



Draft Action Plan Matrices

The following tables outline the steps anticipated to action the goals, objectives, and strategies that form the basis for the Interagency Coordinating Council's (ICC) 2026-2031 Strategic Plan. They also specify the partners required, the individuals or groups who will serve as the lead for the associated objective, and the benchmarks that will be used to measure progress.

The following definitions should be used for key terms in the following tables:

Benchmarks: This is the metric by which the group will measure if the action step is completed.

Leads: This is the person or group that oversees and moves the objective forward; while they may not be doing all of the associated work themselves, they are responsible for coordinating tasks to ensure deadlines are met, serving as the main point of contact, keeping the project on track, and reporting out challenges and progress.

Timing: This is the time by which the action step should be completed, not started; it is up to the leads to determine when work should start to meet these targets.

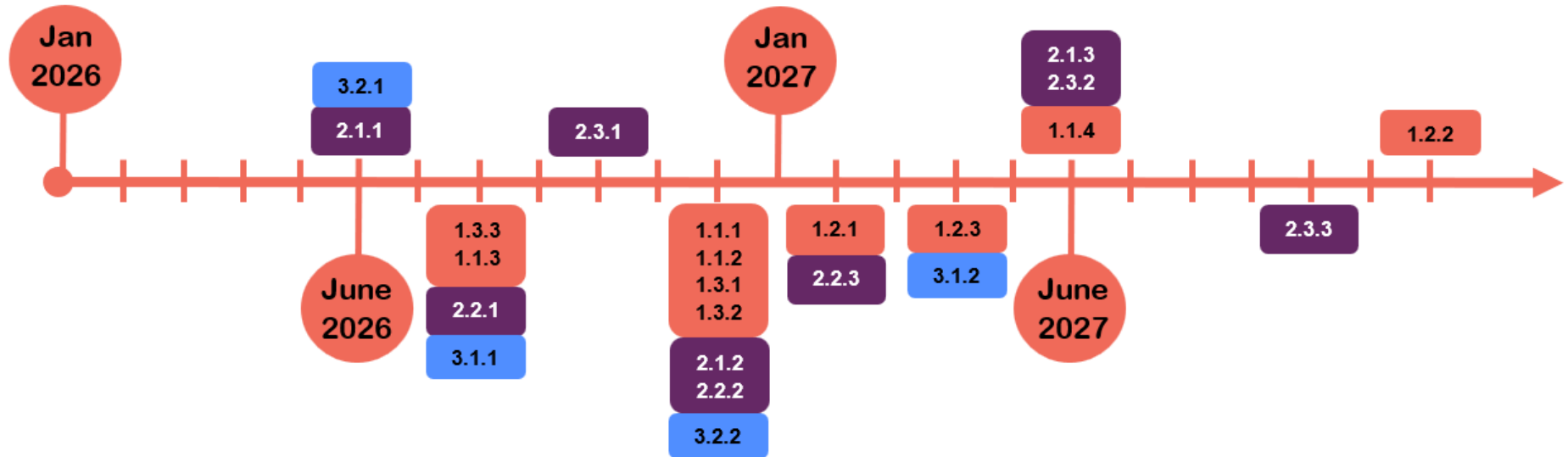
It is important to note that current timelines are estimates and will be used as starting place for planning, but are expected to change as leads for each objective review and refine action steps.

After the action plan tables, you'll find instructions and reflection questions to help members review and add action steps. These questions are designed to make sure fairness is built into every part of carrying out the plan, which is a shared responsibility of all ICC members.



Suggested Timeline

The following timelines provide a graphical representation of the suggested timing of strategies within the Strategic Plan. The first timeline represents the first two years (2026-2027) of implementation, which involves establishing the foundation for the ICC to operate effectively. The chart below the timeline represents the annual strategies to be implemented after the foundation is set (2028-2031), which ensures the ICC's work remains responsive, sustainable, and grounded in continuous improvement.



