

Olmstead Workplan Compliance Reports

**This document contains a compilation of
Monthly Workplan Compliance Reports
as approved by the Olmstead Subcabinet**

**Last Updated
March 28, 2016**

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Workplan Compliance Report for December 2015

Total number of workplan activities reviewed	67	
• Number of activities completed	41	61%
• Number of activities on track	19	28%
• Number of activities reporting exceptions	7	10%

Exception Reporting of Workplan Activities

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> Reason for Exception Plan to Remedy Subcabinet action needed
<p>Housing 4A.2</p> <p>Deadline: 10/31/15</p> <p>Develop a communication plan for HousingLink revised website including contact information for Linkage Line staff who can assist individuals in accessing the information by means other than online</p>	<p>Short delay for completion. Minnesota Housing and HousingLink have created a coordinated communications plan and will move forward with the plan in early January to raise awareness about the accessibility enhancements. In testing before the website was launched in September, HousingLink received feedback and suggested changes of the enhanced features and is working to make those changes by December 15, 2015. HousingLink has been promoting the changes to the site; however, after the next round of changes are made, the communications plan will move forward.</p>	<p>The 10-31-15 deadline was missed. The agency sponsor needs to explain why the deadline was missed.</p> <p>The agency reports that a plan is in place to get the workplan on track.</p> <p>The agency sponsor needs to make a recommendation as to whether Subcabinet action is needed.</p>	<p>MHFA – Ryan Baumtrog</p> <p>Reason for exception – During the testing of the website, additional feedback and suggested changes led to the development of enhanced features. These are currently being worked on by Housing Link. Housing Link has been promoting the website since the enhanced accessibility features went live.</p> <p>Plan to remedy - Additional features will be ready by the end of December. MHFA and Housing Link will move forward with the communications plan in early January 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> • Reason for Exception • Plan to Remedy • Subcabinet action needed
<p>Positive Supports 1A.2</p> <p>Deadline: 10/31/2015</p> <p>Develop and maintain a public website with resources to assist implementation of the rule and positive practices</p>	<p>Not completed by due date but on-track for scheduled launch (12/31/2016)</p>	<p>The 10-31-15 deadline was missed. Agency sponsor needs to explain the reason for the missed deadline, define a plan to get the workplan on track, and provide a recommendation as to whether Subcabinet action is needed.</p>	<p>DHS – Jennifer DeCubellis</p> <p>Reason for exception - The targeted timeframe was missed because the vetting and subsequent revisions took longer than expected to ensure a quality product.</p> <p>Plan to remedy - Over the next month, there will be a final vetting of the content with internal and external partners, including the Executive Director of the Governor’s Council on Developmental Disabilities and the Ombudsman for Mental Health and Developmental Disabilities. A communications plan will be finalized for the launch which is projected to be by the end of January 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> • Reason for Exception • Plan to Remedy • Subcabinet action needed
<p>Crisis Services 2J.2</p> <p>Deadline: 11/30/2015</p> <p>Add access to crisis respite services to Community Alternative Care (CAC) and Brain Injury (BI) waivers</p>	<p>Not complete but on-track to get done.</p> <p>CAC: Will be part of an amendment package to go to CMS in early 2016.</p> <p>BI change will be part of renewal application due to CMS 1/1/2016</p>	<p>The 11-30-15 deadline was missed.</p> <p>The agency sponsor needs to explain why the deadline was missed.</p> <p>Agency sponsor has a plan to get the workplan on track.</p> <p>The agency sponsor needs to make a recommendation as to whether Subcabinet action is needed.</p>	<p>DHS – Jennifer DeCubellis</p> <p>Reason for exception - DHS and Centers for Medicare and Medicaid Services (CMS) were in disagreement on an unrelated important policy issue. CMS would not accept amendments to the waivers until the policy issue was resolved. The negotiations with CMS created a lengthy and unanticipated delay in DHS’s ability to submit amendments. Agreement has now been reached on this issue between DHS and CMS.</p> <p>Plan to remedy - Once the negotiated agreement is executed, DHS will submit the CAC amendment package to CMS. This is anticipated to occur in early 2016.</p> <p>The amendment to the BI waiver will be part of the renewal application which is expected to occur in January 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> • Reason for Exception • Plan to Remedy • Subcabinet action needed
