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Minnesota

**Developmental
Disabilities**

STATE PLAN

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STATE OF MINNESOTA

STATE PLAN ANNUAL REVISION

FISCAL YEAR 1977

OCTOBER 1, 1976 TO SEPTEMBER 30, 1977

VOLUME I

P.L. 91-517 DEVELOPMENTAL DISABILITIES SERVICES

AND FACILITIES CONSTRUCTION ACT OF 1970,

AS AMENDED BY

P.L. 94-103 DEVELOPMENTALLY DISABLED ASSISTANCE

AND BILL OF RIGHTS ACT OF 1975

MINNESOTA GOVERNOR'S COUNCIL ON DEVELOPMENTAL DISABILITIES

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TABLE OF CONTENTS

	PAGE
PREFACE	i
SECTION I: OVERVIEW	1
Perspective, Purpose and Focus	1-2
Programming Locations.....	3
Long-Range Goals.....	3
FY '77 Work Program: Goals.....	4
SECTION II: COUNCIL AND STATE AGENCY ROLES, RESPONSIBILITIES, PROCESS.....	8
Philosophy and Mission	9
Council Organization.....	10
Membership.....	10
Representatives to the Council.....	11
Frequency of Meetings.....	11
Focus of Meetings	12
Committees	12
Relationship of Committees to the State Council.....	13
Operating Policies.....	13
Grant Activities: Role of the Grant Review Committee.....	14
State Planning Agency.....	20
Developmental Disabilities Planning Office.....	21
Council Process: Planning, Influencing, Evaluating	23
Planning: Annual Workshop.....	23
Influencing/Evaluating.....	23
Inter-Agency Coordination and Communication.....	24
Internal/External Evaluation.....	27
Internal Evaluation: Work Program.....	27
Internal Evaluation: Service Grants	28
Internal Evaluation: Regional Grants	28
External Evaluation: Plan/Legislation/Policy Review.....	32
Influencing and Evaluating: Public Communications.....	35
Influencing and Evaluating: Advocacy.....	42

SECTION III: DEINSTITUTIONALIZATION AND COMMUNITY ALTERNATIVES - CLIMATE FOR CHANGE	53
Service Philosophy.....	53
The CAIR Report.....	54
State Service Trends.....	55
The Incidence and Prevalence of the Developmental Disabilities in Minnesota.....	59
Statewide Needs Assessment Survey and Conferences.....	60
The Incidence of Economic Disadvantage.....	61
Service Characteristics.....	61
Individualized Program Planning.....	62
Service Categories.....	62
Client Services.....	62
Residential Services: Domiciliary Care, Special Living Arrangements.....	64
Day Programming: Day Activity/Work Activity, Sheltered/ Regular Employment, Education/Training.....	69
Identification/Treatment: Diagnosis/Education, Medical/ Dental/Special Services.....	73
Case Planning/Management: Counseling, Protective/Socio-Legal, Follow-Along, Information/Referral.....	78
Family/Personal Supports: Transportation, Recreation/ Leisure, Personal Care.....	81
Community Services.....	84
SECTION IV: REGIONAL PLANNING.....	87
Host Agency.....	87
Council Responsibility.....	88
Regional Issues, FY '77 Goal Areas.....	89
SECTION V: BUDGET.....	94
APPENDIX	97
Summary Tables of Work Program Goals, Tasks, Schedules, Resources.....	98
Members of the Minnesota DD Council.....	123
SECTION VI (VOLUME II): SUPPORTING DOCUMENTS	
Preface	i
Philosophy and Mission Statement.....	A
DD Council Operational Procedures.....	B
Grant Review Committee Operational Policies.....	C
Preliminary Service Grant Guidelines.....	D
Final Service Grant Guidelines.....	E
Annual Regional Planning Grant Guidelines.....	F
Regional Policy Statement.....	G

PREFACE

The 1977 State Plan of the Minnesota DD Council has been developed around the standards and requirements set out in P.L. 91-517 (as amended by P.L. 94-103), and the Council's 1977 work program, which was developed in May, 1976. This Plan is the result of ongoing efforts at the state and regional level in Minnesota to plan for and coordinate the delivery of necessary services for individuals having a developmental disability. The Council's 1977 work program was developed around nine major "task group" activities. The goal statement, comments, and work activity narrative for each of these task groups has been integrated into an appropriate section of the State Plan, so that this State Plan contains the entire 1977 work program approved by the Council in July, 1976. Timetables and resources to be used in performing 1977 work program activities have been placed in Appendix A of Volume I.

The Plan has been divided into two volumes, with Volume I containing Sections I - V, and Volume II containing Section VI, as described below:

SECTION I is an overview of the State Council's long-range goals, areas of responsibility, and the nine task group areas of the FY '77 work program.

SECTION II of the Plan outlines organizational issues, roles and responsibilities of the State Council and the administrative agency, the State Planning Agency. Major Council activities in the areas of planning, influencing, and evaluating are highlighted here.

Starting from the national and state goals of deinstitutionalization and developing community service alternatives, SECTION III provides a perspective on statewide activities occurring in major service areas. State Council work program accomplishments and projected activities are highlighted in each area.

Materials found in each of these two Sections will form the basis upon which subsequent comprehensive plan development efforts by the Council will be initiated (under the 1977 work program goal of outlining the characteristics of a comprehensive system of services, as well as under the federal legislation's requirement for implementing an evaluation/information system on a statewide basis).

SECTION IV deals with regional DD planning accomplishments, and projected planning/service coordination activities for FY '77.

SECTION V provides summary budget information.

SECTION VI contains copies of pertinent documents cited throughout the text of the previous Sections.

STATE OF MINNESOTA

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VOLUME I
SECTIONS I - V

SECTION I: OVERVIEW

Perspective

During the 1960's, American society began to gain increasing awareness of an understanding about the capabilities and needs of persons with disabilities. Much state and federal legislation was enacted addressing various facets of the needs of persons with disabilities. Numerous organizations became involved in providing diverse services needed by persons with disabilities throughout their lives. This phenomenal growth of services and programs created a need for better planning and coordination of efforts.

Parents and professionals soon became increasingly aware of the inadequacies of programs designed for people with mild and moderate disabilities and not tailored to the needs of people with severe disabilities. These programs generally served only persons with a given disability; a person with multiple handicaps often did not fit into any particular program and therefore frequently went without service.

A Response: The Developmental Disabilities Concept

In 1970, Congress passed the "Developmental Disabilities Services and Facilities Construction Act" (P.L. 91-517) as a response to this problem. The intent of this Act is to create a comprehensive approach to planning and promoting coordination of services for persons with developmental disabilities. The Act recognizes the commonality of service needs among people with long-term, substantial, multi-handicapping conditions that begin early in life.

The 1970 DD Act defined "developmental disability" as a disability which:

- Is attributable to mental retardation, cerebral palsy, or epilepsy, or another neurological condition ... closely related to mental retardation,
- Originated before age 18,
- Is expected to continue indefinitely, and
- Constitutes a substantial handicap to the individual.

In 1975, P.L. 91-517 was amended by the "Developmentally Disabled Assistance and Bill of Rights Act" (P.L. 94-103), which added two more disabilities to the definition -- autism and dyslexia (if the dyslexia results from one of the other four developmental disabilities).

The Purpose and Focus

The DD Act of 1970 stipulated that any state wishing to participate in the federal Developmental Disabilities program and to receive funds, which are disbursed on a formula grant basis, must designate a State Planning Council to be responsible for a wide range of planning and evaluation activities. Pursuant to that Act, the Minnesota Governor's Planning Council on Developmental Disabilities was created in 1971 to plan for the direction, development, implementation, and evaluation of a comprehensive system of services for persons with developmental disabilities in Minnesota. It advises the Governor of Minnesota on matters pertaining to programs, services, and facilities for persons with developmental disabilities. Staff for the Council are located in the State Planning Agency, which is an executive agency. The DD Council annually develops a statewide plan - this plan outlines the characteristics and resources required for a comprehensive, coordinated system of services to meet the long-term needs of persons in Minnesota having a developmental disability. The plan is implemented and administered by the DD Planning Office of the State Planning Agency.

Unique features which characterize the DD Council include the full spectrum of human and educational services it promotes, its focus on inter-agency planning and its emphasis on citizen participation. The developmental disabilities service concept emphasizes comprehensive, coordinated, life-long supportive services for persons with a developmental disability and their families. Emphasis is on services for substantially handicapped persons who have similar life-long needs regardless of traditional labels that categorize specific handicaps. The severity and chronic nature of developmental disabilities sets them apart from most other health-related conditions. Every aspect of the developmentally disabled individual's life may be affected by his or her handicap. Service needs, therefore, for each person with developmental disabilities are multiple and continuing.

The DD Council's focus on integrated planning of human services through participation in the planning process by representatives of health, mental health, social work, education, rehabilitation and other fields helps lessen fragmentation, identify important gaps in services, and facilitate plans for augmenting existing services for persons with developmental disabilities. The

DD Council has diverse representation and can thus encourage and influence changes in policies, priorities, and methods of operation of service programs and agencies in order to improve services and preserve the dignity, worth, and rights of persons with developmental disabilities. The developmental disabilities concept encompasses the philosophy that the resources from federal, state, and local governmental agencies (including co-mingling of funds) together with private service providers and consumers of services, can be melded into a unified force for change on behalf of persons with developmental disabilities. It provides a context for common effort in which diverse special interest groups and agencies can combine energies for effective planning.

In addition, the involvement of developmentally disabled persons themselves in implementing the developmental disabilities concept is a crucial component of the comprehensive planning process, with the planning under direct influence of those who use and are most directly affected by the services.

Programming Locations

Planning and service coordination under the DD program in Minnesota takes place at three levels:

- At the state level, through efforts of the DD Council and the DD Planning Office of the State Planning Agency
- At the sub-state level, through efforts of the eight regional DD programs (corresponding in boundary with either the Governor's Development Regions or Health Systems Agency areas)
- At the local level, in a variety of locations which may receive grants from the State Planning Agency and DD Council in order to conduct service development and/or coordination efforts.

Long-Range Goals

The broad goals of the Minnesota DD Council include, but are not limited to, the following:

- To undertake comprehensive, long-range planning and development efforts to promote effective services for persons with developmental disabilities, including identifying the population, assessing the needs of individuals, determining what services are available, pinpointing service gaps, assisting in the development of new and needed services, and evaluating the quality of services.
- To foster cooperation and collaborative efforts among the many state agencies, nongovernmental groups, consumers of services, and others concerned with services to persons with developmental disabilities.
- To insure that developmentally disabled persons themselves and their parents and guardians become active working participants in the planning and delivery of services designed to benefit them.
- To promote adequate advocacy services for developmentally disabled persons so that they are assured of appropriate protective and legal services.

- To make an impact on the legislation and political policies of Minnesota and to encourage mutual plan development among agencies relating to persons with developmental disabilities.
- To promote understanding and use of the term "developmental disabilities" and understanding of the capabilities and needs of persons with developmental disabilities.

FY '77 WORK PROGRAM: GOALS

The following activities constitute the short-range goals or work program for the Minnesota Developmental Disabilities Council during FY '77:

TASK GROUP I: COMPREHENSIVE PLANNING - STATE AND REGIONAL

GOAL I:

The Council will gather basic "needs assessment" information and utilize it to produce a State Plan outlining the characteristics and resources required for a comprehensive, coordinated system of services to meet the long-term needs of persons in Minnesota having developmental disabilities. This State Plan format will be consistent with federal guidelines for plan development, and regional participation and input will be sought. The Plan will identify priority issues in service development/coordination which will then form the basis for subsequent Council work programming efforts.

TASK GROUP II: PUBLIC COMMUNICATION

GOAL I :

The State Council will disseminate information about the capabilities and needs of persons with developmental disabilities and the philosophy and mission of the State Developmental Disabilities Program so that understanding will be enhanced and social, attitudinal, and environmental barriers confronted by persons with developmental disabilities will be reduced. During FY 1977, this goal will be accomplished through:

- (a) Assessing the need for public information and education, including surveying existing attitudes toward developmentally disabled persons;
- (b) Developing workshops, seminars, or conferences on issues of statewide importance, such as public information and education, advocacy, or revenue sharing;
- (c) Supporting specific public information and education projects at the community level;
- (d) Continuing publication of DD News Letter and DD News Brief;
- (e) Continuing to issue news releases.

TASK GROUP III: ADVOCACY

GOAL I:

The State Council will further develop, refine and implement a statewide advocacy system which will meet the requirements of Title II of the Developmental Disabilities Act (P.L. 94-103) "Establishment and Protection of the Rights of Persons with Developmental Disabilities."