Timing	Annual and Ongoing Strategies
2028 – 2031 Q1 and Q2	Goal 1: Recruit new members, assign mentors to members, identify and facilitate learning opportunities for members (<i>Feb</i>), develop summary of the State Performance Plan/Annual Performance Report to inform members and public (<i>Apr</i>), and share stories from families and programs at each ICC meeting (<i>Ongoing</i>) Goal 2: Review and disseminate awareness materials and products (<i>Ongoing</i>)
Q3 and Q4	Goal 1: Publicize open Council positions (<i>Dec</i>) and share stories from families and programs at each ICC meeting (<i>Ongoing</i>) Goal 2: Update the Guidance Manual, as needed (<i>Dec</i>) and review and disseminate awareness materials and products (<i>Ongoing</i>) Goal 3: Review and update data-sharing process, as needed (<i>Dec</i>)



Goal 1: Build and sustain an active, representative, and informed ICC

Objective 1.1: Ensure all membership seats are filled and maintained

Lead(s):

Partners: Aging and Disability Services Division (ADSD) Boards and Commissions staff, Early Childhood Advisory Council (ECAC), Governor's Council on Developmental Disabilities, Governor's Office, Nevada Early Intervention Services (NEIS), and community providers

Strategies	Actions	Timing	Benchmarks
Strategy 1. Document a procedure for onboarding new members to include an overview of the ICC, Nevada's Open Meeting Law, data reviewed by the ICC, the Strategic plan, etc.	<ul style="list-style-type: none"> Action Step 1: Review existing onboarding materials and practices and define essential onboarding content (e.g., Individuals with Disabilities Education Act (IDEA), Part C, the role of the ICC, Nevada Open Meeting Law, how to contribute and participate in the Council, Strategic Plan, meeting schedule, Frequently Asked Questions (FAQ), glossary of terms) 		✓ Benchmark 1: Existing onboarding materials reviewed and approved
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Develop templates for onboarding documents/materials such as an ICC overview slide deck 		✓ Benchmark 2: Draft templates finalized and approved
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Review and obtain feedback from the ICC on onboarding process and procedural content 		✓ Benchmark 3: Draft procedure approved
Strategy 1.	<ul style="list-style-type: none"> Action Step 4: Conduct a pilot orientation with 1–2 new members and at least one returning member and collect feedback on clarity, and usefulness; incorporate pilot feedback 		✓ Benchmark 4: Pilot conducted and feedback incorporated
Strategy 1.	<ul style="list-style-type: none"> Action Step 5: Finalize the written onboarding procedure, ensuring materials are accessible and aligned with membership guidelines and bylaws 		✓ Benchmark 5: Final document and supporting materials adopted by ICC and posted on ICC website (as appropriate)



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Strategies	Actions	Timing	Benchmarks
Strategy 2. Publicize open positions using the ICC's webpage and share with partners	<ul style="list-style-type: none">Action Step 1: Develop website copy, flyer, and email communication in plain, accessible language and, when needed, multiple languages to publicize positions, how to apply, and important deadlines		✓ Benchmark 1: Recruitment materials finalized and approved by Membership Subcommittee and posted to ICC webpage
Strategy 2.	<ul style="list-style-type: none">Action Step 2: Create a recruitment and communications plan that identifies where and how positions will be shared beyond the ICC website		✓ Benchmark 2: Plan completed and approved, including at least 4 partner sites
Strategy 2.	<ul style="list-style-type: none">Action Step 3: Share information about open ICC positions in many ways—online, in person, and in community spaces—so all families have a fair chance to learn about the Council and apply; work with service providers to make sure these materials reach families directly		✓ Benchmark 3: Postings appear on identified partner sites
Strategy 2.	<ul style="list-style-type: none">Action Step 4: Track and monitor outreach efforts and evaluate effectiveness of channels for publicizing open seats and adjust and add to approach		✓ Benchmark 4: Summary of efforts provided to full ICC, with a focus on CQI



