adjourned at 3:01 p.m. Next meeting is set for August 24, 2015 from 1:00 p.m. to 4:00 p.m.

Item 6

DISCUSSION OF SURVEY

State Council on Developmental Disabilities

5-yr State Plan Development

Regional Meeting Survey Responses

People with disabilities know what they need to be independent and an active part of their communities. The purpose of the State Council on Developmental Disabilities (SCDD) is to make sure that people with intellectual/developmental disabilities and their families get the services and supports they need.

SCDD wants to help and we need information from you. Please fill out and send us this survey.

1. Please check up to 3 areas of greatest need for services for people with intellectual/developmental disabilities?

Service Areas (Please check up to 3)	
111	Child Care
263	Education & Early Intervention
427	Employment
247	Formal and Informal Community Supports
326	Health
343	Housing
112	Quality Assurance
225	Recreation
186	Safety/Abuse Prevention
211	Self-Determination
297	Transportation
11	Other: More person-centered, in-depth education/training (finances and law); Aging population; Self-Advocacy; Advocacy; Communication Support

Who are you? (Please check one)	
177	Someone with an Intellectual/Developmental Disability
323	Self-Advocate
464	Family Member/Advocate
53	Community Advocate
28	Educational Service Provider
26	Community Member
140	Service Provider/Vendor
34	Regional Center - Staff
44	Other: VMRC Board Members; unidentified; SLS Instructor; SELPA administrator; SLS Manager; FRC; FEC; EO; Auburn People First; School Administrator; Public Health Nurse; CA Mentor; Auburn People First; Behavior Therapist; Volunteer; Volunteer;
1,289	Total Respondents

State Council on Developmental Disabilities

5-yr State Plan Development: Survey Monkey Responses

People with disabilities know what they need to be independent and an active part of their communities. The purpose of the State Council on Developmental Disabilities (SCDD) is to make sure that people with intellectual/developmental disabilities and their families get the services and supports they need.

SCDD wants to help and we need information from you. Please fill out and send us this survey.

English results from Survey Monkey

Service Areas (Please check up to 3)	
119	Child Care
620	Education & Early Intervention
811	Employment
869	Formal and Informal Community Supports
291	Health
643	Housing
427	Quality Assurance
259	Recreation
264	Safety/Abuse Prevention
398	Self-Determination
269	Transportation

Who are you? (Please check one)	
62	Someone with an Intellectual/Developmental Disability
22	Self-Advocate
867	Family Member/Advocate
50	Community Advocate
115	Educational Service Provider
24	Community Member
237	Service Provider/Vendor
131	Regional Center - Staff
105	Other:
1,613	Total Respondents

Spanish results from Survey Monkey

Service Areas (Please check up to 3)	
5	Child Care
11	Education & Early Intervention
7	Employment
9	Formal and Informal Community Supports
9	Health
8	Housing
8	Quality Assurance
6	Recreation
6	Safety/Abuse Prevention
7	Self-Determination
6	Transportation

Who are you? (Please check one)	
2	Someone with an Intellectual/Developmental Disability
0	Self-Advocate
11	Family Member/Advocate
2	Community Advocate
0	Educational Service Provider
0	Community Member
0	Service Provider/Vendor
0	Regional Center - Staff
3	Other:
18	Total Respondents

Consejo Estatal para Discapacidades del Desarrollo	
5	Cuidado de los niños
11	Educación e intervención Temprana
7	Empleo
9	Apoyos Comunitarios Formales e Informales
9	Salud
8	Vivienda
8	Garantía de Calidad
6	Entretenimiento
6	Seguridad/Prevención de Abuso
7	Auto-Determinación: Decidir por si mismo sobre uso de servicios y otras formas de apoyo
6	Transporte

? Quien es Usted? (Por favor marque uno)	
2	Alguien con una Discapacidad Intelectual/del Desarrollo
11	Miembro de la Familia/Defensor
2	Defensor de la Comunidad
0	Proveedor de Servicios Educativos
0	Miembro de la Comunidad
0	Proveedor de Servicios/Vendedor
0	Centro Regional - Personal
3	Otro
18	Total

Languages for Survey Translation

- 1. Arabic**
- 2. Armenian**
- 3. Cambodian**
- 4. Cantonese**
- 5. Farsi**
- 6. Hmong**
- 7. Korean**
- 8. Mandarin**
- 9. Russian**
- 10. Tagalog**
- 11. Vietnamese**
- 12. Hindi**
- 13. Urdu**

Item 7
GOAL DEVELOPMENT
DISCUSSION

Linking the 5-year plan, logic model and annual work plan

There are three primary program planning tools – the 5-year State plan, the logic model, and the annual work plan. This document will review each tool and describe how they are related; provide suggestions on how to visually link each tool; and provide information on why linking them is beneficial to the DD Council. Program planning is the foundation of solid evaluation because it determines what objectives a DD Council intends to accomplish, determines how the objectives will be accomplished, and provides ways to measure the accomplishment.

