

# **Olmstead Workplan Compliance Reports and Adjustments**

**Last Updated  
January 30, 2017**

This document includes monthly Workplan Compliance Reports and Adjustments to Workplan Activities used in monitoring the September 28, 2016 Workplans

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## Workplan Compliance Report for October 2016

Total number of workplan activities reviewed	16	
• Number of activities completed	10	63%
• Number of activities on track	5	31%
• Number of activities reporting exceptions	1	6%

### Exception Reporting

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p><b>Transportation 1A.1</b></p> <p>Deadline: September 30, 2016</p> <p>Include accessible pedestrian signals (APS) and curb ramps in all MnDOT projects meeting the alterations threshold. Sidewalks will be provided in alteration projects per MnDOT policy. Annually report status to OIO Compliance based on previous year construction season.</p>	<p>Data collection is behind due to a lack of staffing. The data collection for the 2015 construction season is 70% complete and will be completed in the first week of November. Data verification will be completed by November 30th.</p>	<p>Delayed</p>	<p>DOT – Kristie Billiar</p> <p><b>Reason for Exception:</b> Data collection is delayed and is 70% complete.</p> <p><b>Plan to Remedy:</b> Data collection and verification will be completed by November 30, 2016.</p> <p><b>Subcabinet action needed:</b> No Subcabinet action is recommended at this time.</p>

## Adjustments Needed to Workplan Activities – October 2016

Workplan activity, deadline and description	Sponsor, Reason for Adjustment, Adjustment needed
<p><b>Quality of Life Activity 3E.2</b></p> <p>Survey people with disabilities until desired sample size is obtained.</p> <p>By <b>June 30, 2017</b>, complete 3,000 surveys</p>	<p><b>Sponsor:</b> Darlene Zangara - OIO</p> <p><b>Reason for Adjustment:</b></p> <p>The Quality of Life workgroup had previously agreed to change the number of surveys from 3,000 to 2,000. This will be a cost savings and will still yield actionable data.</p> <p><b>Adjustment Needed:</b></p> <p>Adjust workplan activity to:</p> <p>By <b>June 30, 2017</b>, complete 2,000 surveys.</p>

## Workplan Compliance Report for November 2016

Total number of workplan activities reviewed	25	
• Number of activities completed	21	84%
• Number of activities on track	4	16%
• Number of activities reporting exceptions	0	

### Exception Reporting

There are no activities reporting exceptions

## Adjustments Needed To Workplan Activities – November 2016

Workplan activity, description, and deadline	Sponsor, Reason for Adjustment, Adjustment needed
<p><b>Activity:</b> Housing and Services 3A.4</p> <p><b>Description:</b> Complete all systems changes related to Group Related Housing (GRH) policy changes.</p> <p><b>Deadline:</b> December 31, 2016</p>	<p><b>Sponsor:</b> DHS – Erin Sullivan Sutton</p> <p><b>Reason for Adjustment:</b> Several information system changes are needed to separate service and housing billing in GRH. Because of other IT pressures and priorities the permanent fix won't be ready until September 2017.</p> <p>IT looked into a temporary fix; however, this would have created more problems at the service delivery level.</p> <p><b>Adjustment Needed:</b> Move deadline from December 31, 2016 to October 1, 2017.</p> <p>This delay will not impact delivery of services.</p>

**Subcabinet's Community Engagement Workgroup Charter Update**  
**November 21, 2016**  
**Darlene Zangara, Ph.D., LPC**

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I am seeking support for date revisions in the Community Engagement Workgroup Charter.

We have developed an expanded version of the Charter workplan and laid out the next steps needed to effectively establish the workgroup. We have added additional evidence-based practices to strengthen the quality and legitimacy of the Community Engagement workgroup.

The recruitment and selection process is strategically designed to promote the creation of a workgroup that accurately represents the racial, gender, and geographic diversity of people with disabilities in Minnesota. We are also adopting some of the principles set forth in the Civic Engagement Plan 2016 by the Department of Human Rights. The process will include:

- Developing selection criteria for potential applicants.
- Developing an online application form and outreach/dissemination strategy.
- Appropriate timeline for application submission.
- Reviewing applicants based on criteria that are reflective of the demographics of our communities in Minnesota.
- Contacting applicants for interviews.