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Strategies	Actions	Timing	Benchmarks
Strategy 3. Actively recruit new members by assigning a current member to personally contact anyone referred to the ICC	<ul style="list-style-type: none"> Action Step 1: Identify current members willing to contact potential members to build relationships and provide an understanding of the ICC's role and create a tracking tool to document potential members and assigned 'buddy' members, including name, referral source, date received, status of application, if appropriate, and follow-up status 		✓ Benchmark 1: Members identified and noted in tracking tool
Strategy 3.	<ul style="list-style-type: none"> Action Step 2: Create a standard outreach script or email template for current members to use when contacting potential new members 		✓ Benchmark 2: Script approved and distributed to members conducting outreach
Strategy 3.	<ul style="list-style-type: none"> Action Step 3: Members assigned to outreach contact potential new members to share information and invite them to attend a meeting as a guest and provide all meeting materials; provide update to the lead and complete tracking log 		✓ Benchmark 3: Potential new members contacted within 10 business days
Strategy 3.	<ul style="list-style-type: none"> Action Step 4: Review the process to assess effectiveness in converting interest/referrals into membership 		✓ Benchmark 4: Summary of efforts provided to full ICC
Strategy 4. Provide support for members to actively participate in the Council's work by assigning mentors to new members	<ul style="list-style-type: none"> Action Step 1: Develop written guidelines that define the mentorship program's purpose, expectations, and procedures; include mentor and mentee roles and responsibilities, connection schedule, and expected duration (e.g., first 6–9 months) 		✓ Benchmark 1: Final guidelines approved by ICC and included in onboarding packet
Strategy 4.	<ul style="list-style-type: none"> Action Step 2: Mentors implement guidelines 		✓ Benchmark 2: New members paired with a mentor and initial meeting held within one month
Strategy 4.	<ul style="list-style-type: none"> Action Step 3: Gather feedback from mentors and mentees through a short survey or discussion and evaluate impact on participation and understanding of ICC responsibilities; adjust guidelines as needed 		✓ Benchmark 3: Guidelines adjusted according to feedback



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Goal 1: Build and sustain an active, representative, and informed ICC

Objective 1.2: Provide accessible and digestible learning opportunities for members and potential members

Lead(s):

Partners: National Technical Assistance Centers, Childhood Data Systems (DaSy Center), Nevada Center for Excellence in Disabilities, Nevada Registry, Early Intervention Professional Development Center, Continuing Education Unit (CEU) approval boards and commissions

Strategies	Actions	Timing	Benchmarks
Strategy 1. Identify and facilitate learning opportunities related to ICC activities (e.g., early intervention, legislative training, Open Meeting Law) for members	<ul style="list-style-type: none"> Action Step 1: Identify training topics to prioritize by year 		✓ Benchmark 1: Training topics identified
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Based on identified priorities, develop a yearly learning plan that includes at least one training or presentation every other meeting and integrate into annual meeting schedule 		✓ Benchmark 2: Plan developed and adopted
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Partner with subject matter experts to provide content — such as: <ul style="list-style-type: none"> Aging & Disability Services Division (early intervention services overview) Nevada Department of Education (transitions and data) Governor’s Office staff (appointment process) Attorney General’s Office (Open Meeting Law) Nevada PEP, advocacy organizations (family voice, equity) 		✓ Benchmark 3: Three partner organizations commit to supporting or co-presenting sessions
Strategy 1.	<ul style="list-style-type: none"> Action Step 4: Design short, accessible sessions (20–45 minutes) embedded into ICC meetings or offered as standalone virtual/recorded sessions; develop slide decks, handouts, and recordings 		✓ Benchmark 4: Training materials developed
Strategy 1.	<ul style="list-style-type: none"> Action Step 5: Deliver learning sessions according to the annual plan and post materials and recordings on the ICC website under “Member Learning Resources” 		✓ Benchmark 5: Up to 3 trainings are conducted annually and posted online
Strategy 1.	<ul style="list-style-type: none"> Action Step 6: Collect participant feedback after each session and review annually to assess which topics were most useful and identify emerging needs (e.g., new legislative updates). 		✓ Benchmark 6: Training approach and plan adjusted according to feedback