<p>Community Engagement 2B</p> <p>Deadline: 11/30/2015</p> <p>Train six self-advocate trainers</p>	<p>On track - Received 12 applications for trainers. Currently setting up initial training dates in 3 regions of the state, metro, Brainerd area and Duluth area. We are seeking dates in late January/early February.</p>	<p>The 11-30-15 deadline was missed.</p> <p>The agency needs to explain why the deadline was missed.</p> <p>The sponsor has a plan to get the workplan on track.</p> <p>The sponsor needs to make a recommendation as to whether Subcabinet action is needed.</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception - The deadline was missed for the following reasons:</p> <ul style="list-style-type: none"> • More time was required to recruit individuals than anticipated due to it being a volunteer position. • Although some relationships were in place with potential groups and individuals others required additional time to develop in order to have statewide representation. <p>Plan to remedy - There is a plan in place and since the initial report we have received an additional 9 applications giving us statewide representation. This will mean adding 2 more training sessions, one in the Moorhead area and one in Redwood County. Having statewide representation will allow us to utilize local trainers minimizing any expenses they might incur for travel. This also provides us with a local perspective which is a best practice for community engagement.</p> <p>Training sessions are currently being scheduled. Three of the five have been confirmed and dates range from January 28 – February 19. Training will be completed by February 28, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> • Reason for Exception • Plan to Remedy • Subcabinet action needed
<p>Community Engagement 3D</p> <p>Deadline: 11/30/2015</p> <p>Utilize 3 Certified Peer Support Specialists as trainers for the Olmstead Community Engagement Plan and as surveyors/auditors throughout implementation of Olmstead Plan and Quality of Life survey.</p>	<p>On track - Received 12 applications for trainers. Currently setting up initial training dates in 3 regions of the state, metro, Brainerd area and Duluth area. We are seeking dates in late January/early February.</p>	<p>The 11-30-15 deadline was missed.</p> <p>The sponsor needs to explain why the deadline was missed.</p> <p>The sponsor has a plan to get the workplan on track.</p> <p>The sponsor needs to make a recommendation as to whether Subcabinet action is needed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception - The deadline was missed for the following reasons:</p> <ul style="list-style-type: none"> • More time was required to recruit individuals than anticipated due to it being a volunteer position. • Meetings had been held with agency partners, although additional time was required to address concerns and provide greater clarity on the project as there were some staffing changes within the development of this work. <p>Plan to remedy - There is a plan in place including setting up more regular meetings with the staff from DHS. These meetings focus on coordinating and aligning our data on and work with Certified Peer Support Specialists. Training sessions are currently being scheduled. Three of five have been confirmed and dates range from January 28 – February 19. Training will be completed by February 28, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report <ul style="list-style-type: none"> • Reason for Exception • Plan to Remedy • Subcabinet action needed
<p>Quality of Life 2B</p> <p>Deadline: 11/2/2015</p> <p>Evaluate RFP submissions and select vendor</p>	<p>On track - One proposal received - evaluated on 11/2/15 and found to be non-responsive. Vendor notified via electronic letter on 11/2/15. Second RFP Submission - New deadline for reviewing proposals set for December 31, 2015.</p>	<p>The 11-2-15 deadline was met but the effort to recruit a qualified vendor was unsuccessful.</p> <p>The sponsor has a plan to get the workplan on track.</p> <p>The sponsor needs to make a recommendation as to whether Subcabinet action is needed.</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception – The deadline was not met because no qualified vendor responded to the RFP.</p> <p>Plan to remedy - New RFP solicitation was issued on December 7th. This was sent out through the state registry as well as directly to 5 vendors and the OIO list serv.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>
<p>Quality of Life 2C</p> <p>Deadline: 11/18/2015</p> <p>Execute contract with selected vendor</p>	<p>On track - Original proposal was non-responsive. Therefore, rejected. Second Submission - New deadline for contract is January 8, 2016.</p>	<p>The deadline could not be met because no qualified vendors responded to the RFP.</p> <p>The sponsor has a plan to get the workplan on track.</p> <p>The sponsor needs to make a recommendation as to whether Subcabinet action is needed.</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception – The deadline was not met because no qualified vendor responded to the RFP.</p> <p>Plan to remedy - New RFP has been issued. Deadline for proposals is December 28th. The evaluation group is scheduled to meet on January 4th to make a selection from the proposals received. We anticipate that a contract could be executed as early as January 8th, but without having the any of the proposals we do not know if there will be need for more in-depth contract negotiation or not.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Compliance Report for January 2016

Total number of workplan activities reviewed	49	
• Number of activities completed	18	37%
• Number of activities on track	25	51%
• Number of activities reporting exceptions	6	12%

