

Creating a Shared Vision: Workgroup Planning & Report Outs April 4, 2014

INSTRUCTIONS

CHART 1: End Result and Year 3 Objectives

1. Please review your **End Result(s) and Year 3 Objective(s)** pre-populated at the top of Chart 1 on the next page. Are they specific, measurable, realistic, clear and concise? Does each accomplishment have a time frame? Does it start with a verb to show action?
 - Review and revise as necessary.
 - State the **date** you will have achieved your end result and complete this sentence: "By, (x date), we will have (use a verb in past tense)...." For example:

Data Nerds End Result:

By June, 2015, we will have:

- Increased data sharing across agencies such as EDD and DDS that collect employment related data of individuals with IDD.
- Increased knowledge of the California employment landscape for individuals with IDD.

Year 3 Objectives:

By September 30, 2014 we will have:

- Increased use of the data dashboard measured through counted hits to front page and back pages of dashboard at launch of data dashboard and monthly/quarterly.

CHART 2: Quarterly Reflection

2. What **Activities** have you completed since the January 13th Meeting? What activities remain?
 - Review the **Quarterly Milestone** you set in the January 13 meeting (1st column below), and list the activities your workgroup accomplished toward that milestone in the 2nd column of Chart 2. Also list the activities you had planned to accomplish toward your Quarterly Milestone that were not yet accomplished. Start with a verb.

3. For your **REPORT OUT** to the full group Identify 1-3 of the activities you completed. Print each **completed** task on a separate sheet of YELLOW paper using landscape orientation, a dark marker, and all caps. PRINT LARGE!

CHART 3: FUTURE ACTIVITIES

4. What **Quarterly Milestone(s)** will you complete by our next face-to-face meeting on June 30th?
- Write it in the box in Chart 3, making sure it is (a) specific, (b) measurable, (c) realistic, and (d) clear and concise (see example below). Start with a verb, use past tense. **For your REPORT OUT**, print each **Milestone** on a separate sheet of LIME paper using landscape orientation, a dark marker, and all caps. PRINT LARGE!

Quarterly Milestone:

- Launched data dashboard front page.
- Launched data dashboard back pages.

5. What **Activities** will your group complete to achieve your **Quarterly Milestone(s)**?
- Identify the **Activities** your workgroup needs to do between now and June 30 to accomplish your next Quarterly Milestone. Write them in Chart 3 below, start each with a verb. Identify who will take responsibility for ensuring the task is completed and by what date. You do not need to report these Activities to the large group.

Workgroup Name: Policy Change Artists

CHART 1: End Result & Year 3 Objectives

<p>End Result (including products): What does your workgroup ultimately aim to achieve and when do you intend to have achieved it? State in measurable terms.</p> <p>Current End Result: <i>Issuance of 5 policy briefs and adoption of at least half of our recommendations to increase ICE.</i></p> <p>Revised End Result: <i>By, [fill in date:], we will have (start with a verb in past tense)...</i></p>	<p>Year 3 Objectives to be achieved by September 30, 2014: What does your workgroup intend to accomplish by the end of this grant year, that will help you move closer to achieving your End Result? State in measurable terms and start with a verb. "By 9/30/14, we will have (+ a verb)..."</p> <p>Current Year 3 Objectives: <i>All five policy briefs have been completed and distributed.</i></p> <p>Revised Year 3 Objectives:</p> <p><i>Three policy briefs will have been completed and distributed to stakeholder groups.</i></p> <p><i>Three policy briefs will have been shared and discussed with key state agency Executive Staff and Legislative leaders.</i></p>
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CHART 2: End Result & Year 3 Objectives

Quarterly Milestone(s) Set at Last Quarterly Meeting (to be accomplished by 4/4/14)	Status Report: January-April 4, 2014 What activities have been completed toward the Milestone you set? What was not yet completed?	Key Barriers Please indicate any 1) internal workgroup barriers, 2) systemic barriers to completing your work
<ul style="list-style-type: none"> ▪ <i>Brief 1 (DDS) finalized and distributed by 3/1.</i> ▪ <i>Brief 2 (CDE) discussed at February meeting.</i> ▪ <i>Brief 3 (DOR) discussed at March-April meetings.</i> ▪ <i>Brief 4 (EDD) discussed at May-June meeting.</i> ▪ <i>Brief 5 (Interagency Coordination and Funding Schemes) discussed at July-August meetings.</i> 	<p>COMPLETED: DDS Brief completed – awaiting sharing with DD system leadership before distribution to stakeholders;</p> <p>Brief 2 (Education/Transition) has been discussed at several meetings. At the April 4 meeting, we convened a gathering of education stakeholders to refine and prioritize policy issues for the Brief. We anticipate having a draft of the Brief for the June CECY meeting.</p> <p>Brief 3 (Vocational Rehabilitation) has not yet been discussed with stakeholders. We have gathered some preliminary data and reports related to this Brief.</p> <p>Have not yet begun work on Briefs 4 and 5.</p>	<p>1) Internal barriers: Staff involved in the effort have heavy workload;</p> <p>Challenging to gather all stakeholders for meetings;</p> <p>Takes substantial time to ensure participation of key stakeholders in the identification and prioritization of issues as well as seeking to define recommendations for systems change as well as in reviewing the actual Policy Brief.</p> <p>Change of top leadership in key departments (DDS and DOR) has meant we need to acquaint new leaders with CECY and the policy issues involved.</p>

	REMAINS TO BE COMPLETED:	
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Chart 3: Planned Activities for April – June 201

Next Quarterly Milestone(s) to be accomplished by 6/30/14: *By June 30, 2014, as a result of all our activities, we will (start with a verb in past tense to describe what will be different. See page 2 for example)...*

ACTIVITIES

Please identify any activities your workgroup needs to do to achieve your 6/30/14 Milestone. Be sure to include next steps for collaborating with any other workgroups or other entities.

CECY In-Person Meeting
Meeting Summary - 4/4/14 (Spring)
POLICY CHANGE ARTISTS

ACTIVITY	PERSON RESPONSIBLE	START DATE	END DATE
Share DD system Policy Brief with DDS Directorate	Olivia Raynor and Co-Chairs of Policy Committee	April 4	TBD
Disseminate DD system policy brief to all of CECY and to stakeholder audiences	Andy Mudryk and Catherine Campisi and CECY Team	May 1	May 30
Post DD system Policy Brief on CECY website	Rachel Flores	May 1	May 30
Determine issues and recommendations for Transition/Education Brief	Andy, Catherine, and Rebecca	April 4	May 15
Draft Transition/Education Brief	Rebecca	May 15	June 20