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Strategies	Actions	Timing	Benchmarks
Strategy 2. Develop educational materials on the ICC for partners and work with authorized providers to make continuing education credits available	<ul style="list-style-type: none">Action Step 1: Discuss potential partnerships for training with organizations like Early Childhood Advisory Council (ECAC)		✓ Benchmark 1: Partnership meeting(s) held with interest and next steps documented
Strategy 2.	<ul style="list-style-type: none">Action Step 2: Define the purpose of and audience for the series		✓ Benchmark 2: Statement of purpose and target audience approved by ICC
Strategy 2.	<ul style="list-style-type: none">Action Step 3: Identify organizations authorized to issue Continuing Education Units (e.g., Nevada Registry, Nevada Department of Education, state universities and colleges Continuing Education programs) and collaborate to align session objectives and documentation requirements for Continuing Education Unit approval		✓ Benchmark 3: Continuing Education Unit approval process is understood and documented
Strategy 2.	<ul style="list-style-type: none">Action Step 4: Create training plan that captures roles and timelines for developing and delivering content and promoting training to partners		✓ Benchmark 4: Training plan approved by ICC; roles assigned and timeline adopted
Strategy 2.	<ul style="list-style-type: none">Action Step 5: Implement the full training series through the selected platform or host agency and publicize sessions through ICC, Early Childhood Advisory Council, and partner communication channels (newsletters, websites, listservs)		✓ Benchmark 5: Series launched
Strategy 2.	<ul style="list-style-type: none">Action Step 6: Collect participant evaluations, Continuing Education Unit requirements, and partner feedback to assess impact on knowledge and engagement and use to update content as necessary to align with current ICC priorities		✓ Benchmark 6: Summary of evaluations and process shared with ICC



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Strategies	Actions	Timing	Benchmarks
Strategy 3. Develop a summary of the State Performance Plan (SPP)/Annual Performance Report to inform members and the public of ICC activities	<ul style="list-style-type: none">Action Step 1: Solicit and incorporate suggestions on content from ICC members and partners		✓ Benchmark 1: Feedback collected from partners and members
Strategy 3.	<ul style="list-style-type: none">Action Step 2: Identify key messages that elevate areas for improvement in timely service delivery, family engagement (using responses from the Annual Family Survey), and key indicators		✓ Benchmark 2: Key messages reviewed and approved by Executive Committee
Strategy 3.	<ul style="list-style-type: none">Action Step 3: Develop template report summary and content, sharing with and incorporating feedback and content from partners (in subsequent years this action step will focus on completion of the document based on the initial year's template)		✓ Benchmark 3: Draft completed and circulated to ICC members; revisions tracked
Strategy 3.	<ul style="list-style-type: none">Action Step 4: Incorporate messaging regarding Strategic Plan accomplishments over the prior reporting period		✓ Benchmark 4: Prior-year ICC accomplishments included in summary
Strategy 3.	<ul style="list-style-type: none">Action Step 5: Disseminate summary report incorporating prior year's State Performance Plan		✓ Benchmark 5: Report posted publicly to ICC website and distributed to partner organizations



Goal 1: Build and sustain an active, representative, and informed ICC

Objective 1.3: Improve communication and expectations among ICC members

Lead(s):

Partners: Aging and Disability Services Division (ADSD), State Web Services / IT Department

Strategy	Actions	Timing	Benchmarks
Strategy 1. Create an engaging and informative ICC website	<ul style="list-style-type: none"> Action Step 1: Clarify the purpose and target audience(s) for the website (families, providers, policymakers, ICC members) 		✓ Benchmark 1: Written site purpose and audience document approved by the ICC
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Develop a “sitemap” that outlines content to be included, gather existing materials (bylaws, membership lists, reports, meeting documents, etc.) that could be shared via the website, and assign content developers (from the ICC membership) for each section of the site 		✓ Benchmark 2: Draft sitemap completed; all sections assigned to leads
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Review content to ensure ADA Section 508 standards are applied and materials are in plain, accessible language and, when needed, in multiple languages 		✓ Benchmark 3: All pages pass ADA/Section 508 review; plain-language checklist completed
Strategy 1.	<ul style="list-style-type: none"> Action Step 4: Assign a site administrator (Part C staff or ICC Coordinator) to maintain the site, including development of a process by which the ICC will be consulted regularly to identify needed site updates 		✓ Benchmark 4: Designated administrator trained and responsible for quarterly updates