Exception Reporting

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Person Centered 1B.1</p> <p>Deadline: 12/31/2015</p> <p>Publish series of bulletins on person-centered practices and informed choice protocols</p>	<p>Off track for completion by deadline 12/31/15. No intervention is needed. Work is proceeding. There is a series of three bulletins planned. The first is written and is going through accessibility review. It will be published shortly. The other two are slated for publication by the end of February 2016.</p>	<p>December 31, 2015 deadline was missed</p>	<p>DHS – Erin Sullivan Sutton/ Alex Bartolic</p> <p>Reason for exception - Based on user feedback, the person centered planning information and transition protocols were combined. In order to present consolidated information and strong key messages, the first bulletin in the series was revised.</p> <p>Plan to remedy – The first bulletin is being routed, and is expected to be issued by January 30, 2016. The next two bulletins are expected to be issued in February, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Waiting List 1G</p> <p>Deadline: 12/1/2015 and annually thereafter</p> <p>Submit annual Waiting List Funding Report to the Legislature.</p>	<p>Report was not submitted by 12/1/2015 but work is on track to be submitted to the Legislature prior to the start of the session (March 8, 2016). No Subcabinet intervention is needed.</p>	<p>December 1, 2015 deadline was missed</p>	<p>DHS – Erin Sullivan Sutton/ Alex Bartolic</p> <p>Reason for exception – The new urgency structure for the waiting list began December 1, 2015. The report was delayed in order to be able to include preliminary data on newly adopted urgency categorization system and reasonable pace standards.</p> <p>Plan to remedy – A preliminary report including the first two months of data will be completed by March 8, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>
<p>Transportation 3A.1</p> <p>Deadline: 12/1/2015</p> <p>Examine the ridership data gathered by transit providers on fixed route public transit versus demand response public transit.</p>	<p>Behind schedule. Data sets have been identified for this task but, further analysis will not be completed until a definition for disability has been identified. Have an adopted definition of disability by March 1, 2016</p>	<p>December 1, 2015 deadline was missed</p>	<p>DOT – Sue Mulvihill/Kristie Billiar</p> <p>Reason for Exception - Data sets have been identified for this task but, further analysis will not be completed until a definition for disability has been identified.</p> <p>Plan to Remedy - A definition of disability will be adopted by March 1, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Community Engagement 1A</p> <p>Deadline: 12/31/2015</p> <p>Coordinate with Governor appointed councils, groups, etc. to align Olmstead goals with goals of the council, group, etc.</p>	<p>To date the OIO has met with 10 of the 23 groups originally identified in the Plan. We are continuing to work with members of the remaining groups to schedule meetings with them to coordinate work. All of the other groups we have met with have an understanding of the Olmstead Plan and are working to coordinate their efforts with various items in the plan.</p>	<p>December 31, 2015 deadline was missed</p>	<p>OIO – Darlene Zangara/ Kristin Jorenby</p> <p>Reason for Exception – Additional time is needed to meet with the remaining groups.</p> <p>Plan to Remedy - We are continuing to work with members of the remaining groups to schedule meetings with them to coordinate work. Meetings with the remaining groups will take place by June 30, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>
<p>Community Engagement 4A.1</p> <p>Deadline: 12/31/2015</p> <p>Design training program for people with disabilities that want to participate in a variety publicly funded projects</p>	<p>Delayed - The curriculum is not yet complete, but is mostly done. The OIO is partnering with external stakeholders on this project and we have encountered some delays with getting input from some of the presenters that were desired for this project. The work is moving forward and is on track to be completed prior to the first training session in February.</p>	<p>December 31, 2015 deadline was missed</p>	<p>OIO - Darlene Zangara/ Kristin Jorenby</p> <p>Reason for Exception - The OIO is partnering with external stakeholders on this project and we have encountered some delays with getting input from some of the presenters that were desired for this project. The OIO is not the primary contributor to the curriculum development for this activity. The OIO provides support and works to facilitate collaborative work with state agencies that may be needed to complete this activity.</p> <p>Plan to Remedy - The work is moving forward and is on track to be completed prior to the first training session on February 23, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of compliance exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Community Engagement 4B.1</p> <p>Deadline: 12/31/2015</p> <p>Design training program that is led by people with disabilities for project staff, advocacy groups and others that are managing publicly funded projects.</p>	<p>Delayed - The curriculum is not yet complete, but is mostly done. The OIO is partnering with external stakeholders on this project and we have encountered some delays with getting input from some of the presenters that were desired for this project. The work is moving forward and is on track to be completed prior to the first training session in February.</p>	<p>December 31, 2015 deadline was missed</p>	<p>OIO - Darlene Zangara/ Kristin Jorenby</p> <p>Reason for Exception - The OIO is partnering with external stakeholders on this project and we have encountered some delays with getting input from some of the presenters that were desired for this project. The OIO is not the primary contributor to the curriculum development for this activity. The OIO provides support and works to facilitate collaborative work with state agencies that may be needed to complete this activity.</p> <p>Plan to Remedy - The work is moving forward and is on track to be completed prior to the first training session on February 23, 2016.</p> <p>Subcabinet action needed - No Subcabinet action is recommended at this time.</p>