TASK GROUP IV: PLAN REVIEW AND LEGISLATION

GOAL I :

The State Council and staff will review and comment on major Federal and State plans, existing laws and proposed legislation, administrative rules and regulations affecting persons with developmental disabilities for the purpose of:

1. Developing a coordinated, comprehensive plan that identifies available services, gaps in and barriers to provision of comprehensive services for developmentally disabled people.
2. Formulating objectives for the annual state D.D. Plan directed at influencing the formulation of public policy at the legislative and executive levels.

TASK GROUP V: ORGANIZATION AND MANAGEMENT OF REGIONAL PLANNING

GOAL I:

To strengthen State/Regional planning, coordination and management through developing a policy statement on regional developmental disabilities planning that details roles, responsibilities, authority and expectations of regional councils and host agencies.

GOAL II:

To provide training workshops and other forms of technical assistance for regional planning staff and Council members in the areas of needs assessment, planning, organizational development, plan development, evaluation, public information, and advocacy.

GOAL III:

To improve regional plans so that they reflect a sound planning process and elements of effective planning, including:

- a. defined participation of the Councils and agencies;

- b. formal assessment of local needs of developmentally disabled people;
- c. precise objectives stated in terms of measurable outcomes;
- d. detailed work program;
- e. procedures for evaluation;
- f. defined relationship to state and federal priorities; and
- g. documentation of progress and accomplishments.

GOAL IV.

To undertake a six-month study, starting October 1, 1977, of various issues related to regional planning, including:

- a. funding and evaluation;
- b. ways of increasing cooperation among other planning programs; and
- c. regional participation in the formulation of the State Plan.

TASK GROUP VI: STATE ORGANIZATION AND MANAGEMENT

GOAL I:

To update operational policies and by-laws of the Governor's Planning Council on Developmental Disabilities.

GOAL II:

To increase the impact of developmental disabilities programming by:

- 1. Obtaining and evaluating information on the status and impact of grant activities supported by the Developmental Disabilities Program;
- 2. Exploring and identifying alternative funding resources and possibilities for co-mingling of funds for planning and developing services;
- 3. Soliciting proposals on an increasingly structured and long-term basis.

GOAL III:

To continue cooperative efforts between the Developmental Disabilities Council/Office and the Council for the Handicapped, consumer organizations, and other human service groups.

GOAL IV:

The DD Planning Office will produce a number of regularly scheduled reports as well as some special reports in order to meet reporting requirements and produce useful documents related to planning for developmentally disabled people.

TASK GROUP VII: INCREASED SERVICES

GOAL I:

To increase services in the following areas, pending the development of a comprehensive service delivery plan:

- a. community level case management services;
- b. community residential services for severely-multiply handicapped persons and developmentally disabled persons with severe behavior problems;
- c. training programs for personnel who provide direct services to persons with developmental disabilities;
- d. work opportunities for developmentally disabled persons in competitive employment;
- e. generic recreational services for developmentally disabled persons;
- f. preventive health and preventive dental programs for persons with developmental disabilities, and
- g. early intervention services

through grant activities, other funding sources, and improved use of existing resources.

TASK GROUP VIII: SPECIAL STUDIES

GOAL I:

To undertake special studies in order to provide guidelines for future planning and Council action in the following areas:

- a. Existing and proposed activities for early intervention, diagnosis, treatment, and supportive counseling for developmentally disabled children and their families;
- b. Summarize program activities and financial resources for recreation/leisure time opportunities for developmentally disabled people;
- c. Develop a summary of laws and regulations affecting community-based facilities and services for developmentally disabled persons;
- d. Explore the feasibility of developing a human services resources guide.

TASK GROUP IX: PERSONNEL AND TRAINING

GOAL I:

To assess the number, level, competencies, and training needs of personnel needed to effectively serve developmentally disabled persons through:

- a. identifying the personnel needs in the developmental disabilities service areas;
- b. identifying training needs as they relate to personnel, especially regular education teachers who serve developmentally disabled students;
- c. identifying educational and training resources available to meet these needs;
- d. assessing the need for increased educational and training resources, and
- e. making recommendations for action based on the above.

SECTION II: COUNCIL AND STATE AGENCY ROLES,

RESPONSIBILITIES, PROCESS

Statement of Philosophy and Mission

During FY '76, efforts were undertaken to develop a clearer statement of philosophy and mission for State and Regional Council activities. It was decided to undertake a major effort directed at producing a written public statement that would provide an improved basis upon which the Council would make important decisions regarding support of legislation, review of agency plans and regulations, and planning to identify gaps in provision/coordination of services. The result of this activity would be a statement of important philosophical principles that could be translated into criteria to evaluate Council efforts and the adequacy of existing state and local plans and services. The statement would also clarify the role of the State and Region DD Councils in relationship to each other, and to other agencies.

A task force was convened in the fall of 1975, using state and regional personnel. Numerous working sessions were held, and drafts of the Statement were circulated to state and regional program personnel for review. It was approved by the State Council in March, 1976, and will be printed in booklet form for distribution.

As outlined in its Philosophy and Mission Statement, the DD Council promotes the development of needed human and fiscal resources to support services for persons with developmental disabilities, including support from other public agencies, private organizations, and volunteer groups. Its activities may include but are not limited to the following:

Planning. The DD Council conducts systematic long-range and short-range planning activities, using a structured, orderly process for establishing goals and objectives and for seeking possible methods to achieve them. Consumers, agency personnel, and service providers participate in the planning process. These efforts seek to promote improved services for persons with developmental disabilities by emphasizing coordination and joint efforts of the many human service agencies, consumer groups, and others involved with services for persons with developmental disabilities.

Evaluation. The DD Council promotes implementation of varied evaluation systems to measure the quality, effectiveness, and quantity of services, staff, and facilities for persons with developmental disabilities, while protecting the confidentiality of records of, and information describing, persons with developmental disabilities. The DD Council also evaluates its own activities and annually develops a work program describing its current goals, objectives, and tasks.

Public Information and Education. The DD Council disseminates findings from activities and work it sponsors in order to inform and educate professionals, consumers, parents, agencies, and the general public regarding issues, research findings, and other matters of significance to persons with developmental disabilities. The DD Council supports the establishment of public awareness and public education programs to assist in the elimination of social, attitudinal, and environmental barriers confronted by persons with developmental disabilities. The DD Council submits periodic reports to the Department of Health, Education and Welfare, summarizing its planning and other related activities.

Legislative and Plan Review. In order to facilitate cooperation and eliminate unnecessary duplication, the DD Council provides to the maximum extent feasible, an opportunity for its members and staff to give prior review and comment on all state plans which relate to programs affecting persons with developmental disabilities. The DD Council also reviews new and existing laws and regulations which may have some bearing on the planning, delivery, and evaluation of services for persons with developmental disabilities.

In order to promote quality of and access to services, the DD Council assists in moving its recommendations toward the executive and legislative processes in Minnesota so as to assure their effective funding and implementation. It further supports the introduction and passage of new laws and

appropriate changes in existing laws that would improve the service delivery system for persons with developmental disabilities. The DD Council also seeks to insure effective implementation of laws and regulations affecting persons with developmental disabilities.

Research and Development. The DD Council undertakes or supports needed research and development efforts to find new or improved techniques for providing services to persons with developmental disabilities. It also supports efforts to implement and use known research and development findings through programs of translation and dissemination of information.

Prevention and Early Intervention. The DD Council promotes programs designed to reduce the incidence and minimize the prevalence of developmental disabilities. Such programs involve the early screening, diagnosis, and evaluation (including maternal care), developmental screening, home care, infant and preschool stimulation programs, and parent counseling and training of developmentally disabled infants and preschool children, particularly those with multiple handicaps.

Residential Services. The DD Council supports efforts to improve the quality of care and the state of surroundings of persons for whom institutional care is appropriate and to eliminate inappropriate residential placement of persons with developmental disabilities.

Community Programs. The DD Council supports the establishment of community programs and promotes the provision of appropriate and effective services for persons with developmental disabilities. These services should be available to all persons regardless of their place of residence.

Advocacy. The DD Council promotes and supports the development of a comprehensive advocacy system for persons with developmental disabilities. This system includes but is not limited to counseling, program coordination, follow-along services, legal services, protective services and personal advocacy.

COUNCIL ORGANIZATION

Membership

- Appointment: Members will be appointed by the Governor of Minnesota. Suggestions for new members when vacancies and membership term expiration occur may be submitted by current members, citizens, and organizations.
- Diversity of Representation: The membership of the Council is to include representation from each of the related state, federally-aided agencies, non-governmental organizations and individuals concerned with provision of services for persons having a developmental disability and consumers of services. At least one-third of the membership of the Council must represent consumers.

- Presiding Officer: The chairperson is appointed by the Governor of Minnesota. The term of the chairperson shall be for two years, and he/she may serve for no more than two consecutive terms. The chairperson may designate a vice-chairperson who will assume all the duties of chairperson in the absence of the chairperson.
- Attendance: Members who cannot attend a meeting of the Council or its committees may send a representative to meetings, but the substituting representative will be a non-voting member of the Council and/or committee.
- Terms of Office: Council terms will be on a rotating three-year basis for the consumer and provider representatives on the Council. One-third of the total number of consumer and provider members will rotate on a three-year staggered basis. No member in the consumer or provider classification may serve for more than two consecutive three-year terms. State agency representation will remain continuous, the representatives being those individuals in charge of the related federally-funded programs as specified in federal regulations.
- State Council members for FY '76: The individuals serving on the Governor's Planning Council during FY '76, the agency they represent, and term of appointment are listed in the Appendix for Volume I.

Representatives to the Council

Participation in Council activities may be extended to public and private organizations and individuals having an on-going interest in persons having a developmental disability, through the designation of an official representative to the Council. These persons may serve on Council committees and participate in Council deliberations, but are non-voting members of the Council.

In a particular effort to increase communication between the Council and consumer groups in Minnesota (Minnesota Association for Retarded Citizens, United Cerebral Palsy, Minnesota Epilepsy League, Twin Cities Chapter of the National Society for Autistic Children, Minnesota Association for Children with Learning Disabilities) the Executive Committee requested that representatives of these organizations attend and participate in Executive Committee meetings during the year.

Frequency of Meetings

The operational policies of the State Council specify that:

"The Governor's Planning Council on Developmental Disabilities will meet monthly on a regular day of the month as established at the first meeting of the fiscal year. Exceptions to this regular meeting date may be made by a majority of a quorum of the members. A quorum shall consist of one-half of the members."

Generally the State Council meets on a monthly basis for a full day on the first Wednesday of each month. In addition, the Council meets for a two-day planning workshop on an annual basis.

Focus of Meetings

The focus of the monthly State Council meeting in the past year has been on a variety of topics. In October, the Council accepted a proposal by the Executive Committee that subsequent Council agendas devote substantial time to major problem areas affecting persons with developmental disabilities, the effects of the problems, and the consequences of failure to solve the problems.

Among issues reviewed by the Council during FY '76 have been the following (compiled from Council agendas):

Federal

- Federal DD Act: major changes in emphasis and organization, role of the Council, role of the state agency, Advocacy under Title II, role of the National Advisory Council
- Reorganization of the national DD Office
- Definitions of a "developmental disability"
- National Conference on Developmental Disabilities
- National Developmental Disability Information/Evaluation System
- Regional Information Services (Region V HEW information program)
- Federal/state programs in special education
- Wagner-O'Day Act (and problems related to sheltered employment)
- Child and Family Services Act
- Day Care Facilities Act

State/Local

- Selected programs and activities of the Dept. of Public Welfare: Comprehensive Plan, Title XX plan, role of Mental Health/ Mental Retardation Boards
- Minnesota Early Periodic Screening Diagnosis and Treatment services
- Preschool and early intervention services
- Early childhood and family education
- Public school programming for preschool handicapped children
- Legal advocacy activities
- Deinstitutionalization and development of community alternatives in other states
- Minnesota State Council for the Handicapped activities
- Planning and services within the Minnesota Association for Retarded Citizens, United Cerebral Palsy, Twin Cities Chapter of the National Society for Autistic Children, Minnesota Epilepsy League, Minnesota Association for Children with Learning Disabilities
- Regional Developmental Disabilities planning within Minnesota

Committees

With the development of its FY '76 work program, the Council made the decision to structure and restructure its committees on an annual basis, according to task areas outlined in the work program. Committee chairmen are appointed from the membership of the Council and constitute the Executive Committee. Committees are designated by majority vote of a quorum of the Council. Council members should constitute at least one-half of committee membership. Non-Council members are voting members of committees. Council members representing government or voluntary agencies may recommend designees

for appointment as official Council representatives on committees. Only Council members may constitute the Grant Review Committee. All committee members are appointed annually by the chairperson of the Council, in consultation with the committee chairperson.