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Strategies	Actions	Timing	Benchmarks
Strategy 2: Develop membership guidelines that expand on and are consistent with the onboarding materials provided to new members	<ul style="list-style-type: none">Action Step 1: Review existing onboarding materials, identify content to support ongoing expectations of members		✓ Benchmark 1: Analysis completed and approved by Membership Subcommittee
Strategy 2:	<ul style="list-style-type: none">Action Step 2: Gather input from current and former members		✓ Benchmark 2: At least half of current members share their input
Strategy 2:	<ul style="list-style-type: none">Action Step 3: Draft comprehensive membership guidelines in plain, accessible language and, when needed, in multiple languages, that include:<ul style="list-style-type: none">Roles and responsibilities;Attendance and participation expectations;Term limits and reappointment process;Subcommittee participation;Conflict of interest policy;Communication protocols;Member supports (stipends, travel, childcare)		✓ Benchmark 3: Draft reviewed by Executive Committee and agendized for feedback from ICC
Strategy 2:	<ul style="list-style-type: none">Action Step 4: Ensure that the new guidelines use consistent language and formatting with existing onboarding tools (orientation deck, handbook) and cross-check with federal and state ICC requirements		✓ Benchmark 4: Crosswalk completed
Strategy 2:	<ul style="list-style-type: none">Action Step 5: Present the draft to the Executive Committee (if established) and or full ICC for feedback; revise and finalize at a quarterly meeting		✓ Benchmark 5: Final guidelines adopted by ICC
Strategy 2:	<ul style="list-style-type: none">Action Step 6: Host a short training or “refresher” at an ICC meeting to introduce and walk through the guidelines		✓ Benchmark 6: Training completed, feedback gathered and incorporated



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Strategies	Actions	Timing	Benchmarks
Strategy 2:	<ul style="list-style-type: none"> Action Step 7: Review guidelines for relevance, clarity, and alignment with federal and state policies; collect feedback from new members about usefulness 		✓ Benchmark 7: Annual review completed and documented in meeting minutes
Strategy 3. Create guidelines for and share stories from families and programs at each ICC meeting	<ul style="list-style-type: none"> Action Step 1: Define purpose and goals for family/program stories 		✓ Benchmark 1: Purpose statement approved by the ICC
Strategy 3.	<ul style="list-style-type: none"> Action Step 2: Draft clear, trauma-informed guidelines in plain, accessible language and, when needed, in multiple languages, that include: <ul style="list-style-type: none"> How storytellers will be identified and invited Expected length (e.g., 5–10 minutes) Format (written, verbal, video, synchronous and asynchronous) Accessibility considerations (language, interpretation) Supports available (stipend, childcare, preparation and coaching) 		✓ Benchmark 2: Finalized document reviewed for accessibility and language inclusion
Strategy 3.	<ul style="list-style-type: none"> Action Step 3: Develop templates or prompts in plain, accessible language and, when needed, in multiple languages (e.g., “Tell us about your child’s experience in early intervention,” “What made a difference for your family?”) and create a short consent form for meeting use and/or publication 		✓ Benchmark 3: Templates approved; available on ICC website
Strategy 3.	<ul style="list-style-type: none"> Action Step 4: Identify families or programs and develop a calendar to include stories that represent different regions, program types, or populations served 		✓ Benchmark 4: Schedule approved and published at start of calendar year
Strategy 3.	<ul style="list-style-type: none"> Action Step 5: Provide coaching or logistical support to ensure that at least one family or program shares at each ICC meeting 		✓ Benchmark 5: One family/program shares at each meeting; prep completed two weeks prior



Goal 2: Strengthen the ICC's internal infrastructure and capacity

Objective 2.1: Create standardized procedures that are vision and mission driven

Lead(s):

Partners: Part C Office; Nevada Department of Human Services (DHS); Aging and Disability Services Division (ADSD) Policy Team; National Technical Assistance Centers

Strategy	Actions	Timing	Benchmarks
Strategy 1. Review current procedures for alignment with the ICC's vision and mission	<ul style="list-style-type: none"> Action Step 1: Collect all current ICC procedures and related documents (e.g., the current ICC Handbook and Parent Handbook) and store them in a centralized digital repository 		✓ Benchmark 1: All current documents are collected and reviewed
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Create a checklist or rubric to assess each procedure's alignment with the ICC's vision, mission, and legal mandates (IDEA Part C, state requirements, etc.) 		✓ Benchmark 2: Alignment rubric developed
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Assign a small working group or subcommittee to review and annotate documents, identifying: 1. procedures to retain, revise, or remove and 2. gaps where new procedures are needed 		✓ Benchmark 3: Gaps and recommendations documented
Strategy 1.	<ul style="list-style-type: none"> Action Step 4: Summarize the results of the review, including alignment status and identified gaps, and present the findings to the full Council for discussion and validation 		✓ Benchmark 4: Findings approved by ICC by June 2026