Workplan Compliance Report for February 2016

Total number of workplan activities reviewed	42	
• Number of activities completed	24	57%
• Number of activities on track	10	24%
• Number of activities reporting exceptions	8	19%

Exception Reporting

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Positive Supports 1A.2</p> <p>Deadline: 1/31/2016 10/31/2015</p> <p>Develop and maintain a public website with resources to assist implementation of the rule and positive practices</p>	<p>Off-track for completion of website launch by 1/31/16. New launch date is by 4/1/16. No intervention is needed. The website was made available to external consultants for feedback on 12/21/15. Their feedback is contingent on DHS providing them with a table detailing the status of each Rule 40 Advisory Committee recommendation and how they have been or will be met by the department. The table was provided to the consultants on 2/2/16. Edits required based on their feedback will be made as quickly as possible once it is received. In addition, DHS has identified the current web content is not accessible per the State of Minnesota technology accessibility standard. DHS is working with the contractor to ensure the web content is brought into compliance with this standard. The project team now expects the website to be publicly launched no later than 4/1/16</p>	<p>Previously reported as Exception in December</p> <p>Revised deadline missed</p>	<p>DHS – Erin Sullivan Sutton</p> <p>Reason for exception: Additional edits are needed based on feedback from the consultants and to ensure the web content is fully accessible.</p> <p>Plan to remedy: Information will be provided to the contractor on revisions needed on the website and to bring the content into compliance with the State of Minnesota technology accessibility standard. The project team now expects the website to be publicly launched no later than April 1, 2016.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Crisis Services 1C</p> <p>Deadline: 1/31/2016</p> <p>Establish baseline data to determine length of time it takes to access crisis services and establish annual goals</p>	<p>DHS has accumulated data to establish a baseline measure regarding placement crises for people with I/DD. However, more time is needed to analyze data that is available, determine the base line and set the goals. The project team expects to establish the baseline and measurements by 4/1/16.</p>	<p>Deadline missed</p>	<p>DHS – Erin Sullivan Sutton</p> <p>Reason for exception: There was insufficient time was available to validate and analyze the data to assure accurate reporting going forward.</p> <p>Plan to remedy: With the additional time, the team is on track to complete the analysis, establish the baseline, and set goals by April 1, 2016.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>
<p>Crisis Services 2D.1</p> <p>Deadline: 1/31/2016</p> <p>Expand Housing with Supports grants by issuing a request for proposals (RFP), select grantees and award funding. Selected grantees will include racially and ethnically diverse service providers.</p>	<p>Not complete due to unforeseen staffing changes/levels but on-track to get done. RFP will be issued by 2/29/16. Grantees expected to be selected by 4/30/16.</p>	<p>Deadline missed</p>	<p>DHS – Erin Sullivan Sutton</p> <p>Reason for exception: Due to resource issues completion of the task was delayed.</p> <p>Plan to remedy: Sufficient resources will be assigned to complete this item. An RFP will be issued by March 31, 2016 and grantees will be selected by May 31, 2016.</p> <p>Subcabinet action needed: Subcabinet requested agency to provide report at the next meeting on how time will be made up to not miss next deadlines related to this activity.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Crisis Services 2J.2</p> <p>Deadline: 1/31/2016 BI 1/30/2016 CAC 11/30/2015</p> <p>Add access to crisis respite services to CAC/BI waivers</p>	<p>On-track. CAC: Will be part of an amendment package to go to CMS in April 2016. BI change was submitted to CMS 12/31/2015.