For FY '76, the following committees carried out Council work activities:

- Executive
- Grant Review
 - Case Management subcommittee
- Advocacy/Protective Services
 - Citizen Advocacy subcommittee
- Community Alternatives and Institutional Reform
- Governmental Affairs
- Public Information
- Task Force on Philosophy and Mission

For FY '77, the following committees will carry out Council work activities:

- Executive
- Grant Review
- Advocacy/Protective Services
- Comprehensive Plan Development
- Governmental Operations
- Public Information

Relationship of Committees to the State Council

Being comprised of representatives of the State Council, committees are delegated responsibility to act for the Council to carry out Council work efforts. However, committee recommendations and operating procedures will be submitted to the Council for review and action, subject to the following conditions:

- The State Council will review, modify and approve procedures (operational policies) for which committee actions will be completed.
- Where the approved operational policies are followed, the State Council will discuss, approve or disapprove committee actions and/or recommendations without repeating the committee procedures and functions.
- When an issue which has not been examined by a committee is brought to the State Council, the Council may by majority vote review the case in question.

Operating Policies

The State Council promulgated standards to govern its organization and activities in 1973; these standards were updated in 1975. Council Operational Policies are listed in Section VI.

FY '77 WORK PROGRAM: STATE ORGANIZATION AND MANAGEMENT (TASK GROUP VI)

The Council will undertake the following goal related to organizational issues:

GOAL I:

To update operational policies and by-laws of the Governor's Planning Council on Developmental Disabilities.

Comments: During the past planning year the Council developed and approved a written statement of mission and philosophy, a regional planning position statement (action pending) and changes in committee structure. In this same period, Congress completed major revisions in the enabling legislation for state developmental disabilities planning. These events all result in promulgation of policies that may require changes in current operating policies of the Council.

STATEMENT OF WORK

- Task 6.1.1. Appoint an ad hoc committee of Council members to revise current operating policies.
- Task 6.1.2. Review the Council Statement of Philosophy and Mission, the Developmental Disabilities Act, and the Developmental Disabilities regulations.
- Task 6.1.3. Prepare draft changes in the Council Operating Policies.
- Task 6.1.4. Distribute draft changes to Council members for review and action.
- Task 6.1.5. Council reviews changes and acts.

Grant Activities: Role of the Grant Review Committee

The Grant Review Committee has the responsibility for evaluating funding requests made for State Council grant appropriations. The main programs coordinated are the review of service and regional planning grant proposals; additional grant requests (whether structured "requests for proposals," other grant requests) are also reviewed. Development and review of guidelines for the various application processes, technical assistance to grant applicants and recipients, thorough evaluation of proposals and recommendations for programming over time constitute the annual work program of the Grant Review Committee. The committee's operating procedures are found in Section VI.

The committee directly affects not only the allocation of nearly all Developmental Disabilities funds in Minnesota, but also directly affects the quality of output and outcomes received from these investments. The committee directly affects the caliber of research carried out by the state program through its development and selection of structured research proposals.

The committee indirectly affects the quality of service provision for persons with developmental disabilities by fostering planning and service coordination efforts at the local level through the regional councils, planners, annual work plans. The quality of service is also indirectly affected by the service grants awarded, because these activities in many cases become long-term elements in local service systems. The quality of service provision for individuals with developmental disabilities is indirectly affected in general terms, in that the abstracted results and outcomes from many of the service grants and structured research proposals can be utilized by other groups and organizations throughout the state and country in addressing similar problems and needs.

The following activities constituted the FY '76 work program for the Grant Review Committee:

- reviewing guidelines for possible technical assistance programs for the regions
- reviewing preliminary service grant guidelines for the FY '76 cycle
- reviewing 73 preliminary service grant proposals, encouraging approximately 40 to submit final proposals
- reviewing final guidelines for service grants
- reviewing draft guidelines for regional planning grants
- reviewing 30 final service grant proposals, and providing funding support to 10
- reviewing "requests for proposals" dealing with case management and citizen advocacy
- reviewing draft plans from each of the eight regional programs, providing comments and recommendations for final plan development
- reviewing a proposed policy statement on roles and responsibilities of regional planning programs
- reviewing a suggested format for a "memo of agreement" between regional Developmental Disabilities Councils and host agencies
- reviewing a memo identifying appropriate host agency placement for regional programs
- discussing the draft FY '77 Council work program as it relates to placing granting emphasis on those activities identified in the work program as priority issues which the Council selects for attention and resources (the work program's "Increased Services" section), and recommending this approach to the full Council
- discussing the impact that changes in Developmental Disabilities enabling legislation (which makes the Committee and Council role in grant activities advisory to the state administrative agency) will have on Committee grant policies
- reviewing proposals submitted to Region V HEW for regional Developmental Disabilities funding, from projects which will operate in Minnesota

FY '77 WORK PROGRAM: STATE ORGANIZATION AND MANAGEMENT (TASK GROUP VI)

The following work program goal is related to general Council grant activities:

GOAL II:

To increase the impact of developmental disabilities programming by:

1. Obtaining and evaluating information on the status and impact of grant activities supported by the Developmental Disabilities Program;
2. Exploring and identifying alternative funding resources and possibilities for co-mingling of funds for planning and developing services;
3. Soliciting proposals on an increasingly structured and long-term basis.

Comments: Effective management practices require that activities receiving financial support from the Developmental Disabilities Program must be viewed as "investments" of resources. In terms of activities previously supported, summaries of program characteristics and their current status of operations should be periodically assessed so that a measure of the impact of Developmental Disabilities programming can be gauged (in 1975, for example, a follow-up survey of grants previously funded showed that over 80% of the projects were able to continue operating after Developmental Disabilities support terminated).

Options for using present and future resources should be pursued -- in particular, a concerted effort should be made to identify alternative resources that might be obtained in place of, or utilized in conjunction with, developmental disabilities resources. A major goal of developmental disabilities planning efforts is to identify and foster development/coordination of necessary services through inter-agency programming: This goal can be greatly advanced if developmental disabilities resources can be used in conjunction with other funding resources, or if developmental disabilities activities can secure alternative resources for programming.

Proposal solicitation should also increasingly be directed at very specific, high priority issues identified in the Council's annual work program, and conducted on a multi-year basis, if necessary. Such a focus is vital if developmental disabilities resource investments are to achieve greater statewide impact and continuity in planning and development efforts.

STATEMENT OF WORK
FOLLOW-UP SURVEY

- Task 6.2.1. Design a survey form to review and summarize operating characteristics of grants previously funded by Developmental Disabilities but now independent of Developmental Disabilities support.
- Task 6.2.2. Conduct mail/telephone survey to obtain desired information.
- Task 6.2.3. Analyze and present results to the Grant Review Committee.

Task 6.2.4. Submit Committee report to Council.

ALTERNATIVE FUNDING OPTIONS

Task 6.2.5. Gather materials and develop a work file of public and private (foundation) programs having resources that may support development of services for persons having a developmental disability, and materials dealing with effective "grantsmanship" that will facilitate use of the funding resources information.

Task 6.2.6. Publish timely information on funding sources in the D. D. Newsletter and Newsbrief.

Task 6.2.7. As identified in the work program and by information on funding resources, explore with appropriate federal and state agencies the feasibility of integrating resources in efforts to plan and provide for priority service programs.

FY '77 WORK PROGRAM: GRANT PRIORITIES (TASK GROUP VII: INCREASED SERVICES)

The DD Council has established the following grant priorities for FY '77:

GOAL I:

To increase services in the following areas, pending the development of a comprehensive service delivery plan:

- a. community level case management services;
- b. community residential services for severely-multiply handicapped persons and developmentally disabled persons with severe behavior problems;
- c. training programs for personnel who provide direct services to persons with developmental disabilities;
- d. work opportunities for developmentally disabled persons in competitive employment;
- e. generic recreational services for developmentally disabled persons;
- f. preventive health and preventive dental programs for persons with developmental disabilities, and
- g. early intervention services

through grant activities, other funding sources, and improved use of existing resources.

Comments and Rationale: Since 1972, the State Plan has provided service and planning grants to state and local agencies. Most of these funds have supported regional planning and direct services.

In the fall of 1974, the State Council approved the request for proposal approach as a means of providing program development funds to projects of statewide significance. A request for proposal outlines an area of need or problem in some detail, describing objectives to be met, approaches to be followed, criteria for evaluation, and qualifications of applicants. Over the last several years, federal and state agencies have found this approach more effective in achieving effective results and continuity of effort than general calls for project proposals.

The Council's Grant Review Committee is recommending that future grant activities be allocated primarily to requests for proposals. The above objective and other areas of the proposed Work Program would result in the following requests for proposals:

- (a) Community level Case Management Services (already approved by Council)
- (b) Citizen Advocacy Planning and Development Projects (under development)
- (c) Training projects for personnel who provide direct services to persons with developmental disabilities
- (d) Community Public Information Projects (under development)
- (e) Training Workshops for Regional Planners, Council members, and other interested persons (under development)
- (f) Community residential services for severely-multiply handicapped persons and developmentally disabled persons with severe behavior problems

The above objective also addresses additional services in the following areas:

- (a) Early intervention programs (screening, homebound training, parent education);
- (b) Work opportunities in competitive employment;
- (c) generic recreational services, and
- (d) preventive health and dental programs.

In early intervention and recreational services special studies are being proposed in Task Group VIII that may lead to further requests for proposals in these areas. Otherwise, a limited call for service grant proposals would be made in these four areas, probably through the use of program announcements for each of the four areas. Program Announcements are similar to request for proposals in that they provide some description of the need or problem to be addressed by potential applicants (general review of previous efforts and description of approaches to follow). However, they provide somewhat less detail on the approaches to follow in designing and conducting the effort.

Any call for grant proposals this next year would not encourage applications

in areas other than those named in the above objective. However, current grantees would be able to submit renewal applications for consideration by the Council's Grant Review Committee.

WORK PROGRAM

The same basic steps would be followed in preparing and issuing proposals in all areas. Procedures to be used in reviewing grant proposals are detailed in the Council's Grant Review Policies.

- Task 7.1.1. Draft Request for Proposal on Program Announcement in consultation with the appropriate Council committee.
- Task 7.1.2. Committee reviews and recommends action.
- Task 7.1.3. Call for proposals is revised and submitted to Council for review and comment.
- Task 7.1.4. Council recommends action to Director of the State Planning Agency.
- Task 7.1.5. Call for proposals is issued.
- Task 7.1.6. Proposals received.
- Task 7.1.7. Proposals are reviewed according to Council review policies.
- Task 7.1.8. Grant Review Committee considers review of proposals and submits recommendations to the Council.
- Task 7.1.9. Council reviews actions of the Grant Review Committee and submits recommendations to the Director of the State Planning Agency.
- Task 7.1.10. Director of State Planning Agency reviews Council recommendations and makes awards.
- Task 7.1.11. Contracts are negotiated.

This sequence of steps will be followed for each proposal. Specific schedules for each proposal will be developed by September, 1976.

FY '77 WORK PROGRAM: SPECIAL STUDIES (TASK GROUP VIII)

As outlined in the preceding goal, the following studies relate to grant priorities for FY '77:

GOAL 1:

To undertake special studies in order to provide guidelines for future planning and Council action in the following areas:

- a. Existing and proposed activities for early intervention, diagnosis, treatment, and supportive counseling for developmentally disabled children and their families;
- b. Summarize program activities and financial resources for recreation/leisure time opportunities for developmentally disabled people;
- c. Develop a summary of laws and regulations affecting community-based facilities and services for developmentally disabled persons;
- d. Explore the feasibility of developing a human services resources guide.

Comments and Rationale: During the past few years the Council has undertaken or supported a number of substantive planning activities, including public information feasibility study and a statewide prevalence survey of disabled persons. At several crucial meetings this past year focus was given to issues of providing effective early intervention services to developmentally disabled children and their families and providing work opportunities to severely handicapped people through sheltered employment. The activities outlined in the above objective represent exploratory special planning efforts in areas that warrant further investment of planning and financial resources. Each activity in the above objective is designed to summarize available information in areas important to providing more effective community services for developmentally disabled people.

STATE PLANNING AGENCY

The 1970 DD Act as amended by P.L. 94-103 required that each state designate a single agency to administer the State DD Plan and the monies which flow to the state under the DD Act. The selection of an appropriate agency was left up to each state. In Minnesota, the State Planning Agency was named in March, 1972, by the Governor as the designated agency for administering the DD Council and the DD State Plan. A DD Planning Office was established within the State Planning Agency.