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Strategies	Actions	Timing	Benchmarks
Strategy 2. Revise current procedures and/or develop procedures in alignment with the ICC's vision and mission	<ul style="list-style-type: none">Action Step 1: Prioritize which procedures require revision or creation and assign responsibility to designated members or working groups with clear timelines for completion		✓ Benchmark 1: Prioritized procedure list with assigned leads
Strategy 2.	<ul style="list-style-type: none">Action Step 2: Revise existing procedures to ensure they reflect the Council's mission and vision, while also drafting new procedures to fill identified gaps using plain, accessible language		✓ Benchmark 2: Revised and new procedures drafted and reviewed
Strategy 2.	<ul style="list-style-type: none">Action Step 3: Share all draft procedures with members, subcommittees, and the Part C Office for review, integrate feedback, and finalize all revisions for approval		✓ Benchmark 3: Final approvals completed
Strategy 2.	<ul style="list-style-type: none">Action Step 4: Upload finalized procedures to the Council's digital repository and communicate changes to members and partners to ensure consistent understanding and implementation		✓ Benchmark 4: Updated procedures shared and documented, including posting to ICC website as appropriate



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Strategies	Actions	Timing	Benchmarks
Strategy 3. Create a Guidance Manual to standardize the ICC's vision and mission driven procedures	<ul style="list-style-type: none">Action Step 1: Compile all newly revised and approved procedures into a comprehensive draft manual organized by key topic areas such as governance, communication, partnerships, and data management		✓ Benchmark 1: Comprehensive Guidance Manual drafted
Strategy 3.	<ul style="list-style-type: none">Action Step 2: Format the manual to align with Aging and Disabilities Services Division (ADSD) branding, accessibility standards, and readability guidelines to ensure consistency and usability for all Council members and interested parties		✓ Benchmark 2: Comprehensive Guidance Manual formatted and reviewed
Strategy 3.	<ul style="list-style-type: none">Action Step 3: Manual reviewed by ICC members and partners, revised as needed based on feedback, and approved for formal adoption		✓ Benchmark 3: Final approval obtained by ICC membership
Strategy 3.	<ul style="list-style-type: none">Action Step 4: Manual distributed to ICC members and made available in the Council's shared repository, with an annual review process established to ensure updates reflect changes in practice		✓ Benchmark 4: Guidance Manual distributed and updated annually



Goal 2: Strengthen the ICC's internal infrastructure and capacity

Objective 2.2: Define and document the ICC's relationships

Lead(s):

Partners: Part C Office, Nevada Department of Human Services (DHS), community providers, local early intervention providers, Early Childhood Advisory Council (ECAC), Governor's Council on Developmental Disabilities, Nevada Center for Excellence in Disabilities (NCED), Parent advocacy organizations (e.g., Nevada PEP)

Strategy	Actions	Timing	Benchmarks
Strategy 1. Define and document the ICC's relationship with the Part C Office	<ul style="list-style-type: none"> Action Step 1: Facilitate a meeting focused on clarifying roles, responsibilities, and expectations between both entities with the Part C Office 		✓ Benchmark 1: Meeting held
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Document the defined relationship, including communication protocols and areas of coordination, within the ICC Guidance Manual 		✓ Benchmark 2: Relationship documented in the Guidance Manual
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Review and update this documentation annually to ensure the relationship remains relevant and responsive to evolving community needs and system change 		✓ Benchmark 3: Relationship updated as necessary in the Guidance Manual



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Strategies	Actions	Timing	Benchmarks
Strategy 2. Define and document the ICC's relationship with the early intervention system	<ul style="list-style-type: none">Action Step 1: Facilitate a meeting focused on clarifying the relationship between the ICC and the broader early intervention system		✓ Benchmark 1: Meeting held
Strategy 2.	<ul style="list-style-type: none">Action Step 2: Engage in a facilitated discussion with Division of Human Services (DHS) and Aging and Disability Services Division (ADSD) leadership to define how information, policy recommendations, and system feedback will flow between the Council and early intervention programs		✓ Benchmark 2: Discussion held
Strategy 2.	<ul style="list-style-type: none">Action Step 3: Document the agreed-upon relationship, including points of contact and collaboration processes, in the Guidance Manual, for transparency and continuity		✓ Benchmark 3: Relationship framework documented in the Guidance Manual
Strategy 2.	<ul style="list-style-type: none">Action Step 4: Revisit and update this documentation annually to ensure the relationship remains aligned with current system structures and the ICC's mission		✓ Benchmark 4: Relationship updated as necessary in the Guidance Manual



