

Plan Development and Monitoring

Purpose:

Define procedures for developing and implementing strategic plans within ADSD. This includes the ongoing monitoring, tracking, and reporting of strategic plans under the ADSD purview.

Overview of Strategic Plans

The Nevada Aging and Disability Services Division (ADSD) mission is to ensure the provision of effective supports and services to meet the needs of individuals and families, helping them to lead independent, meaningful and dignified lives.

To work towards this mission, ADSD has implemented a division wide strategic plan, “*A Plan to Guide Services for Older Nevadans and Persons with Disabilities*”. The plan incorporates compliance of the Olmstead decision as a core component of its approach. However, it goes beyond Olmstead, setting forth a vision and approach to serve older Nevadans and persons with disabilities whether the disability be physical, intellectual or psychological. The plan includes components that are both within the scope of ADSD services as well as those dependent on sister agencies, thus solidifying the partnerships central to supporting older adults and people with disabilities.

In addition, ADSD also has responsibility, either through federal requirements or through the identification of specific population needs, of a number of other strategic plans under its purview. To the extent possible, strategic plans, should be developed with the Governor’s Priorities, the ADSD mission, and the ADSD Strategic Plan in mind, complementing and expanding on efforts.

Developing Strategic Plans

The Planning, Advocacy, and Community Services Unit (PAC) helps to coordinate strategic planning efforts throughout ADSD.

While the ADSD Strategic Plan is the guiding document for the Division, other specialized plans may be developed to meet specific population needs or federal requirements. The PAC Unit Chief has primary responsibility for coordinating efforts across units and populations to the extent possible and relevant.

The ADSD Administrator has authority over all strategic plans developed under ADSD and provides final approval of plans supported by the Division.

Monitoring Progress

Each strategic plan sponsored by ADSD will have an internal Plan Tracking Tool to be used for tracking accomplishments throughout the plan year. This tool will be developed and maintained by the Management Analyst III in the PAC unit. The Tracking Tool is an Excel file that allows for individual program managers to report activities and benchmarks quarterly.

All updates are to be reported by the 15th day of the month following the end of the quarter. The PAC Management Analyst III will request quarterly updates via email two times per year and will host statewide conference calls with identified staff two times per year to discuss current status and updates. The team will identify challenges and/or modifications needed to the plan at the last meeting of the year.

Annually, the PAC Planning Chief will develop and publish an Annual Progress Report to be distributed via the ADSD website to stakeholders, consumers, and partners. This report will be due 45 days after the end of the Strategic Plan Year (i.e. if the plan is based on a state fiscal year, the report will be due by August 15). The Annual Progress Report will include: a summary of accomplishments from the previous year, current challenges facing the Division/Program, and a list of priorities for the next year.

The Annual Progress Report will be reviewed by the PAC Unit Chief and the responsible staff, with final approval for publication from the ADSD Administrator.

Role of Advisory Boards and Commissions

ADSD Advisory Boards and Commissions help guide services and have a vital role in the monitoring of progress towards our strategic goals. Throughout the year, ADSD staff will provide updates on specific goals and objectives relevant to the numerous ADSD boards and commissions.

The Strategic Plan Accountability Committee (SPAC), a subcommittee of the Commission on Aging, has been created to monitor progress towards the ADSD Strategic Plan. Membership of the subcommittee should include at a minimum:

- A member of the Commission on Aging
- A member of the Commission on Services for People with Disabilities
- Representative from the Division of Public and Behavioral Health
- A member of the Governor's Council for Developmental Disabilities
- A member of the Interagency Coordinating Council

Members can represent one or more of these roles.

Whenever additional strategic plans are developed, the responsible program will identify the relevant board or commission to report to throughout the duration of the plan.

Attachments

- Attachment A: ADSD Plan Tracking Tool (Excel file)
- Attachment B: ADSD Plan Annual Progress Report template (Word file)
- Attachment C: ADSD Supported Strategic Plans (Word file)

A Plan to Guide Services for Older Nevadans and Persons with Disabilities

Year 1 Update (July 1, 2016 – June 30, 2016)

Plan Overview

Include summary of purpose and goals of the plan.

Accomplishments

Bullet major accomplishment and benchmarks met during plan year, include relevant data.

Challenges

Identify any major challenges faced by the Division or program in carrying forward the plan. Include strategies to overcome challenges as relevant.

Upcoming Priorities

Identify the Objectives and Strategy priorities for the upcoming year. Include any changes to the plan as relevant.