The State Planning Agency is an executive agency under the supervision and control of the Governor (who is the state planning officer). Provisions under the statute establishing the State Planning Agency (Minnesota Statute 4.12) emphasize long-range inter-departmental planning. The statute mandates review of all plans filed with the federal government by Minnesota state departments and agencies, and review of current programming and future planning of all state departments and agencies (consequently, the agency is responsible for coordinating "review and comment" activities under programs such as the U.S. Office of Management and Budget's "A-95" review). The statute further emphasizes that the powers and duties of the State Planning Agency include

the preparation of "comprehensive, long-range recommendations for the orderly and coordinated growth of the state." These provisions are similar in mission, intent, and requirement to the 1970 Developmental Disabilities Act, as amended by P.L. 94-103.

The State Planning Agency is comprised of seven offices, and each deals with particular planning activities occurring within Minnesota. The DD Planning Office works to closely coordinate its activities with other programs being carried out by the State Planning Agency, particularly in the following areas:

- Health Planning (regional Health Systems programs under the National Health Planning and Resources Development Act)
- Office of Local and Urban Affairs (which guides substate "regional development commission" activities who administer regional DD programs, community development programs under the Community Development Act of 1974, open space/recreation programs under U.S. Dept. of Interior and state supports)
- Transportation planning (including U.S. Dept. of Transportation Urban Mass Transit Authority grants for vehicles for the elderly/handicapped)
- State Demographer (who prepares official analyses and projections of state growth, population trends).

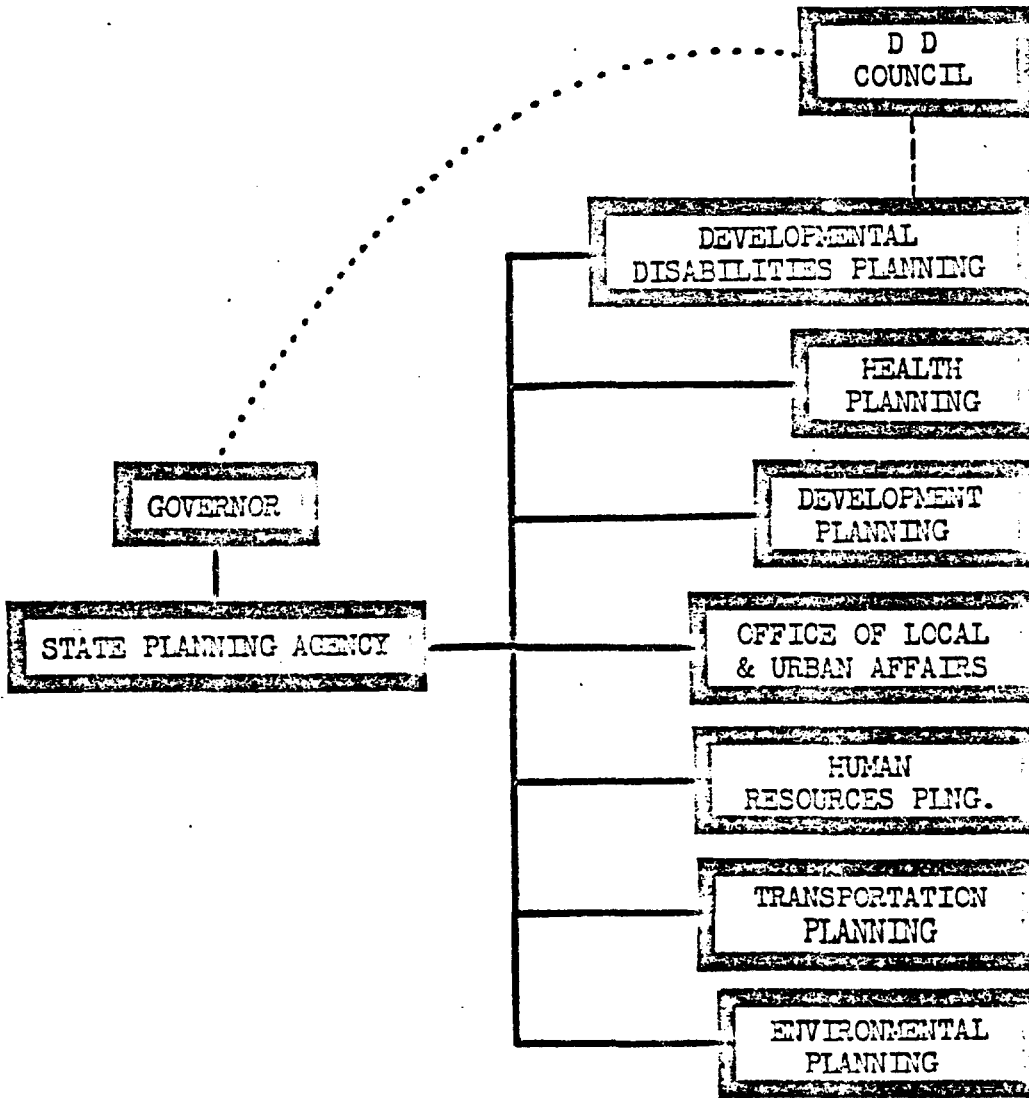
DEVELOPMENTAL DISABILITIES PLANNING OFFICE

The DD program is supported by a full-time Planning Office staff of seven: a Director, Assistant Director, three planners, and two secretaries (with part-time graduate student intern assistance, as necessary). Robert Bruininks was the Office Director until July, 1976, at which time Marylee Fithian assumed the position.

As employees of the State of Minnesota, staff for the DD Planning Office are hired under civil service policies of the State of Minnesota/Dept. of Personnel, and affirmative action policies of the State Planning Agency, as approved by the Dept. of Personnel. (These policies cover the employment of women, minority and handicapped individuals.)

The State Planning Agency DD Planning Office is responsible for implementing the annual State Council Plan and work program, in accordance with applicable federal and state laws, regulations and review procedures. Accounting practices appropriate for proper fiscal management are employed by the Office in carrying out its responsibilities. Funds are expended for activities directed at developing and improving the delivery of services, and assurances are required of all grant recipients that they will comply with requirements of Title VI of the Civil Rights Act of 1964, affirmative action hiring practices (including the guidelines of the Rehabilitation Act of 1973), maintenance of effort, confidentiality and right to privacy for clients, and provision of a reasonable volume of services for those unable to pay.

PLACEMENT OF DD OFFICE AND COUNCIL



COUNCIL PROCESSES: PLANNING, INFLUENCING, EVALUATING

PLANNING: ANNUAL WORKSHOP

The intent of the DD Act is to create a comprehensive approach to planning and promoting coordination of services for persons having a developmental disability. State Councils must develop a plan at least annually that will present integrated strategies and activities directed at accomplishing coordination and service development/improvement efforts.

In June, 1975, the State Council held a two-day planning conference, at which time a structured work program for FY '76 was developed. To facilitate work of conference participants, staff of the DD Planning Office prepared an extensive resource notebook for reference prior to and during the conference. This notebook contained orientation materials on the purpose and desired output of the conference; a description of the DD concept; national legislation, program organization and changes; long-term and short-term goals of the State Council; organizational policies, funding review procedures; committee activities and accomplishments, regional DD program efforts, special study areas for possible review; pertinent federal and state legislation promulgated during the year; federal/state/local program resources.

Group process priority-setting techniques were used to formulate goals and objectives to guide Council activities during the year. The conference outcomes were then refined by the staff of the DD Planning Office and submitted to the Council for review as the "implementation" or "work" program. For each goal area, specific work statements were developed, timelines set, resources identified, and staff and committee responsibilities assigned. The goals, priorities, and work program became the action plan for the State Council, its committees, and the administrative activities of the DD Planning Office for the upcoming year.

In May, 1976, the Council once again held a two-day planning conference to outline its FY '77 work program, using the format, material and procedures generally followed to develop its FY '76 work program. The 40 participants attending the conference included 16 Council members, 6 staff, 13 representatives of regional DD programs, and 5 guests. The conference outcomes were again refined by the DD Planning Office staff, and submitted and approved by the Council in July, 1976.

By using the annual workshop approach, State Council members and other conference participants make the actual decisions regarding broad program goals and objectives for the upcoming year. The staff of the Planning Office provide background resource materials to facilitate the process, design a work program of strategies (approved by Council) for pursuing the various goals and objectives resulting from the conference and "implement" the plan/work program. However, full participation in the process of deciding on DD program goals and annual objectives is afforded State Council members through this approach.

INFLUENCING/EVALUATING

DD planning and programming activities are directed at facilitating the coordination and development of services necessary to meet the comprehensive, long-term needs and potentials of individuals in Minnesota having a developmental

disability. In the broadest sense, then, all DD planning and programming efforts are directed at influencing and evaluating the character of the service delivery systems, the resources available to them, and the distribution of these resources. General "influencing" and "evaluating" activities occur as a result of inter-agency communication of efforts, and as a result of "internal" and "external" review efforts.

Inter-Agency Coordination and Communication

The composition of the State Council, and its mandated planning/programming responsibilities are both directed at fostering inter-agency service delivery/coordination efforts. From the standpoint of membership, certain Council members participate in Council activities as representatives of state agencies directly related to the provision of services for persons having a developmental disability. Most Council members also serve on advisory and professional boards similarly related to service development/provision efforts. DD Planning Office staff also interact with individuals from related agencies and organizations at the state and local level, as they carry out Council work program activities.

Major state governmental units with which the State Council interacts include:

- The Department of Education is administered by the State Board of Education (which is appointed by the Governor). All efforts of the education system serve persons having a developmental disability in one way or another. There are three sections of the state education agency with specific charges relating to the training of persons with a developmental disability.
 - The Special Education Section under the Compensatory Education Division is concerned with the provisions of special education services through the state's school districts. These services involve special classes for handicapped children needing special instruction in addition to, or separate from, regular classroom instruction.
 - The Division of Vocational Rehabilitation provides a wide range of vocational rehabilitation services to physically, mentally, emotionally and behaviorally handicapped persons. These services include diagnosis, evaluation, treatment training, sheltered employment, counseling, follow-along, job placement, and physical restoration. Legislation passed in 1976 will give the Division department status in 1977.
 - The Division of Vocational Technical Education offers skill training programs free to persons under 21 years of age and at nominal cost to adults (including handicapped) in 33 vocational technical schools throughout the State of Minnesota.
- The Department of Health is under supervision of the Board of Health (which is appointed by the Governor). The Department provides medical and nursing consultation and assistance in developing maternal and

child health programs, including nutrition, genetic counseling, accident and poison prevention, and school health. They are instituting a statewide program on Early and Periodic Screening for Children 0 - 6. Crippled Children's Services provides diagnostic and evaluative services to children under 21 years. The Department carries out licensing activities of a structural/environmental nature for community-based residential facilities, and certifies facilities receiving federal reimbursement under Social Security Title XIX, Medical Assistance Intermediate Care Facilities/Mentally Retarded.

- The Department of Public Welfare consists of three bureaus: Residential, Community Services, Income Maintenance. These bureaus are responsible for a broad array of services to persons having a developmental disability. These include administration of regional centers for the retarded, family and guardianship services, program licensure of residential and day time activity centers, community mental health center programs, and many categorical aid programs through the county welfare departments.
- The Department of Human Rights was established to facilitate compliance with state standards dealing with discrimination in housing, education, employment, public accommodations and services.
- The Department of Employment Services provides employment counseling and testing, and assists persons in job placement. Persons with special needs, such as handicapped and otherwise disadvantaged persons, are provided services under the special services for handicapped programs within the Department.
- The State Council for the Handicapped is responsible for advising the Governor on matters pertaining to individuals in Minnesota having disabilities. It is also responsible for planning and conducting a biennial Governor's Conference on Handicapped Persons. This conference provides a forum in which handicapped persons, providers of services, and public officials can define needed services for handicapped persons. Many of the findings of the conference are converted into legislation and policies for agencies providing needed services.
- The Governor's Citizens' Council on Aging coordinates the plans and activities of state departments and groups involved in affairs regarding the elderly in Minnesota. It also is the agency administering and making policies related to the federal "Older Americans Act."
- The Governor's Office of Human Services was established to initiate and facilitate changes in state government policies, procedures and structure that will result in a more effective human delivery system at the state and local level.
- The Governor's Office of Volunteer Services coordinates the use of volunteer personnel resources within the state, particularly under programs receiving support from the federal ACTION program.

- The Governor's Manpower Office coordinates the Comprehensive Employment Training Act (C.E.T.A.) program in the State of Minnesota.
- The Housing Finance Agency facilitates the construction and rehabilitation of housing for low- to moderate-income individuals and families.

FY '77 WORK PROGRAM: STATE ORGANIZATION AND MANAGEMENT (TASK GROUP VI)

The State Council's work program contains the following goal related to DD interaction with organizations having interest in the provision of services for individuals having a developmental disability:

GOAL III:

To continue cooperative efforts between the Developmental Disabilities Council/Office and the Council for the Handicapped, consumer organizations, and other human service groups.