Descriptions:

The 5-year State plan describes the current state of services and supports for people with developmental disabilities and their families, identifies gaps in services, and outlines five-year goals, strategies to achieve the goals, and serves as a “blueprint” to move the DD Council forward to new accomplishments.

A logic model is a diagram (picture) that shows the relationship between DD Council components and activities, and desired outcomes. It is a visual representation of how a DD Council will use its resources or inputs to accomplish the 5-year goals.

A work plan is a concise easy-to-read overview of DD Council goals, objectives, activities, outputs and outcomes, evaluation, and targeted performance measures. It is a detailed “road map” for implementing the DD Council program for a given one year budget period.

Similarities and Differences Between a 5-Year Strategic Plan, Logic Model, and Work plan

There is some overlap between the 5-year plan, logic model, and work plan, and the differences are important. The 5-year plan describes the goals, objectives, and expected outcomes a DD Council has planned to achieve its five-year goals. The logic model illustrates the presumed effects of implementing the strategies described in the 5-year plan. The work plan is the DD Council’s guide to implementing the 5-year State plan activities on a yearly basis. The 5-year plan and logic model both give an overarching 5-year view of the DD Council activities and expected outcomes. The work plan walks the user through the specific, annual program objectives, and provides an outline of key activities to implement the 5-year plan activities for a specific time period.

Table 1 shows how the 5-year State plan and the 5-year logic model relate to each other and to the annual work plan. For example, a 5-year State plan goal may be: “Super Council” will support efforts to increase the organizational capacity of self-advocacy organization led by and for individuals with DD”.

The *logic model* would reflect this goal as a long-term outcome “increased grassroots advocacy organizing activities that resulted in measurable systems change”. You might have an objective to reach this goal such as “provide funding to support the development of effective grassroots advocacy efforts”, and this would be represented in the logic model in the strategies/activities column.

The *yearly work plan* would include objectives and corresponding activities, expected outputs and outcomes, and the data evaluation and measurement tasks for each objective. In addition, the targeted performance measures indicated in the work plan are reflected in the logic model as a short-term or intermediate outcome. Table 1 shows how the three tools are related. Together, these tools can help with planning, implementing, and monitoring the DD Council 5 year state plan.

Need for alignment and linkage

A logic model helps guide the work by charting a road map for your work. Because the logic model reflects the DD Council work, it is important that the logic model align with the 5-year plan goals, and strategies/activities that are identified in the plan.

In turn, the 5-year strategic plan and logic model should guide the objectives and activities for implementing strategies/activities selected and described in the annual work plan.

To ensure their usefulness as planning tools, periodically review and compare the 5-year plan, logic model, and work plan, especially when writing your annual work plan(s).

Developing, linking, and using all three planning tools will help the DD Council remain on target and reach its goals.

Table 1

5-Year State plan components	Logic Model Components	Annual Work plan Components
5-year DD Council goals	Long-term outcomes	5-Year DD Council goals
Not applicable	Activities	Key activities
Rationale for goals/activities	Logical links between activities and intended outcomes	Not applicable
Not applicable	Outputs and short term, intermediate, and long-term outcomes	Key activities
Expected outcomes	Short-term and intermediate outcomes	Targeted performance measures

Resource: Centers for Disease Control and Prevention. Evaluation Research Team: <http://www.cdc.gov/healthyyouth/evaluation/index.htm>

This project was supported, in part by grant number 90DN0292, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.

The revised State plan template 2017-2021

Summary of changes

Section I: Council Identification

- ✓ Updates to membership category codes
- ✓ Updates to Council staff information

Section II: Designated State Agency – no changes

Section III: Comprehensive Review and Analysis

Part B: Portrait of the State Services

- ✓ Gather input directly from culturally diverse group(s) of people with developmental disabilities and their families; include information about the status of people with developmental disabilities from culturally and linguistically diverse backgrounds and include any information about disparities related to specific areas.

Part C: Analysis of State Issues and Challenges

- ✓ Councils identify what populations in the State are unserved and underserved; describe the process used to identify the unserved and underserved population and the rationale for identifying the population(s) over others.

Part D: Rationale for Goal Selection

- ✓ Include a brief explanation of how the DD Council prioritized the issues to be addressed in the 5-year State plan.