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Strategies	Actions	Timing	Benchmarks
Strategy 3. Define and document the ICC's relationship with early intervention providers and other state and community partners	<ul style="list-style-type: none">Action Step 1: Identify key early intervention providers and other state and community partners (e.g., healthcare organizations, education systems, advocacy groups, and family support programs) that intersect with early intervention services		✓ Benchmark 1: List of priority partners developed
Strategy 3.	<ul style="list-style-type: none">Action Step 2: Initiate contact with selected partners to introduce the Council, explain its mission, and establish initial communication channels		✓ Benchmark 2: Initial meetings completed
Strategy 3.	<ul style="list-style-type: none">Action Step 3: Facilitate meetings with these partners to develop shared understandings of roles, potential collaborations, and opportunities for mutual support in promoting early intervention services		✓ Benchmark 3: Relationships documented in the Guidance Manual
Strategy 3.	<ul style="list-style-type: none">Action Step 4: Formalize these relationships by documenting them in the Guidance Manual and review them annually to maintain active and effective partnerships		✓ Benchmark 4: Relationships updated as necessary in the Guidance Manual



Goal 2: Strengthen the ICC's internal infrastructure and capacity

Objective 2.3: Build awareness of the ICC

Lead(s):

Partners: ICCs from other states, advocacy groups, pediatricians, Neonatal Intensive Care Units (NICUs), school districts, early care and education providers, local libraries, and family resource centers

Strategy	Actions	Timing	Benchmarks
Strategy 1. Research other ICCs and similar councils' awareness activities	<ul style="list-style-type: none"> Action Step 1: Research awareness campaigns, outreach methods, and communication strategies used by other state ICCs and similar councils to identify effective models for increasing visibility 		✓ Benchmark 1: Research completed and summarized
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Document key findings from this research, noting innovative practices and lessons that align with Nevada's context and communication goals 		✓ Benchmark 2: Best practices identified
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Present the research summary to members to inform the design of future awareness materials and outreach strategies 		✓ Benchmark 3: Findings shared with ICC membership
Strategy 2. Develop awareness materials and products	<ul style="list-style-type: none"> Action Step 1: Identify an in-house designer or contract an external specialist to create visually engaging and accessible materials, such as brochures, infographics, and digital content, that reflect the Council's mission and vision 		✓ Benchmark 1: Designer or vendor selected
Strategy 2.	<ul style="list-style-type: none"> Action Step 2: Create draft awareness materials, ensuring they meet accessibility standards and align with Aging and Disability Services Division (ADSD) brand and style guidelines 		✓ Benchmark 2: Draft materials created and reviewed for accessibility and branding
Strategy 2.	<ul style="list-style-type: none"> Action Step 3: Gather feedback from members, partners, and community providers on draft materials and make revisions prior to final approval and production 		✓ Benchmark 3: Final versions approved



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Strategies	Actions	Timing	Benchmarks
Strategy 3. Disseminate awareness materials and products	<ul style="list-style-type: none">Action Step 1: Identify key dissemination channels such as pediatric offices, hospitals, family resource centers, early childhood programs, and partner agency networks to ensure broad community reach		✓ Benchmark 1: List of dissemination partners finalized
Strategy 3.	<ul style="list-style-type: none">Action Step 2: Establish and maintain communication with these dissemination partners to confirm distribution logistics and preferred formats (digital, print, or hybrid)		✓ Benchmark 2: Distribution preferences documented
Strategy 3.	<ul style="list-style-type: none">Action Step 3: Distribute materials through the selected channels and evaluate the effectiveness of outreach efforts, adjusting the approach annually to expand reach and impact		✓ Benchmark 3: Materials distributed and annual evaluation conducted to refine outreach and identify new audiences