Organizations with which Developmental Disabilities Planning Office staff members interact regularly include:

- Center for Early Education and Development, University of Minnesota, Planning Committee for Spring 1976 Seminar
- Child Development Coalition
- Comprehensive Epilepsy Center, University of Minnesota Medical Center, Advisory Committee
- Early and Periodic Screening, Diagnosis, and Treatment Program, Minnesota Department of Health, Advisory Committee
- Governor's Conference on Handicapped Persons, Planning Task Force (have provided a grant for development of Statement of Needs)
- Human Services Information and Referral Project, Minnesota Council on Aging
- Inter-Agency Planning Committee for 1976 Minnesota Mental Retardation Conference
- Mental Health Construction, Department of Public Welfare, Advisory Committee
- Midwest Association for the Education of Young Children, Conference Planning Group
- Minnesota Association for the Education of Young Children, Legislation Committee
- Minnesota Association for Retarded Citizens

- Minnesota Coalition of and for Handicapped Persons
- Minnesota Day Activity Center Association
- Minnesota Developmental Programming System, University of Minnesota, Advisory Committee
- Minnesota Epilepsy League, Advocacy Committee
- Minnesota Social Service Association
- National Association for Retarded Citizens
- Regional Developmental Disabilities Information Center, Advisory Committee
- St. Paul Association for Retarded Citizens
- State Council for the Handicapped
- State Special Education Advisory Committee
- University of Minnesota Rehabilitation Research and Training Center, Regional Advisory Committee
- Representatives of Developmental Disabilities Consumer groups are invited to present at bimonthly meetings of the Developmental Disabilities Council Executive Committee

STATEMENT OF WORK

- Task 6.3.1. Attend regularly scheduled meetings of inter-agency advisory groups.
- Task 6.3.2. Submit reports of such activities on a quarterly basis through HEW reports.

Internal/External Evaluation

In specific terms, there are certain Council and committee activities that are directed at undertakings identified as "evaluation." These activities may be grouped into "internal" and "external" evaluation efforts, as outlined below.

Internal Evaluation: Work Program

The Council's annual plan/work program is designed to readily facilitate its evaluation. Priority-setting techniques are used to establish annual goals at the Council's planning conference. Specific work statements, timelines, and resources required are then identified in the work program developed by

the DD Planning Office staff. Quarterly progress is then measured and evaluated by the Council and staff against the anticipated timelines, resource requirements, objectives and outcomes outlined in the work program.

Internal Evaluation: Service Grants

Service grants are given careful evaluation when submitted for consideration. Projects must outline basic goals, objectives, work strategies, evaluation methods, personnel and budgetary resources, inter-agency support, potential for continuation funding in their application. Project goals must be directed at activities and services identified by the State Council as its priority areas for grant support. Applications are evaluated and selected under the procedures of the Council's Grant Review Committee. Grants that receive approval are then evaluated on a quarterly basis, according to the work program laid out in the grant application (with a particular focus on assessing impact of project efforts on individuals receiving services, or individuals having a developmental disability, in general). DD Planning Office staff are assigned as "project officers" to follow grant activities and offer any necessary technical assistance. Upon completion of DD funding support, final reports are prepared which outline project goals, objectives, accomplishments, recommendations. A copy of the preliminary and final service grant application forms are included in Section VI.

In June, 1975, the DD Planning Office undertook a review of projects funded during FY '72 - '73 to determine their operating status, characteristics of service delivery, funding support, staffing, and impact of service. It was found that of those continuing to operate, nearly all appeared to maintain the program as it was originally funded, or had increased the number of services offered, or number of clients served. As outlined in Work Program Task Group VI, Goal 2.1., the status and impact of grant activities supported by the DD program will again be evaluated during FY '77.

Internal Evaluation: Regional Grants

Considerable time and energy were spent in improving regional DD planning in Minnesota in FY '76. Each year, the eight regional DD planning programs submit annual planning grant applications to the State Council for review. This year, the Council substantially revised the guidelines for the regional planning proposals, in an effort to augment and clarify the format and instructions to be followed. Planning grant components include regional program background and history (Council organization, procedures, past long- and short-range goals, relationship with host agency, inter-agency activities, basic socio-economic data, special regional characteristics), characteristics of the regional population having a developmental disability, characteristics of the local service network, work program, planning accomplishments from the preceding year, regional efforts related to national/state goals, considerations of urban and rural poverty, regional review activities, technical assistance needs, dissemination activities, personnel, budget, inter-agency cooperation. A copy of the Annual Planning Grant proposal is found in Section VI.

Preliminary plans were submitted by the regions in March. After a thorough review of the regional preliminary plans by State Council members and staff, a one-day work session was held during which staff provided feedback

and assistance to regional planners regarding areas of the regional plans which needed further attention. In addition, the Council and staff (with regional input) developed a policy statement which clarifies responsibilities, roles, authority, and inter-relationships of the State and regional DD Councils and host agencies. A memorandum of agreement was developed to be signed by each regional council and its host agency. A copy of the Regional Policy Statement is found in Section VI.

Regional team visits by Council members and DD Planning Office staff were also undertaken in February-March, 1976. The purpose for these visits was to provide an opportunity for State Council members to become more aware and/or sensitive to regional activities, problems, and concerns. A secondary purpose was to convey to the regional Councils the desire to encourage better communication between the State and regional Councils. The outcomes of these meetings provided input for the regional plan development process, regional plan review efforts, and formed the basis for FY '77 work program goals on regional planning, as outlined below:

GOAL I:

To strengthen State/Regional planning, coordination and management through developing a policy statement on regional developmental disabilities planning that details roles, responsibilities, authority and expectations of regional councils and host agencies.

GOAL I:
STATEMENT OF WORK
TASK STEPS

- Task 5.1.1 Develop draft policy statement on regional DD planning.
- Task 5.1.2. Submit to regional planners, Council members, other interested persons.
- Task 5.1.3. Revise statement.
- Task 5.1.4 Submit to Grant Review Committee and Philosophy and Mission Task Force.
- Task 5.1.5. Joint Committee acts.
- Task 5.1.6. Submit to Council for review/action.
- Task 5.1.7 Council acts.
- Task 5.1.8 Disseminate statement.

GOAL II:

To provide training workshops and other forms of technical assistance for regional planning staff and Council members in the areas of needs assessment, planning, organizational development, plan development, evaluation, public information, and advocacy.

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GOAL II:
STATEMENT OF WORK
TASK STEPS

- Task 5.2.1. Design survey form (see goal statement II (above) for areas)
- Task 5.2.2 Analyze results/write report summarizing findings.
- Task 5.2.3 Develop plan for a minimum of three technical assistance training workshops for regional planning staff and Council members, based upon needs assessment survey.
- Task 5.2.4. Conduct and evaluate workshops, beginning January, 1977, on a quarterly basis.

GOAL III:

To improve regional plans so that they reflect a sound planning process and elements of effective planning, including:

- a. defined participation of the Councils and agencies;
- b. formal assessment of local needs of developmentally disabled people;
- c. precise objectives stated in terms of measurable outcomes;
- d. detailed work program;
- e. procedures for evaluation;
- f. defined relationship to state and federal priorities; and
- g. documentation of progress and accomplishments.

GOAL III:
STATEMENT OF WORK
TASK STEPS

- Task 5.3.1. Review regional plans submitted by July 1, 1976
- Task 5.3.2 Provide analysis and technical assistance on plans -- schedule any recommendations growing out of the review.
- Task 5.3.3. Provide ongoing review of quarterly progress reports.
- Task 5.3.4. Review plans submitted for Grant Year 1978.

GOAL IV.

To undertake a six-month study, starting October 1, 1977, of various issues related to regional planning, including:

- a. funding and evaluation;
- b. ways of increasing cooperation among other planning programs; and
- c. regional participation in the formulation of the State Plan.

GOAL IV:
STATEMENT OF WORK
TASK STEPS

- Task 5.4.1 Constitute State Plan Committee comprised of regional representatives, state Council members, and state staff members.
- Task 5.4.2 Committee defines range of issues and develops work program (e.g., common needs assessment process, relationship to other planning and service programs).
- Task 5.4.3 Committee drafts report and recommendations.
- Task 5.4.4 Draft report circulated for review and comment.
- Task 5.4.5 Report is revised.
- Task 5.4.6 Submit report to Council for review and action.
- Task 5.4.7 Council acts on recommendations.

Rationale and Comments: In January, 1972, the State Council decided that establishment of regional planning programs would be a priority goal of the State Plan. Since that time, eight regional planning programs have been established through support of the State Council and local resources. The developmental disabilities program was expanded to include regional councils and their local administrative agencies which have broad based planning responsibility and the potential to influence the development, planning, and implementation of local services. Some of the broad purposes for regional DD planning programs are:

1. To provide a mechanism for the State Council to secure information sensitive to local needs and resources for comprehensive statewide planning.
2. To promote improved coordination and planning of services for developmentally disabled individuals at the local level.
3. To serve as a clearinghouse for current information on documented needs and resources of developmentally disabled individuals.
4. To facilitate a formalized planning process and serve as a public forum whereby service providers, consumers and their representatives, and other citizens can communicate, plan and work together toward achievement of mutually agreed upon priority goals and objectives for the purpose of improving the range and quality of services to developmentally disabled individuals.
5. To serve as advocate (speak and act) on behalf of the needs and rights of persons with developmental disabilities.
6. To provide input and influence at regional, state and national levels in order to influence legislation, appropriations, policies and programs which ultimately affect the quality and scope of developmental disabilities services at local and regional levels.

Presently, there are eight regional developmental disabilities planning grant programs. These programs are supported largely with state financial support under the grants program. Under the State Plan, approximately \$215,000 is provided for annual support of regional planning councils.

During the past few years there have been a number of changes in the program, including new agency affiliations, grant guidelines and State Council Policies. This set of tasks continues the development and improvement of policies and planning activities regarding regional planning.

As in the case of service grants, regional grants submit quarterly progress reports outlining accomplishments in relation to their approved work program, and DD Planning Office staff act as project officers to follow grant activities and offer necessary technical assistance. Regional planning program activities are highlighted more extensively in Section IV of this Plan.

External Evaluation: Plan/Legislation/Policy Review

A substantial amount of the external review activities of the Council have been performed by its Governmental Affairs Committee. This committee monitors, reports and communicates information relating to the delivery of services and provision of assistance for individuals having a developmental disability. Major responsibilities include:

- To review and comment on, when possible, federal/state plans which impact on the lives of individuals having a developmental disability. (It should be noted that regulations for the development of federal/state plans do not universally require comment and input from outside agencies.)
- To review and comment on proposed legislation
- To review and comment on regulations which are developed subsequent to the passage of new legislation
- To develop guidelines for review of plans, legislation and regulations for use by this committee and others of the State Council for possible publication

During FY '76, the Committee explored difficulties related to procurement of federal contracts by sheltered workshops because of practices concerning the Wagner-O'Day and Small Business Administration Act implementation. Minnesota's congressional delegation was alerted to the problem. Responses came from Senator Hubert Humphrey and Representative Albert Quie, as well as Andrew S. Adams of the U.S. Rehabilitation Services Administration. Among the actions taken by these persons was their referral of the issues to the U.S. Senate Select Committee on Small Business and to the National Industries for the Severely Handicapped.

Further review activities done by the Governmental Affairs Committee and other State Council members and/or staff have included:

- Review of regulations for a statewide zoning statute for small community residential facilities
- Review of regulations for the Family Subsidy Act of Dept. of Public Welfare

- Review of regulations of the Minnesota Housing Finance Agency bonding program to support construction of community-based residential facilities
- Review of Dept. of Public Welfare rules related to: family subsidy, adult and child foster care, administration of social services, home-maker and chore services, administration of licensing standards for daytime activity centers, use of aversive and abusive procedures, congregate and home-delivered meals, and ICF-MR facility rate setting procedures
- A presentation to the Legislature concerning the uniform school age bill
- A presentation to the Legislature concerning placement of the Developmental Disabilities Planning program in state government
- Review of the Office of Human Services, "Recommendations for Reorganization of Human Services Licensing in the State of Minnesota "
- Review of draft of Incidence/Prevalence Interview Questionnaire
- Review of Dept. of Education's bill and regulations to assure due process rights to handicapped students and their parents
- Review and comment on numerous grant applications submitted to the State Planning Agency/Transportation Office by private, nonprofit organizations serving elderly and handicapped persons for adapted transportation vehicles available through the Urban Mass Transit Authority "16b2" program
- Review of Vocational Rehabilitation plan

During FY '76, members of the State Council expressed interest in receiving notification of proposed state agency rules/regulations having impact on service delivery and assistance. DD Planning Office staff received notification (first through the Secretary of State, and after July, 1976 through the newly-developed State Register) of rules/regulations proposals, and established procedures for disseminating information to members on hearing dates and rule contents. Staff additionally reviews and comments on the content and impact of those regulations affecting individuals in Minnesota having a developmental disability.