Part E: 5-Year Goals

- ✓ Goal(s), Objective(s), and Expected Outcome(s)
- ✓ Self-advocacy goal(s) and/or objective(s)
- ✓ Targeted disparity goal(s) and/or objective(s)
- ✓ Collaboration goal(s) and/or objective(s)
- ✓ 5-year Logic Model

Section IV: Evaluation Plan – additional guidance

- ✓ Separate information on the self-advocacy goal and/or objectives and the three required elements
- ✓ Process to track progress to address the targeted disparity

Section V: Projected Council Budget – no changes

Section VI: Assurances – no changes

- ✓ DD Councils can attach a signed, scanned copy of the assurances and keep the original on file.

Section VII: Public Input and Review – no changes

FIVE YEAR STATE PLAN TEMPLATE GUIDELINES DEVELOPMENTAL DISABILITIES COUNCILS

- 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 ?? characters

PART E. 5-YEAR GOALS [Section 124(4); Section 125(c)(5)]
Identify the 5 year state plan goals, objectives, and outcomes.

•	Goal (s)
•	Objective (s)
•	Expected Outcomes

Included in the Council's goals are

Self-Advocacy Goal(s)

- 1-3 Goals, and/or objectives, to address the self-advocacy requirement 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

Note: For each of the years of a 5-Year State Plan, there must be obvious work being done related to the three requirements of self-advocacy (as mandated in the DD Act– strengthen a statewide SA organization, SA leaders training others, and; SA as part of coalitions).

Include at least one goal and/or objective to address the following two components during the course of the 5-year State plan implementation:

Targeted Disparity

Based on the findings of the comprehensive review and analysis (1) identify a subpopulation (i.e., racial, ethnic, sexual orientation, gender minority groups with developmental disabilities) vulnerable to disparities (e.g., health, education, employment, housing, etc.) (2) Identify a disparity and develop an impact statement in a targeted area of emphasis around individual/family advocacy and/or systems change; and implement strategies to decrease the differences in access, service use, and outcomes among such sub population during the course of the 5 year state plan implementation. The identified targeted disparity could be a goal or objective with corresponding activities. The activities should include evidenced based, best and/or promising practices, to the extent feasible.

FIVE YEAR STATE PLAN TEMPLATE GUIDELINES DEVELOPMENTAL DISABILITIES COUNCILS

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. Information about DD Network collaboration is **required** per Section 124(c)(3)(D).

Each subsection below is limited to ?? characters.

- (i) **As a Network:** Describe the planning of collaborative efforts (goals, objectives, and corresponding activities) of the Council, P&A, and UCEDD(s), and how each entity will use their resources in collaboration with the effort(s) that are supported by the Comprehensive Review and Analysis.
 - (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 and how each of these plans will assist in the Council purpose.
 - (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, to assist with the goals and outcomes of the Council's 5 year state plan. Identify the organizations and summarize the collaborative activities planned, such as joint meetings, joint public education events/initiatives, joint trainings, etc.
- **Submit a logic model for the 5 year state plan**
 - **Develop a 5 year logic model that presents the logical connections between DD Council activities and desired DD Council outcomes.** The logic model should reflect an understanding of the relationships among the resources a DD Council has to operate, the strategies/activities the DD Council plans to implement, and the outputs and outcomes the DD Council expects to achieve.
 - This section is limited to ?? characters