Goal 3: Define and activate the ICC's advise and assist role

Objective 3.1: Identify priorities to guide advise and assist activities and recommendations

Lead(s):

Partners: Part C Office, advocacy organizations (e.g., Nevada PEP), Nevada Early Childhood Advisory Council (ECAC), Nevada Center for Excellence in Disabilities (NCED), community providers, and early childhood faculty at state universities colleges

Strategy	Actions	Timing	Benchmarks
Strategy 1. Define and activate the ICC's role in advising and assisting related to policies	<ul style="list-style-type: none"> Action Step 1: Review all federal and state mandates that define the ICC's statutory authority and responsibilities in advising on policy matters related to early intervention 		✓ Benchmark 1: Mandated requirements reviewed
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Establish a process for monitoring and tracking relevant policy updates at the local, state, and federal levels to ensure timely awareness and response 		✓ Benchmark 2: Policy tracking process established
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Document the ICC's advising and assisting role in policy matters within the Guidance Manual to promote consistent understanding and accountability among members 		✓ Benchmark 3: Advising and assisting role documented in the Guidance Manual and shared with ICC membership
Strategy 2. Define and activate the ICC's role in advising and assisting related to programs and practices	<ul style="list-style-type: none"> Action Step 1: Review IDEA Part C and state-level guidance to clarify the ICC's role in advising on early intervention programs and service delivery practices 		✓ Benchmark 1: Program-related roles reviewed and clarified
Strategy 2.	<ul style="list-style-type: none"> Action Step 2: Develop clear parameters for how it will provide recommendations, including criteria for identifying program issues, data sources, and bidirectional communication channels for sharing information 		✓ Benchmark 2: Advising parameters established
Strategy 2.	<ul style="list-style-type: none"> Action Step 3: Integrate this defined role into the Guidance Manual to ensure it is institutionalized and consistently applied across future Councils 		✓ Benchmark 3: Final role description documented in the Guidance Manual



Goal 3: Define and activate the ICC's advise and assist role

Objective 3.2: Integrate data into ICC decision-making to advise and assist the system

Lead(s):

Partners: Part C Office, Nevada Department of Education, Center for IDEA Early Childhood Data Systems (DaSy Center), Nevada Early Childhood Advisory Council (ECAC), and Nevada Center for Excellence in Disabilities (NCED)

Strategy	Actions	Timing	Benchmarks
Strategy 1. Determine what data is needed and available to inform ICC membership and the system	<ul style="list-style-type: none"> Action Step 1: Research and catalog available data sources related to Nevada's early intervention system, including performance metrics, family outcomes, and service access indicators 		✓ Benchmark 1: Data sources identified and documented
Strategy 1.	<ul style="list-style-type: none"> Action Step 2: Establish partnerships with the Part C Office and other relevant agencies to ensure access to timely and accurate data 		✓ Benchmark 2: Data-sharing agreements established
Strategy 1.	<ul style="list-style-type: none"> Action Step 3: Compile a repository of data sources that are shared at an ICC meeting for approval and establish guidelines for data sharing 		✓ Benchmark 3: Repository created and accessible
Strategy 2. Establish and implement a process for presenting and engaging in data-related discussions	<ul style="list-style-type: none"> Action Step 1: Design a structured process for presenting and interpreting data at Council meetings, ensuring members can use data to inform policy recommendations and system improvement efforts 		✓ Benchmark 1: Data presentation process developed and piloted
Strategy 2.	<ul style="list-style-type: none"> Action Step 2: Pilot this process during a meeting to evaluate its clarity, usefulness, and impact on decision-making 		✓ Benchmark 2: Feedback collected
Strategy 2.	<ul style="list-style-type: none"> Action Step 3: Incorporate feedback, revise the process as needed, and document the final approach in the Guidance Manual 		✓ Benchmark 3: Final process approved and documented



Reviewing and Adding to the Action Plan

The following questions should be used as considerations when reviewing or adding action steps to ensure fairness is present throughout implementation of the strategic plan.

1. Do you feel these action steps hold you accountable to the people you serve?
2. Are there action steps that would have unintended, negative consequences based on geography, identity, or demographics?
3. How could these action steps impact future services and service delivery to families?