Summary materials on major federal and state legislation affecting individuals having a developmental disability are prepared and disseminated by a number of groups throughout the year (such as the Weekly Bulletin, published under the auspices of the State Council for the Handicapped), and these materials are disseminated by the DD Planning Office for timely impact (through the News Letter and News Brief, as well as being condensed and highlighted in the Council's annual conference planning notebook.)

FY '77 WORK PROGRAM: PLAN REVIEW AND LEGISLATION (TASK GROUP IV)

The Council will undertake the following efforts related to plan, legislation, and policy reviews during FY '77:

GOAL I:

The State Council and staff will review and comment on major Federal and State plans, existing laws and proposed legislation, administrative rules and regulations affecting persons with developmental disabilities for the purpose of:

1. Developing a coordinated, comprehensive plan that identifies available services, gaps in and barriers to provision of comprehensive services for developmentally disabled people.
2. Formulating objectives for the annual state D.D. Plan directed at influencing the formulation of public policy at the legislative and executive levels.

Rationale and Comments: Section 132 of the Developmentally Disabled Assistance and Bill of Rights Act, P.L. 94-103, requires that the State Plan must describe the quality, extent and scope of services being provided to persons with developmental disabilities under other state plans for federally assisted state programs. Such programs include education for the handicapped, vocational rehabilitation, public assistance, medical assistance, social services, maternal and child health, crippled children's services, and comprehensive health and mental health plans. Information from plan review activities will also be a step toward implementing the Developmental Disabilities Evaluation System which must be in place within two years of the passage of the Act.

It was initially recommended that licensing issues be the focus of plan and legislation review. However, several programs are currently involved in activities surrounding the issue of licensing. For example, the Technical Assistance Project of the Department of Public Welfare provides licensing information to those interested in establishing community-based facilities. The Office of Human Services has been examining the entire area of licensing and will be recommending major changes in structure and process. Thus, our best role may be to review and respond to such activities rather than to undertake an independent effort that would duplicate ongoing work of other agencies.

In an effort to integrate activities of the work program, consider the possibility of focusing plan review activities on one of the areas listed under the task group "To Increase Services," such as, pre-school, homebound training/early education, or programs which are concerned with employment, recreation or health. The Governmental Affairs Committee will begin by determining which areas should be addressed in the Council's Plan Review activity.

- Task 4.1. Appoint Governmental Affairs Committee. (Council Chairperson)
- Task 4.2. Determine which of the service areas listed above should be tackled first and rank them. (Governmental Affairs Committee)
- Task 4.3. Use key informant(s) such as Council members and agency personnel to determine what programs exist in each of the broad categories listed above. (Staff)
- Task 4.4. In conjunction with Governmental Affairs Committee and Comprehensive Plan Committee, determine what information should be gathered. (Committee and Staff)
- Task 4.5. Develop format for gathering information. (Staff)
- Task 4.6. Governmental Affairs Committee and Comprehensive Plan Committee review, revise, and approve format. (Committees)
- Task 4.7. Gather information. (Staff, Intern)
- Task 4.8. Present information in appropriate format for use by Governmental Affairs and Comprehensive Plan Committees.

Influencing and Evaluating: Public Communications

Information exchange activities facilitate the State Council's role in influencing and evaluating public attitudes toward individuals having a developmental disability and influencing and evaluating the character of the service delivery systems. Community awareness and education, information dissemination and exchange activities are all important components in a public communications program.

The Public Information Committee carried out State Council public communications activities during FY '76. Major activities undertaken by the committee and/or staff included:

- As specified in the DD Council's '76 work program, a quarterly, typeset newsletter and interim newsbrief were developed to enhance communication among the State DD Council, Regional DD Councils, others in the DD field in Minnesota and around the country. The News Letter is printed in boldface type to make it more legible for visually impaired readers, and excerpts from the News Letter are read over Minnesota's "Talking Book Radio Network," which serves Minnesotans who are blind or who have multiple handicaps. The News Letter serves as an important tool for disseminating information on Council/committee activities, highlights a major service area through a monograph format, describes major service provision/legislative developments having impact on individuals having a developmental disability.
- As specified in the DD Council's '76 Work Program, a public information feasibility study was conducted to address the following question: based on relevant research, prior experiences in Minnesota and elsewhere, and current conditions, what strategies would be most effective in promoting understanding and acceptance of individuals in Minnesota having a developmental disability?
- An information kit on developmental disabilities was assembled, in response to frequent requests for basic information about developmental disabilities and the DD Council and Office. Items included in the kit are a pamphlet, "An Introduction to Developmental Disabilities in Minnesota," materials on each of the five disabilities, a summary of the DD Act, an abstract of the CAIR report, and copies of previous News Letters.
- Transparencies were produced on the new DD Act, a proposed model for DD information/evaluation activities, and an overview of the Minnesota DD Council and Planning Office.
- News releases announcing important and timely developments were provided to metro newspapers, wire services, and regional DD planners. Two releases were written during FY '76.
- A public information/education survey of regional planning programs was undertaken to assess the character of regional public information/education/awareness efforts.

FY '77 WORK PROGRAM: PUBLIC COMMUNICATIONS (TASK GROUP II)

The State Council will undertake the following public communications activities during FY '77:

GOAL I:

The State Council will disseminate information about the capabilities and needs of persons with developmental disabilities and the philosophy and mission of the State Developmental Disabilities Program so that understanding will be enhanced and social, attitudinal, and environmental barriers confronted by persons with developmental disabilities will be reduced. During FY 1977, this goal will be accomplished through:

- (a) Assessing the need for public information and education, including surveying existing attitudes toward developmentally disabled persons;
- (b) Developing workshops, seminars, or conferences on issues of statewide importance, such as public information and education, advocacy, or revenue sharing;
- (c) Supporting specific public information and education projects at the community level;
- (d) Continuing publication of DD News Letter and DD News Brief;
- (e) Continuing to issue news releases.

Rationale and Comments: Public information and education is a priority area for the Developmental Disabilities Program, both on a Federal level and in the State of Minnesota. The Federal DD Act (P.L. 94-103) names public awareness and education as an area for which special project grants may be awarded. The State Council's Statement of Philosophy and Mission lists public information and education as one of its basic activities, for the purpose of "informing and educating professionals, consumers, parents, agencies, and the general public regarding issues, research findings, and other matters of significance to persons with developmental disabilities..." In addition, the Statement of Philosophy and Mission lists as one of the Council's goals "promoting understanding of the term 'developmental disabilities' and understanding the capabilities and needs of persons with developmental disabilities." Working toward this goal requires efforts in public information and education.

During FY 1976, the Council developed some basic public information materials, including: a brochure on Understanding Developmental Disabilities in Minnesota; an information kit on developmental disabilities; transparencies on the DD Act and the Council; a newsletter and newsbrief, and news releases. In addition, a feasibility study was conducted to examine and synthesize the literature in this area, review previous and current developmental disabilities public information and education efforts in Minnesota and elsewhere, and determine what strategies would be most effective in promoting understanding and acceptance of developmentally disabled people and their needs.

Efforts in FY 1977 will build on these public information activities and resources and take into account the recommendations of the feasibility study. Because "generally successful information and education programs have limited goals...and aim messages at specific audiences,"¹ (rather than taking a shotgun approach to reaching the general public), the State Council has defined six specific areas on which to focus during this year.

Objective A. Assessing the need for public information and education, including surveying existing attitudes toward developmental disabilities.

The need for public information and education will be assessed by exploring three areas: interest in and need for public information and education activities in DD regional programs; DD public information and education resources now available and additional resources needed in the state, and knowledge about and attitudes toward developmental disabilities currently prevalent among Minnesotans.

First, are persons in the DD field in Minnesota interested in developing public information and education activities? "Yes" was the consistent answer given by regional DD planners and Council members who participated in a 1976 survey, a part of the feasibility study. The survey report clearly established the existence of a need for and interest in public information and education and further suggested specific areas of need.

Second, what public information and education resources now exist that could be shared with DD public information personnel? The Council will inventory the resources of consumer groups, agencies, projects, etc., and develop a list of resources available and contact persons for obtaining them. Copies of some particularly useful materials or products may be obtained. The list will be shared with regional planners, Council members, and other interested persons. Recommendations will be made regarding additional resources needed.

Third, what level of knowledge about developmental disabilities and attitudes toward developmentally disabled people currently exist in Minnesota? In order to knowledgeably design messages and public information and education programs appropriately targeted toward specific audiences, we need to know the answer to this question. General findings of some attitude studies reported in the feasibility study can be applied to Minnesotans. However, "the literature of public attitudes is fragmented... No one precept always and under all conditions provides a satisfactory explanation of the public mind. Findings must always be viewed in their narrow context and generalized to the whole population with the greatest care and precision, and a healthy skepticism."² Therefore, in order to determine what Minnesotans know and think about developmental disabilities, further studies need to be conducted. During FY 1977, the Council will conduct such studies; strategies may include entering items in the highly reputed Minnesota Poll, operated by the Minneapolis Star and Tribune Company.

Objective B. Developing workshops, seminars, or conferences on issues of statewide importance, such as public information and education, advocacy, or revenue sharing.

A major recommendation of the feasibility study was that the Council should "serve primarily as a planning and technical assistance resource to public information personnel in the various regions." A conference for regional planners and Council members would be an effective forum for providing such assistance. The regional survey, a part of the feasibility study, affirmed wide-spread interest among regional DD planners and Council members in a workshop on public information planning and specific public information skills. Therefore, during FY 1977, the Council will plan and conduct a public information conference for regional DD planners and Council members who are involved and/or interested in the area of public information. Conferences, workshops, or seminars on other topics, such as advocacy or revenue sharing, may also be developed.

Objective C. Supporting specific public information and education projects at the community level.

The Council will issue a Request for Proposal (RFP) for exemplary and/or innovative DD public information and education projects to promote the development of high quality projects and materials which can be used and/or replicated by others. The RFP will specify the general topical areas that will be considered. It will also outline the specific elements (listed in the feasibility study) required of each project, including a built-in evaluation procedure, clear goals and objectives, precise definitions of intended audiences, pre-testing procedures, and messages designed to appeal to the specific intended audiences.

Objective D. Continuing publication of DD News Letter and DD News Brief

During FY 1976, DD News Letter and DD News Brief were developed in response to an "internal communication" objective specified in the 1976 Council Work Program. The purpose of the newsletter is to provide a means of regular communication among the State Council, Regional DD Councils, and other groups and individuals concerned with developmentally disabled persons in Minnesota. The newsletter will be evaluated this summer (1976) through responses to a tear-out postcard to be included in the June edition. The newsletter will be continued in FY 1977, with appropriate modifications which may be suggested by the evaluation.

Objective E. Continuing to issue news releases

"Public information programs for developmental disabilities should focus their attention mainly on specialized, key publics rather than the general public."³ Because impact is greater when messages are designed for a specific audience that has contact with developmentally disabled persons rather than for the general public, the Council will invest most of its public information resources into activities targeted toward specific audiences. However, certain kinds of information -- such as important developments in Council policy or activities, administrative issues, or appointment of new members -- should be provided to the general public. This will be done through standard news releases, to be written and distributed as needed with a minimal investment of staff resources. The Council considers this an important area but one which represents a small portion of its total public information and education effort.

IIA1.

