

# VERMONT DEVELOPMENTAL DISABILITIES SERVICES LOCAL SYSTEM OF CARE PLAN

## Instructions for the 3-Year Plan FY '11 – FY '13

**Plan Period: July 1, 2010 – June 30, 2013**

**Date Due: March 1, 2010**

### **Purpose:**

There are two primary purposes for the local system of care plan:

1. **To guide the development of local services**, including identifying priority areas of support and use of resources; and,
2. **To inform the State System of Care Plan and the annual budget process.**

### **Part 1 - Plan Development:**

**Define the sources of information** that you used to inform the planning process. Include, when relevant, **how you obtained input** (e.g., meetings, surveys, public forum, interviews, etc.)

Be as specific as possible. Examples of people and organizations to get input from include:

- people who receive services/self-advocacy groups
- agency standing committee members
- all other DS service providers in your region
- state and local staff and contracted providers
- family members/family advocacy groups
- other advocacy organizations (e.g., Vermont Center for Independent Living)
- private and public guardians/representative payees
- vocational service organizations (Vocational Rehabilitation/Employment & Training)
- Children & Families Services
- mental health providers/psychiatrists/psychologists
- regional transportation providers
- health care providers/doctors/home health & hospice/ visiting nurses
- local schools/ special education coordinators
- nursing facilities
- Residential Care Homes
- elder services/Area Agency on Aging/adult day centers
- other community services/organizations/clubs/etc.

Other resources to use to inform the planning process include:

- DDAS Quality Service Reviews
- appeals and grievances

- critical incident reports
- consumer survey results (local and State)
- family satisfaction survey results (local and State)
- internal quality assurance processes

## **Part II - Priority Needs & Resources:**

Based on input from the sources of information, **describe the service and support needs** of people with developmental disabilities in your region that are **being met** as well as those that are **unmet or under-met** (irrespective of services currently provided by agencies in the region). Consider both **current and projected (3-year) needs**. **Prioritize both met and unmet/under-met needs in order of importance** given the probability there will be fewer resources than required to meet all the needs of the region.

Questions to consider when gathering and prioritizing this information:

- What is working well?
- What should be changed or improved?
- What services are not helpful?
- What do self-advocates and families value about supports?
- How should things be done differently?
- What do self-advocates and families want more of, less of?
- What processes help with getting good services?
- What processes get in the way?
- Where do self-advocates and families want to be in three years?
- Where do self-advocates and families think the provider should be in three years?

In addition, **identify what strategies/resources are offered in the region**, including collaboration among agencies and organizations; locally, regionally and statewide. Strategies/resources may include:

- |                     |                               |
|---------------------|-------------------------------|
| • Financial         | • service providers           |
| • staff/contractors | • state organizations         |
| • experts           | • community organizations     |
| • volunteers        | • alternative service options |

Consider strategies/resources from both a **program and system perspective**. This is not just a “laundry list” of services provided by agencies in the region, but resources that are used to meet identified needs (current and projected). **Include strategies/resources that may not be currently available.**

**Provide clarifying details** on how these strategies/resources will meet the priority needs. Consider the degree and frequency of need, as well as any reductions or reallocations in resources. Include information on whether each priority need can be achieved through the use of **existing funding/resources** and/or if **new funding/resources** are needed.

## **Part III – Outcomes:**

### **Regional Outcomes (goals):**

Reflect on the regional outcomes/goals of the last 3-year plan and the annual updates -- which goals have you discontinued, which will you continue to work on and what have you achieved over the last three years. **List the top outcomes/goals for your region that are realistic and achievable.** Think about what issues are causing the most difficulties and what issues will make the most difference if focused on.

### **For each outcome include:**

- current status
- anticipated 3-year status
- action: what needs to happen to improve the outcome
- measure: how you will know when the outcome has been achieved

### **System Outcomes (goals):**

Give your **recommendations for 2 – 3 system-wide outcomes/goals.** These may either be based on concerns or ideas at the local level that have statewide significance or on other ideas you think the State system should pursue.

**VERMONT DEVELOPMENTAL DISABILITIES SERVICES  
LOCAL SYSTEM OF CARE PLAN  
ATTACHMENT**

**Instructions for Year 2 Update  
FY 2012**

**Plan Update Period: July 1, 2011 – June 30, 2012**

**Date Due: February 1, 2011**

- Identify any **modifications** to the Local System of Care Plan (FY 2011 – FY 2013).  
**Include *only* new or changed information.**
  
- Provide **updates** for your region, as needed, in the following areas:
  - **Plan Development**
  - **Priority Needs & Resources**
  - **Outcomes**

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**Instructions for Year 3 Update  
FY 2013**

**Plan Update Period: July 1, 2012 – June 30, 2013**

**Date Due: February 1, 2012**

- Identify any **modifications** to the Local System of Care Plan (FY 2011 – FY 2013). **Include *only* include new or changed information.**
  
- Provide **updates** for your region, as needed, in the following areas:
  - **Plan Development**
  - **Priority Needs & Resources**
  - **Outcomes**