</p>	<p>Previously reported as Exception in December</p> <p>Revised deadline for CAC missed</p>	<p>DHS – Erin Sullivan Sutton</p> <p>Reason for exception: CMS has not accepted new waiver amendments due to issues unrelated to this request. The timing of when amendments can be submitted is subject to actions at CMS. The amendments were prepared and had public comment in a timely way.</p> <p>Plan to remedy: Crisis respite amendment for CAC is planned for submission in April. This is contingent on CMS action on previously submitted amendments which must be resolved before this service amendment can be submitted.</p> <p>Subcabinet action needed: Subcabinet requested a monthly status report until completed.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Community Engagement 4A.2</p> <p>Deadline: 1/31/2016*</p> <p>Implement pilot training with OIO advisory group (quarterly)</p>	<p>Curriculum will be piloted on February 23, 2016. Training will be open to any individual with disabilities at no cost. The goal is to increase participation of people with disabilities in providing input on public projects and increasing leadership opportunities.</p> <p>The dates for 2016 quarterly trainings are slated for 4th Friday of March, June, September and December. Space has been reserved. Training will be promoted on the web, email and Facebook.</p> <p>The OIO Advisory group will be trained in June 2016.</p>	<p>Deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: The development of the curriculum was delayed.</p> <p>Plan to remedy: Curriculum is completed and will be piloted on February 23, 2016. The OIO advisory group membership will be trained by June 2016</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>
<p>Community Engagement 4B.2</p> <p>Deadline: 1/31/2016</p> <p>Provide training and other support to project staff, advocacy groups and others managing publicly funded projects.</p>	<p>OFF TRACK - Curriculum is in draft stage and piloted on February 23, 2016. OIO has met with the external partners to confirm progress. However, logistics has been set up for trainings via evite. The dates for 2016 quarterly trainings are slated for 4th Friday of March, June, September and December. The trainers are not fully trained yet and will need to delay to March.</p>	<p>Deadline missed</p>	<p>OIO- Darlene Zangara</p> <p>Reason for exception: There was a delay in finalizing the curriculum therefore the trainers were not fully trained.</p> <p>Plan to remedy: Quarterly trainings will begin on March 25th.</p> <p>Subcabinet action needed No subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Quality of Life 2C</p> <p>Deadline: 1/8/2016 11/18/2015</p> <p>Execute contract with selected vendor. Submit prior approved forms (RFP, Cert) along with signed contract to Department of Administration for approval.</p>	<p>Contracts currently under negotiation with the selected vendor. Complexity of contracts due to data security and Institutional Review Board (IRB) issues requires DHS to maintain direct contractual relationship for the sample group. Requires time to process agreements.</p>	<p>Previously reported as Exception in December</p> <p>Revised deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: Data security and IRB issues caused an unanticipated delay in executing the contract.</p> <p>Plan to remedy: At this time, the contractual language and deliverables are being vetted. Contract will be in place with selected vendor and MHFA Interagency agreement will be in place with DHS by March 1, 2016.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>
<p>Quality of Life 3A.1</p> <p>Deadline: 1/15/2016</p> <p>Design survey implementation and analysis work plan for review by QOL workgroup and Subcabinet which includes:</p> <ul style="list-style-type: none"> •lessons from the 2014 pilot study •abuse reporting plan 	<p>Contract has not been executed to date. Scope of work will include survey implementation; analysis work plan and recommendations from Pilot. New date will be established once contract is signed.</p>	<p>Deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: Contract has not been executed to date.</p> <p>Plan to remedy: Scope of work will include survey implementation; analysis work plan and recommendations from Pilot. Workplan will be developed by May 1, 2016.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>