STATEMENT OF WORK
ASSESS RESOURCES

- Task 2A1.1: Review existing public information and education resources available to Minnesota developmental disabilities public information personnel, including resources available at the Regional Developmental Disabilities Information Center in Madison, Wisconsin. (Staff)
- Task 2A1.2: Determine whether or not some resources should be acquired in State DD Planning Office to be shared with developmental disabilities public information personnel in various regions. (Public Information Committee and Staff)
- Task 2A1.3: Prepare written list of available public information resources including instructions on how to obtain them for distribution to Council members, regional DD planners, and others. (Staff)

Task 2A1.4: Evaluate usefulness of resource list, revise and update list, if appropriate. (Public Information Committee and Staff)

IIA2. STATEMENT OF WORK
SURVEY ATTITUDES

Task 2A2.1: Investigate various strategies for conducting an attitude poll, including the Minnesota Poll and the University of Minnesota Center for Social Research. (Staff)

Task 2A2.2: Select most feasible strategy; prepare contract, if needed. (Public Information Committee and Staff)

Task 2A2.3: Conduct poll. (Contractor)

Task 2A2.4: Prepare report on Minnesotans' attitudes toward developmentally disabled people. (Contractor and/or Staff)

IIB STATEMENT OF WORK
CONFERENCE ON PUBLIC INFORMATION AND EDUCATION

Task 2B.1: Define content of conference participants, tentative agenda, and budget. (Public Information Committee, Staff and Consultants)

Task 2B.2: Identify possible contractors for handling conference arrangements; select most feasible one. (Staff)

Task 2B.3: Hold conference. (Contractor, Public Information Committee and Staff)

Task 2B.4: Evaluate conference. (Contractor and/or Staff)

IIC STATEMENT OF WORK
SUPPORT PUBLIC INFORMATION PROJECTS AT COMMUNITY LEVEL

Task 2C.1: Define content areas for which projects will be considered, using, in part, information from attitude poll and public information conference as guidelines. (Public Information Committee and Staff)

Task 2C.2: Prepare Request for Proposal outlining content areas for projects, elements required of all projects, etc. (Public Information Committee and Staff)

Task 2C.3: Review and act on Request for Proposal. (Grant Review Committee)

Task 2C.4: Review and act on Request for Proposal. (Council)

Task 2C.5: Issue Request for Proposal. (Staff)

Task 2C.6: Review proposals received; select and fund best proposals. (Outside Reviewers, Grant Review Committee and Staff)

Task 2C.7: Monitor projects. (Staff)

IID

STATEMENT OF WORK
NEWSLETTER

- Task 2D.1: Define theme of newsletter; identify articles to be written and authors. (Staff)
- Task 2D.2: Gather information and write articles; check accuracy of information; take photographs; get permission for using photographs when necessary. (Staff and Consultants)
- Task 2D.3: Have copy reviewed by Director of DD Planning Office and Director of State Planning Agency; make necessary revisions. (Staff)
- Task 2D.4: Have copy typeset by printer; plan layout of text and photographs; work with printer to revise proofs as needed. (Staff)
- Task 2D.5: Disseminate newsletter; write note of appreciation and send copy of newsletter to persons who contributed to articles. (Staff)
- Task 2D.6: Evaluate newsletter annually through tear-out postcard or some other method; write evaluation report; make needed revisions. (Staff and Public Information Committee)
- Task 2D.7: Produce and publish newsbrief as needed throughout the year. (Staff)

IIE

STATEMENT OF WORK
NEWS RELEASES

- Task 2E.1: Identify events and news items to be reported in news releases, as appropriate throughout the year. (Council and Staff)
- Task 2E.2: Prepare news release; check accuracy of information; provide photographs when possible. (Staff)
- Task 2E.3: Have release reviewed by Director of DD Planning Office and Director of State Planning Agency; make necessary revisions. (Staff)
- Task 2E.4: Distribute release to newspapers and wire services. (Staff)
- Task 2E.5: Monitor media to determine use of release. (Staff)

1. Public Information and Developmental Disabilities: A Feasibility Study, DD Planning Office, State Planning Agency, May, 1976 (unpublished manuscript).
2. Ibid.
3. Ibid.

The following additional goal related to public information/communications is also contained in the work program:

GOAL IV:

The DD Planning Office will produce a number of regularly scheduled reports as well as some special reports in order to meet reporting requirements and produce useful documents related to planning for developmentally disabled people.

Rationale and Comments: The DD Act (P.L. 94-103) requires that certain reports be regularly produced by the Council, including an annual plan, three quarterly reports, and a final report each year. In addition, the State Planning Agency requires the DD Planning Office to produce other reports, such as monthly summaries of activities, biennial budget requests, annual performance evaluation reports, and DD activity descriptions for various purposes, such as inclusion in the State Planning Agency's application for HUD-701 funds. Additionally, the Council and DD Planning Office "disseminate findings from activities and work they sponsor in order to inform and educate....the public....on matters of significance to persons with developmental disabilities" (Statement of Philosophy and Mission, 1976). Often, such dissemination activities take the form of special reports. Several special reports were begun during FY 76 and are currently being refined and printed, including a Statement of Philosophy and Mission of the Council, a Public Information Feasibility Study, and a review of rules and regulations concerning programs for mentally retarded and/or physically handicapped persons.

During FY 77, quarterly reports will be written in October, January, April, and July and a final report in October, according to the federal reporting guidelines. These reports will include financial data and narrative information about the objectives, accomplishments, and impact of the Council, its committees, the service grants, and the regional planning programs. The reports will be submitted to the Regional DD Office in Chicago, and copies will be sent to Council members and regional DD planners. A number of other reports -- e.g. monthly summary of activities to State Planning Agency, biennial budget, etc. -- will be prepared on a regular basis. Special reports may include:

- (a) An analysis of rules and regulations concerning programs for mentally retarded and/or physically handicapped persons;
- (b) A bibliography of public and private (foundation) programs having resources that may support development or coordination of services for persons with developmental disabilities;
- (c) A synopsis report of process and outcomes of grant activities funded by the DD Council;
- (d) A resource booklet to encourage employers to hire persons with developmental disabilities;
- (e) An assessment of needs and resources in citizen advocacy and recommendations for designing a statewide citizen advocacy plan;
- (f) A personnel and training study in the field of developmental disabilities.
- (g) A review of DD public information efforts, related literature, and recommendations for future DD public information programs in Minnesota.

STATEMENT OF WORK
REPORTS*

- Task 6.4.1. Produce quarterly report, according to HEW guidelines. (Staff)
- Task 6.4.2. Produce final report, according to HEW guidelines. (Staff)
- Task 6.4.3. Produce various reports for the State Planning Agency. (Staff)
- Task 6.4.4. Produce special reports, as appropriate. (Staff)
- Task 6.4.5. Produce annual plan and work program. (Staff and Council)

*For each report, the following steps may be required:

- Define scope, format and intended readership of report;
- Make writing assignments and set deadlines;
- Gather information, check accuracy, and write report;
- Edit all sections for consistency;
- Have draft report reviewed by appropriate person and/or committees of Council and State Planning Agency;
- Make needed modifications;
- Plan layout;
- Issue a printing contract;
- Monitor production and printing of report;
- Disseminate report;
- Acknowledge persons who contributed to report;
- Evaluate usefulness of report.

Influencing and Evaluating: Advocacy:

In fulfilling its role of influencing and evaluating the character of services for individuals having a developmental disability, the State Council also "advocates" in their behalf. Advocacy activities occur on a number of levels, from the overall goal of advocating changes and developments in the provision of services, to undertaking activities that are specifically identified as "advocacy" programs/services. In this latter category are "citizen advocacy" activities (which resemble natural friendship arrangements), and "legal advocacy" efforts (or protective service types of activities that are sanctioned by, or connected with, the legal system).

FY '77 WORK PROGRAM: ADVOCACY (TASK GROUP III)

The State Planning Agency/DD Planning Office has been designated by the Governor as the agency which will develop and administer the Minnesota Protection and Advocacy Plan. The State Council and the Planning Office will undertake the following activities related to developing and implementing this Plan. (FY '76 activities are highlighted within the text):

GOAL I:

The State Council will further develop, refine and implement a statewide advocacy system which will meet the requirements of Title II of the Developmental Disabilities Act (P.L. 94-103) "Establishment and Protection of the Rights of Persons with Developmental Disabilities."

Rationale and Comments: This section on advocacy contains eight primary objectives related to:

1. Organizational Concerns
2. Legal Advocacy Services
3. National Conference on Legal Advocacy
4. Citizen Advocacy
5. Technical Assistance and Training for Regional Developmental Disabilities Councils
6. Protective Services
7. Inter-agency Coordination and Cooperation
8. Barrier Free Environment

According to Title II, "Protection and Advocacy on Individual Rights" - of the newly enacted Developmental Disabilities Assistance and Bill of Rights Act, (P.L. 94-103), "each state must assure the Secretary of Health, Education and Welfare that it will...have in effect (by October 1, 1977) a system to protect and advocate the rights of persons with developmental disabilities. Such a system will have the authority to pursue legal, administrative, and other appropriate remedies to insure the protection of the rights of such persons who are receiving treatment, services, or habilitation within the State. Such a system will be independent of any State agency which provides treatment, services or habilitation to persons with developmental disabilities (Developmental Disabilities Act, Public Law 94-103)."

Minnesota has already accomplished much toward achieving this requirement by providing specialized legal services, but relatively little has been done toward providing citizen advocacy services for persons with developmental disabilities. Therefore, the Minnesota Plan calls not only for the continuation and improvement of its legal services to persons with developmental disabilities, but also for planning, testing out and implementing other types of advocacy and protective services in the state.

Organizational concerns The Advocacy and Protective Services Committee has been an active and productive committee of the State Council since its inception in February, 1972. It was through this committee's concern for and recognition of the need for legal services that the Minnesota D.D. Legal Advocacy Project finally became a reality in July, 1973. During the past year, a subcommittee on citizen advocacy developed a plan for initiating the citizen advocacy movement in Minnesota.

Legal Advocacy Services Prior to 1973, there was no coordinated approach to legal issues in the DD field in Minnesota. The Advocacy Committee of the State DD Council documented a need for helping handicapped people obtain services to which they are lawfully entitled and for explaining laws and regulations to consumers and others.

In July, 1973, the State DD Council funded the Legal Advocacy Project for the Developmentally Disabled of Minnesota. Headquartered in Minneapolis Legal Aid Society, the DD Advocacy Project has provided consultation and direct representation to more than 400 cases during its first three years of operation.

An overwhelming number of requests for legal services have been made of the project. Neil Mickenberg, an attorney with the project since its beginning, states, "Given the limitations upon our resources, our project has only been able to respond to...the most pressing and significant legal needs of the developmentally disabled in Minnesota.... We believe our current activities accurately reflect current needs."

The project currently serves an open case load of approximately 130 cases, representing about 180 persons. Two hundred fifty cases have been closed since the inception of the project. By disability, 20% have been persons with epilepsy, 5% with cerebral palsy, and 75% with mental retardation. Approximately half of those served were from outside the Twin Cities area.

Approximately 230 people throughout the state have been trained to serve as lay advocates. These volunteers attempt to solve problems at the local level and receive back-up support from the Legal Advocacy staff.

Major bills have been passed by the 1975 Minnesota Legislature that were drafted by project personnel, including:

- (1) The Minnesota Mental Retardation Protection Act, probably the most progressive guardianship law in the U.S.
- (2) A zoning bill which lowers the barriers for developing future group homes for mentally retarded and physically handicapped persons.

Litigation has been used only when all other attempts for solutions have been exhausted. Many cases involving court action have had an impact extending far beyond providing relief for the individual requesting assistance. For example, a class action suit regarding Supplementary Security Income brought financial benefits to some 1,000 disabled Minnesotans. Because federal benefits were obtained as a result of the lawsuit, about \$200,000 in state monies were saved which would otherwise have been spent out of Minnesota General Assistance funds.

Other areas of accomplishment include:

- Several University of Minnesota law students have participated in the project as clinical interns.
- A centralized legal resource library has been developed in which major cases throughout the U.S. are indexed.
- A wealth of training material has been developed and disseminated throughout Minnesota and to other states. The Advocate's Manual is now being edited and soon will be published for distribution throughout the U.S.

- An initial analysis of the socio-legal problems of the developmentally disabled offender in prisons and the state security hospital is being completed.

Now starting its fourth year, the project employs 4 attorneys and 1 lay advocate.

National conference on legal advocacy Because of the head start Minnesota has had in developing legal services related to developmental disabilities, many states have requested assistance from the State DD Staff and the Legal Advocacy Project staff in developing their plans. If agreeable with Region V, HEW Office and the ODD in Washington, D.C., Minnesota might host a national conference on provision of Legal Advocacy Services to developmentally disabled people.

Citizen Advocacy The purpose of citizen advocacy is to provide a more normalized life for all developmentally disabled people through personal relationships. By definition, Citizen Advocacy for developmentally disabled persons is basically a one-to-one relationship between a capable volunteer ("advocate") and a "friend," who has a developmental disability. It is through such a relationship that an advocate can promote the rights, interests, and community adjustment of a developmentally disabled person. All this occurs within the framework of a structured advocacy system.

The overall mission of citizen advocacy is to allow the person with a developmental disability to become as self-sufficient as possible and to act on his/her own behalf (the goal of "self advocacy"). The advocate often serves as an important link between the person with a disability and the variety of available community resources and activities which make life worth living -- especially to develop the capability and skill to reach out and make other friendships on one's own.

In Minnesota, there are several citizen advocacy projects already in operation:

1. The St. Paul Association for Retarded Citizens, Citizen Advocacy Project -- This was started by a grant from Developmental Disabilities and has developed an evaluation model which, once tested and refined, can be replicated and adapted in other parts of the state.
2. The Minneapolis ARC, Citizen Advocacy Project, funded by the United Way, has specialized in instrumental advocacy and has provided crisis intervention services and training for law enforcement personnel
3. Other groups are operating programs on a volunteer basis and have expressed needs for paid coordinators and training programs.