Item 8

TIMELINE DISCUSSION

FFY 2017 5-Year State Plan: Tentative/Proposed Development Timeline

Start Date	Task	Responsible Parties	Finish Date
October 2014	Comprehensive Review Analysis:	Council SPC All Staff	January 2016
October 2014	1. Identify/assemble list of potential data sources to determine statewide needs (e.g. NCI, activity reports, QA results, previous PPRs, town hall meetings/public input/testimony/surveys, etc.)	All Staff SPC Council	November 2014
November 2014	2. Collect data from identified/other sources	Council All Staff	June 2015
June 2015	3. Assemble data into <i>Comprehensive Review Analysis</i> format	HQ Staff	Aug 2015
Sept 2015	4. Review CRA results with ITACC & AIDD (Matney & Cruz) 5. Revise, as necessary	HQ Staff	October 2015
October 2015	6. Review CRA 7. Submit to Council for review/approval	HQ Staff SPC	December 2015
November 2015	8. Review/approve CRA	Council Exec Committee	December 2015
September 2015	Development of 5-yr State Plan	SPC & Council HQ Staff	July 2016
September 2015	1. Develop 5 broad Goals & 10 specific, measurable Objectives 2. Review for measurability (based on federal criteria) 3. Submit proposed Goals/Objectives to Council	SPC HQ Staff	December 2015
December 2015	4. Review proposed Goals/Objectives 5. Provisional approval, pending public review/comments	Council	January 2016
January 20 2016	6. Public Comment Period (e.g. website, town hall meetings, etc.)	All Staff Council	March 2016
March 2016	7. Proposed revisions developed, based on public input 8. Review measurability of Goals/Objectives w/ AIDD/ITACC 9. Submit revised State Plan Goals/Objectives to Council	SPC HQ Staff	May 2016
May 2016	10. Approve final set of State Plan Goals/Objectives	Council	May 2016
April 2016	11. Complete final State Plan draft 12. Submit to SPC for final review/approval	HQ Staff SPC	June 2016
June 2016	13. Submit full 5-yr State Plan to Council for final review/approval	SPC Council	July 2016
July 2016	14. Submit full 5-yr State Plan to AIDD, via DD Suite 15. Establish statewide work plan & submit to Council for review	HQ Staff	August 15 2016
August 2016	16. State Plan review/approval of work plan	AIDD	September 2016
September 2016	17. Execute revisions to 5-yr State Plan, as necessary (AIDD Revisions) 18. Convert 5-yr State Plan to plain language & disseminate (e.g. website, emailing, newsletters, etc.) 19. Clarify activities & reporting requirements w/ Area staff	HQ Staff SPC	October 2016
October 2016	Implementation of 5-yr State Plan	All Staff	September 2021
November 2016	1. Review of October monthly activities – Cumulative Report	Council	November 2016

Timeline for 2017-2021 State plan: What is Due and When?

State Plan Amendment – A major change of a 5-year goal that alters the intent of the original goal (formerly referred to as “substantive change”).

State Plan Update – Minor grammatical changes to 5-year goals and other components of the plan such as objectives, activities, expected outcomes, evaluation, etc. (formerly referred to as “non-substantive change”).

What is due?	When is it due?	Notes
State Plan Amendments for FFY 2016	August 15, 2015	See description above
State Plan Updates for FFY 2016	January 1, 2016	See description above
Program Performance Report for FFY 2015	January 1, 2016	A reporting of activities and results for October 1, 2014 through September 30, 2015
2017-2021 5-Year State Plan	August 15, 2016	
FFY 2017 Annual Work Plan	August 15, 2016	
FFY 2018 Annual Work Plan	August 15, 2016	
Program Performance Report for FFY 2016	January 1, 2017	A reporting of activities and results for October 1, 2015 through September 30, 2016
State plan Updates for FFY 2017	January 1, 2017	
State plan amendments for FFY 2018	August 15, 2017	See description above
Program Performance Report for FFY 2017	January 1, 2018	A reporting of activities and results for October 1, 2016 through September 30, 2017.
State plan updates for FFY 2018	January 1, 2018	See description above
FFY 2019 Annual Work plan	January 1, 2018	
FFY 2020 Annual Work plan	January 1, 2018	
State plan amendments for FFY 2019	August 15, 2018	See description above
Program Performance Report for FFY 2018	January 1, 2019	A reporting of activities and results for October 1, 2017 through September 30, 2018.
State plan updates for FFY 2019	January 1, 2019	See description above
FFY 2021 Annual Work plan	January 1, 2019	

ITACC – Information and Technical Assistance Center for Councils on Developmental Disabilities

State plan amendments for FFY 2020	August 15, 2019	See description above
Program Performance Report for FFY 2019	January 1, 2020	A reporting of activities and results for October 1, 2018 through September 30, 2019.
State plan updates for FFY 2020	January 1, 2020	See description above
State plan amendments for FFY 2021	August 15, 2020	See description above
Program Performance Report for FFY 2020	January 1, 2021	A reporting of activities and results for October 1, 2019 through September 30, 2020.
State plan updates for FFY 2021	January 1, 2021	See description above
Program Performance Report for FFY 2021	January 1, 2022	Final PPR that includes a reporting of activities and results for October 1, 2020 through September 30, 2021 and 5 year overview

Note: This timeline does not include submission of the FY 2022-2026 5 year state plan submission. Information included in this document is subject to change.

Federal Fiscal Year Dates

FFY 2016	October 1, 2015 through September 30, 2016
FFY 2017	October 1, 2016 through September 30, 2017
FFY 2018	October 1, 2017 through September 30, 2018
FFY 2019	October 1, 2018 through September 30, 2019
FFY 2020	October 1, 2019 through September 30, 2020
FFY 2021	October 1, 2020 through September 30, 2021