Workplan Compliance Report for March 2016

Total number of workplan activities reviewed	34	
• Number of activities completed	19	56%
• Number of activities on track	10	29%
• Number of activities reporting exceptions	5	15%

Exception Reporting

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Education 4A</p> <p>Deadline: 2/1/2016</p> <p>Continue collaboration between MDE and DOC at the Minnesota Correctional Facility in Red Wing (MCF-Red Wing). Use the Reintegration Protocol with all students with an active Individualized Education Program (IEP) exiting MCF-Red Wing.</p>	<p>Delayed – Unanticipated barriers arose, including resignation of the principal at Red Wing school and near loss of Title I funding that will support staff to carry out key aspects of the protocol.</p> <p>Plan to remedy – To keep this item ultimately on track, the decision was made to move ahead with the survey, update the protocol to reflect survey feedback, and begin implementation by 7/1/16.</p>	<p>Deadline missed</p>	<p>DOC – Anna McLafferty</p> <p>Reason for exception: Unanticipated barriers delayed implementation, including resignation of the principal at Red Wing school, who was responsible for implementing the protocol, and near loss of Title I funding that will support staff to carry out key aspects of the protocol. The need to catch up after the principal’s resignation and ensure secure funding for key staff for this activity are the reasons for the 5-month delay in initial implementation of the protocol.</p> <p>Plan to remedy: The project timeline was collapsed (i.e., the survey, which was initially going to be developed after implementation of the protocol, was developed to avoid creating further setbacks). The new deadline for protocol implementation will be July 1, 2016.</p> <p>The subsequent workplan activity deadlines will be adjusted as follows:</p> <ul style="list-style-type: none"> • 4B.1- Design survey- stays at 3/1/16 • 4B.2- Conduct survey- 5/1/16 to 10/1/16 • 4B.3- Update protocol- 7/1/16 to 12/1/16 • 4C- Establish baseline/targets- 2/1/17 to 4/1/17 • 4D- Disseminate information- stays at 6/30/17 • 4E- Recommendations to Subcabinet- 6/30/16 to 6/30/17 <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>

Workplan Activity, Deadline and Description	Status Reported	Description of Exception	Sponsor/Lead Exception Report (Reason, Plan, Action needed)
<p>Transportation 4A.4</p> <p>Deadline: 2/1/2016</p> <p>Develop the Regional Coordinating Councils (transit services)</p>	<p>Delayed - Work continues on the creation of the regional coordinating councils. Minnesota Council on Transportation Access (MCOTA) has endorsed the concept and legislative request to fund a grant program for the proposed Regional Transportation Coordination Councils (RTCCs). The first RTCC will be under contract in January of 2017.</p>	<p>Deadline missed</p>	<p>DOT – Kristie Billiar</p> <p>Reason for exception: The primary delay was due to underestimating the time needed to work with all of the partners that will be affected by the proposal.</p> <p>Plan to remedy: As of this writing MCOTA has endorsed the concept and legislative request to fund a grant program for the proposed RTCCs. The planning phase will be under contract in January of 2017.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time. Subcabinet requested agency to report back at the next meeting on whether the membership of the RTCC's will include individuals with disabilities.</p>
<p>Quality of Life 3C</p> <p>Deadline: 2/15/2016</p> <p>Recruit and train people with disabilities to help administer survey. This will include recruitment and development of racially and ethnically diverse individuals.</p>	<p>Delayed - Referrals have been forwarded to the contractor for potential hire and will be ongoing. The contract also specifically requires a plan for recruitment and training. Plan is to be completed by April 16, 2016.</p>	<p>Deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: No qualified vendor responded to the first Request for Proposal (RFP) so a second RFP was issued. A vendor was selected and a contract was signed in March. The delay in securing the vendor caused a delay in this activity.</p> <p>Plan to remedy: A Survey Administration Design Plan will be completed by May 16, 2016 and will include the plan to train and recruit staff. The Plan will include a date for completion for this and subsequent activities. Referrals of interested individuals have been provided to the contractor.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>

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<p>Quality of Life 3D</p> <p>Deadline: 2/1/2016</p> <p>Identify 12,000 individuals/ names for potential sample group from participating state agencies.</p>	<p>Delayed - The contract's scope of work includes a Survey Sampling Strategy by April 16, 2016. The state agencies (DHS, DEED, and MDE) have already committed to obtaining data to capture 12,000 potential names. Detailed plan to be completed by April 16, 2016.</p>	<p>Deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: No qualified vendor responded to the first Request for Proposal (RFP) and a second RFP was issued. A vendor was selected and the contract was signed in March. The delay in securing the vendor caused a delay in this activity.</p> <p>Plan to remedy: A Survey Sampling Strategy will be completed by April 16, 2016 and will include a date for completion for this activity.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>
<p>Quality of Life 3E.1</p> <p>Deadline: 2/28/2016</p> <p>Identify and secure survey locations, logistics, and respondent accommodations.</p>	<p>Delayed - The contract's scope of work include Survey Sampling Strategy by April 16, 2016. Detailed plan to be completed by April 16, 2016.</p>	<p>Deadline missed</p>	<p>OIO – Darlene Zangara</p> <p>Reason for exception: No qualified vendor responded to the first Request for Proposal (RFP) and a second RFP was issued. A vendor was selected and the contract was signed in March. The delay in securing the vendor caused a delay in this activity.</p> <p>Plan to remedy: A Survey Administration Design Plan will be completed by May 16, 2016 and will include a date for completion for this activity.</p> <p>Subcabinet action needed: No subcabinet action is recommended at this time.</p>