The charter workplan will also reflect additional tasks to address:

- Onboarding and learning goals for workgroup members.
- Strategic plan for the three workgroup goals.
- Operational structure for the workgroup (membership, meetings, accommodations).
- Evaluation and review of Year 1 including the planning process in January 2018.

We are requesting the date for selection of individuals for the Community Engagement workgroup be extended to January 30, 2017. We will provide a list to the Subcabinet members in the Subcabinet packet on January 23, 2017. The March 15, 2017 deadline to convene the first meeting remains unchanged.

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**Community Engagement Workplan Activity 4A.5**

Make recommendations of Community Engagement Workgroup candidates to the Subcabinet.  
Deadline was December 19, 2016.  
Adjusted to January 30, 2017.



## Workplan Compliance Report for December 2016

Total number of workplan activities reviewed	14	
• Number of activities completed	11	79%
• Number of activities on track	3	21%
• Number of activities reporting exceptions	0	

### Exception Reporting

There are no activities reporting exceptions

## Adjustments Needed to Workplan Activities – December 2016

Workplan activity, deadline and description	Sponsor, Reason for Adjustment, Adjustment needed
<p><b>Preventing Abuse and Neglect – Goal One Activities 2A – 2E</b></p> <ul style="list-style-type: none"> <li>• <b>2A</b> - Agencies will solicit public input on the development of educational campaign on the prevention of abuse and neglect of people with disabilities. Input will be solicited from mandated reporters, professional caregivers, people with disabilities, families, and advocates.</li> <li>• <b>2B</b> - Define key objectives of the educational campaign.</li> <li>• <b>2C</b> - Identify the target audiences for the educational campaign.</li> <li>• <b>2D</b> - Develop the key messages for the educational campaign.</li> <li>• <b>2E</b> - Design the optimal channels of communication to be used.</li> </ul> <p>Deadline for 2A - 2E is December 31, 2016</p> <p><b>Preventing Abuse and Neglect – Goal One Activity 2F</b></p> <ul style="list-style-type: none"> <li>• <b>2F</b> - Implement campaign on the prevention of abuse and neglect.</li> </ul> <p>Deadline for 2F is August 31, 2017</p>	<p>OIO – Sponsor – Mike Tessneer</p> <p><b>Reason for Adjustment</b></p> <p>The OIO project manager position was projected to be filled in September but it is now expected to be filled in January. The OIO project manager will lead the process to establish the Specialty Committee. Because the Specialty Committee is not yet in place the following deadlines must be adjusted.</p> <p><b>Adjustments Needed</b></p> <p>Move 2A – 2E deadline from December 31, 2016 to <b>April 30, 2017</b></p> <p>Move 2F deadline from August 31, 2017 to <b>December 31, 2017</b></p>

## Workplan Compliance Report for January 2017

Total number of workplan activities reviewed	40	
• Number of activities completed	35	88%
• Number of activities on track	2	5%
• Number of activities reporting exceptions	3	7%

### Exception Reporting

Workplan Activity, Deadline and Description	Status Reported	Reason for Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p><b>Community Engagement 4A.5</b></p> <p>Make recommendations of Community Engagement Workgroup candidates to the Subcabinet.</p> <p><b>Deadline:</b> December 31, 2016</p>	<p>The following activities have been completed to date:</p> <ul style="list-style-type: none"> <li>• Selection criteria for potential applicants was developed in <b>December 2016</b>.</li> <li>• Online application form was developed in <b>January 2017</b></li> <li>• Outreach and dissemination strategy was developed in <b>January 2017</b></li> <li>• Marketing and awareness campaign with partner organizations, stakeholders, and state agencies beginning in <b>January 2017</b></li> </ul>	<p>Delayed</p>	<p>OIO – Darlene Zangara</p> <p><b>Reason for Exception:</b> Additional time was needed to conduct wide-reaching outreach and promotion of the workgroup and conduct an equitable application process.</p> <p><b>Plan to Remedy:</b> The timeline to complete the process is as follows:</p> <ul style="list-style-type: none"> <li>• Post application on the website by <b>January 27, 2017</b></li> <li>• Accept applications from <b>January 27- February 17, 2017</b></li> <li>• Review applicants/select candidates by <b>March 10, 2017</b></li> <li>• Recommend workgroup candidates to the Subcabinet on <b>March 27, 2017</b></li> </ul> <p>Because of this delay, an adjustment needs to be made to a subsequent deadline</p> <ul style="list-style-type: none"> <li>• The first meeting of the workgroup was to convene by March 15, 2017. The new deadline to convene the workgroup will be by <b>April 30, 2017</b>.</li> </ul> <p><b>Subcabinet action needed:</b> No Subcabinet action is recommended at this time</p>

<b>Workplan Activity, Deadline and Description</b>	<b>Status Reported</b>	<b>Reason for Exception</b>	<b>Sponsor/Lead Exception Report (Reason, Plan, Action needed)</b>
<p><b>Person-Centered Planning 2A.3</b></p> <p>Post 2016 NCI Minnesota results on the website.</p> <p><b>Deadline:</b> December 31, 2016</p>	<p>The NCI data is not available at this time.</p> <p>A national organization analyzes and posts the data from individual states. DHS is dependent on this organization's schedule.</p> <p>The number and types of surveys has expanded as well as the number of states participating. This has slowed the process.</p>	<p>Delayed</p>	<p>DHS – Erin Sullivan Sutton</p> <p><b>Reason for Exception:</b> DHS is dependent on a national organization's schedule.</p> <p><b>Plan to Remedy:</b> The NCI data will be submitted to OIO Compliance as soon as it is available on the NCI website. The survey results will be reported in the next Quarterly report following the availability of the data.</p> <p><b>Subcabinet action needed:</b> No Subcabinet action is recommended at this time.</p>
<p><b>Transportation 4B.1</b></p> <p>Begin RFP Application period for local entities to request funding to assist in organizing Regional Transportation Coordinating Councils (RTCCs).</p> <p><b>Deadline:</b> December 31, 2016</p>	<p>The Regional Transportation Coordinating Councils concept was completed in July 2016.</p> <p>The RFP application period is delayed as clarification is needed regarding the roles and responsibilities of the Department of Transportation (DOT) and Department of Human Services (DHS) in the RTCCs.</p>	<p>Delayed</p>	<p>DOT – Kristie Billiar</p> <p><b>Reason for Exception:</b> More time is needed to clarify the roles and responsibilities of DOT and DHS.</p> <p><b>Plan to Remedy:</b></p> <ul style="list-style-type: none"> <li>• DOT and DHS will be meeting in March and April to address key areas of partnership, agency support, and finalize the RFP.</li> <li>• The meetings will be completed April 30 2017</li> <li>• RFP will be available July 1, 2017</li> </ul> <p><b>Subcabinet action needed:</b> No Subcabinet action is recommended at this time.</p>

## Adjustment Needed To Workplan Activities – January 2017

Workplan activity, deadline and description	Sponsor, Reason for Adjustment, Adjustment needed
<p><b>Preventing Abuse and Neglect – Goal Three Activities 2A</b></p> <p>DHS will work with representatives from the State Quality Council and the newly established regional councils to identify strategies and activities to reduce the risk of abuse and to improve the quality of practice. The proposed workplan activities will be submitted to the Subcabinet for review.</p> <p><b>Deadline</b> December 31, 2016</p>	<p>DHS– Sponsor – Erin Sullivan Sutton</p> <p><b>Reason for Adjustment</b></p> <p>DHS worked with the State Quality Council (SQC) to identify strategies and activities to reduce the risk of abuse and improve the quality of practice. A list of activities was submitted to OIO Compliance by the December 31, 2016 deadline.</p> <p>The Subcabinet approved a charter for a Specialty Committee to develop a comprehensive Plan to Prevent Abuse and Neglect.</p> <p>After further discussion between DHS and OIO Compliance, it is being recommended to include representatives from the State Quality Council in the process to develop the comprehensive Plan to Prevent Abuse and Neglect.</p> <p>Once the Plan is approved, within six months the State and regional councils will develop strategies and workplan activities informed by the Plan.</p> <p><b>Adjustment Needed</b></p> <p>Move deadline from December 31, 2016 to six months after the Specialty Committee approves the comprehensive Plan to Prevent Abuse and Neglect.</p>