The current Minnesota Plan on Citizen Advocacy includes the establishment of several pilot demonstration projects with some centralized coordination and technical assistance from the State Developmental Disabilities Planning Office.

Protective services Some important components of a statewide advocacy system are those services which are created under legal sanction and are operated within the publicly sponsored service system. Besides the effective implementation of the new Mental Retardation Protection Law, which relates to guardianship and conservatorship, many other federal and state services are being provided to protect the health, safety and rights of developmentally

disabled persons. The current Minnesota Developmental Disabilities plan addresses the need to assess the quantity and quality of such protective services and then to move ahead in strengthening the areas where weaknesses may exist.

Inter-agency coordination of and cooperation among advocacy functions and services As illustrated in this section of the work program, there are many activities and services regarding advocacy at the state level, which must be coordinated in some organized way among the principal leaders and decision-makers. A study currently being compiled by the Office of Human Services, will be submitted at the next State Legislative session in January, 1977; it is anticipated that this plan will have far-reaching impact on future advocacy structures and services as provided from within the state system.

Barrier free environment Several agencies are currently involved in activities in this area. As a carry-over responsibility from the Governor's Commission on Employment of the Handicapped, the Minnesota State Council for the Handicapped has the responsibility for the distribution of the international symbol of access to facilities which qualify as barrier free facilities. Presently the Minnesota Society for Crippled Children and Adults (MISCCA) performs this function for the Council as well as acting as an information source for those interested in learning about accessibility. The State Council on the Handicapped has submitted a grant request to DVR for \$50,000 to hire a manager, an assistant and a secretary to take over MISCCA's activities in this area and establish committees of trained volunteers in each of the regions to inspect buildings, provide technical assistance and award the symbol as appropriate. At its most recent meeting, the Council referred the proposal to committee for review. The Division of Vocational Rehabilitation has until September 30, 1976 to award the funds.

Handicapped Housing Services (a consumer group) has conducted a survey of housing needs of handicapped persons in the metropolitan area and developed a list of public and private apartments which are accessible in the metro area. The group is listed with both Minneapolis and St. Paul Information and Referral Services.

Surveys designed to determine the accessibility of public buildings are being conducted in Minneapolis and St. Paul. From time to time consumer groups such as United Handicapped Federation work for accessible buildings and/or services (Orchestra Hall and the Metropolitan Transit Service are examples).

Developmental Disabilities staff serve on the review committee for grant applications for the Urban Mass Transit Authority 16b(a) Program which provides buses and equipment to private, non-profit agencies serving the elderly and handicapped.

STATEMENT OF WORK ADVOCACY

Objective A: To expand and reconstruct the Advocacy and Protective Services Committee and provide adequate staff back-up for the committee.

Task 3.A.1. Recommend members for appointment (or reappointment) to the Committee (and sub-committees) who will provide knowledge, leadership, and representation in the following areas:

- epilepsy
- cerebral palsy
- mental retardation
- autism
- dyslexia
- legal advocacy
- citizen advocacy
- regional planning councils
- research design
- community organizations and administration
- public services (e.g. welfare, education, health, corrections, etc.)
- volunteer service organization
(Chairperson, Committee, Staff)

Task 3.A.2. Write staff work plan, and assign tasks to State staff and intern student(s) to carry out the objectives as outlined below. (Staff)

Task 3.A.3. Prepare an orientation notebook and provide an orientation session for the Advocacy and Protective Services Committee, State Council members, and Regional Councils, which covers the following areas:

- History of past activities
- The D.D. Act (particularly Title II)
- State Plan
- Advocacy definitions, concepts, philosophy and services
- Past and current D.D. service grants relating to advocacy
- Description of state and local advocacy services
(Staff, Committee, and Resource Persons)

Task 3.A.4. Provide maximum opportunity for and assistance to the Regional Planning Councils in the planning and implementation phases of establishing a statewide system of advocacy services by means of:

- Providing opportunities for representation on the State DD Advocacy and Protective Services Committee
- Providing technical assistance, training and information on advocacy, e.g. planning and implementation techniques, use of community resources, etc.
- Incorporation of regional advocacy plans and activities into the State Plan.
- Providing information to the regions which can be used for publicizing and promoting the rights of the developmentally disabled population as well as to inform the public about the role and functions of the State protection and advocacy system.
(Staff, Advocacy Committee members, regional planners, regional council members, public information committee, resource persons.)

Objective B: To maintain financial support to and liaison with Minnesota Legal Advocacy Project at the Legal Aid Society of Minneapolis in order to continue protecting the rights of all developmentally disabled persons residing in Minnesota.

- Task 3.B.1. Provide liaison representation on the Legal Advocacy Advisory Committee. (Staff and Committee)
- Task 3.B.2. Review and evaluate quarterly reports as submitted by the Legal Advocacy Project, and make any recommendations to the project personnel regarding possible changes in activities. (Staff and Committee)
- Task 3.B.3. Facilitate the implementation of a plan for an ongoing statewide funding base for legal services to the developmentally disabled. (Council, Committee, Staff and Outside Service, and Grants)

Objective C: To host a National or Regional Conference on the Provision of legal advocacy services to developmentally disabled people. (See Attachment II.D.1.).

- Task 3.C.1. Appoint a steering committee to draft the initial plan. (Staff and Ad Hoc Committee)
- Task 3.C.2. Submit plan to HEW, Region V, and to the National Developmental Disabilities Office in Washington, D.C. (Staff)
- Task 3.C.3. If acceptable, proceed with the plan by contracting out to a conference coordinating agent, e.g. Division of Conferences, University of Minnesota. (Staff, Outside Services)
- Task 3.C.4. Provide back-up resources and information before, during, and after the conference. (Staff, Conference Committee Council)
- Task 3.C.5. Assist in conference evaluation. (Staff, Conference Committee, Outside Services, Council)
- Task 3.C.6. Publish and disseminate the conference proceedings. (Staff and Outside Services, Conference Committee)

Objective D: To plan, implement and evaluate a statewide system of citizen advocacy services in Minnesota, which will:

- (a) Provide expressive, instrumental, or a combination of expressive-instrumental relationships between trained volunteers and persons with developmental disabilities;
- (b) Utilize and expand upon existing consumer agencies as well as other volunteer service organizations at the local/regional levels;
- (c) Be independent of governmental agencies providing direct services to developmentally disabled persons;
- (d) Provide for coordination, demonstration and dissemination of training programs and instructional materials; and
- (e) Establish and maintain a sound funding base for the provision of ongoing citizen advocacy services at the local/regional level.

- Task 3.D.1. Develop a "Request for Proposal" on Citizen Advocacy which will solicit projects to develop and demonstrate citizen advocacy service components in the following areas of specialization:
- Training materials and techniques;
 - Evaluation of citizen advocacy services;
 - Citizen advocacy as related to the deinstitutionalization process;
 - Citizen advocacy as related to follow along and case management services;
 - Crisis intervention, e.g. how citizen advocacy can be utilized in the corrections field, or as back up to protective services;
 - Citizen advocacy as related to leisure time opportunities;

by completing the following steps:

- Task 3.D.2. Submit for Council approval. (Staff, Committee, Grant Review Committee, Council)
- Task 3.D.3. Disseminate Request for Proposal. (Staff)
- Task 3.D.4. Select acceptable projects. (Grant Review Committee, Council)
- Task 3.D.5. Provide technical assistance to the selected projects. (Staff, Outside Services)
- Task 3.D.6. Evaluate each project. (Staff, Project Staff, Outside Services)
- Task 3.D.7. Publish and disseminate final reports and products from each project. (Staff, Committee, Project Personnel, Outside Services)

Objective E: Provide coordination and supportive services to the D.D. Regional Planning Councils and other organizations who are (or plan to be) providing Citizen Advocacy services by means of accomplishing the following:

- Task 3.E.1. Develop a written orientation notebook on advocacy for regional programs that provides a written list of resources, materials, and guidelines for establishing and operating citizen advocacy services.
- Task 3.E.2. Promote coordinated planning and implementation activities among the various organizations and agencies at the state level, which are engaged in similar or related advocacy activities; e.g.,
- The Governor's Citizen Council on Aging, "The Nursing Home Ombudsman Project", which is encouraging the development of community volunteer ombudsman programs in nursing homes.

- Probation Officer Programs, which train and supervise volunteer (lay) probation officers in the field of corrections.
- The Governor's Office of Volunteer Services (G.O.V.S.), which is:
 - (1) Surveying Minnesota public agencies as a formal step toward determining the extent of volunteerism in the State.
 - (2) Identifying existing volunteer services and problem areas, in order that the G.O.V.S. can provide services to more adequately meet the needs of community volunteer services.
 - (3) Exploring the feasibility of establishing a statewide liability insurance program for volunteer program protection and coverage.
- The Minnesota Foster Grandparent Program, operated by the Minnesota Association for Retarded Citizens under contract from the Governor's Citizen Council on Aging. (Staff, Committee)

Task 3.E.3. Plan and provide for technical assistance and training to local/regional persons regarding the following possible areas:

- Securing financial resources for consumer advocacy programs
- Volunteer recruitment techniques
- Training techniques
- Building in volunteer incentives (retention of volunteers)
- Evaluation techniques (This could be accomplished by holding a state seminar on or by conducting several conference workshops regionally) (Staff, Outside Services, Committee Members)

Objective F: Assess and make recommendations for strengthening the scope and quality of protective services being provided in the State of Minnesota for persons with developmental disabilities and their families.

Task 3.F.1. Collect and summarize in a written report all available information which pertains to the provision of protective services to the developmentally disabled population in Minnesota, e.g.,

- Title XX (Social Services)
- Title XIX
- The Minnesota Mental Retardation Protection Act (Guardianship and Conservatorship)
- The Minnesota Hospitalization and Commitment Act
- Child Abuse

-Dependency and Neglect

-Patient Bill of Rights Act

(Staff, Ad Hoc Committee, Outside Services)

Task 3.F.2. Work cooperatively with the appropriate monitoring and evaluation divisions (e.g. in the Department of Public Welfare) and other key informants, to collect data, analyze data, evaluate the scope and quality of protective services in Minnesota.
(Staff, Outside Services)

Task 3.F.3. Publish and disseminate findings of the study, with specific recommendations on methods for improving protective services in Minnesota. This study should especially address:

(a) Manpower and training needs among protective service workers

(b) Needs for legislative and policy reform

(c) Coordination of services, e.g. in referral methods, developing individual program plans and in providing support services to families

(d) Patterns and levels of funding

(e) Maintenance of individual rights, e.g. due process procedures, etc.

Task 3.F.4. Work cooperatively with the appropriate state agencies in developing plans for implementing the recommendations of the study. (Staff, Student Intern, Ad Hoc Committee, Resource Services)

Objective G: To coordinate efforts with other agencies to strengthen advocacy services for developmentally disabled people and other persons in need of such service.

Task 3.G.1. Participate in the study being conducted by Office of Human Services on the advocacy roles and functions of state governmental agencies, as well as review and comment on the recommendations they will be making in their report to the 1977 State Legislature.

Task 3.G.2. Coordinate plans and activities with an array of other advocacy agencies which are internal to state and local government operations, such as:

(a) Nursing Home Ombudsman (Office of Health Facility Complaints, Dept. of Health)

(b) Division of Vocational Rehabilitation Ombudsman

(c) Council on Aging Ombudsman

(d) State Hospital Patient Advocates

- (e) Corrections Ombudsman
- (f) The Health Concerns Advocacy Committee
- (g) The Human Rights Department
- (h) The Office of the Attorney General
- (i) The Office of Consumer Services
- (j) The Governor's Office of Volunteer Services
- (k) The Minnesota Foster Grandparent Program
- (l) The Minnesota Council on the Handicapped

and support efforts to coordinate, consolidate and strengthen their roles as "in-system advocates." Such coordination activities may include:

- developing common definitions of advocacy terms
- inter-committee representation
- sharing of plans, minutes, training materials and other information
- co-sponsorship of meetings, conferences and special projects, e.g. training
- combining efforts in public information/education activities

Task 3.G.3. Study and make recommendations regarding the implementation of federal and state legislative and other legal mandates for protecting individual rights:

- (a) Privacy Act of 1974, P.L. 93-579; 88 Stat. 1896.
- (b) Employment under federal contracts, Section 503 of the Rehabilitation Act of 1973, P.L. 93-112, regarding "affirmative employment."
- (c) H.F. 2041, Minnesota Chapter 275, 1976, relating to the elderly and handicapped; requiring the Board on Aging to recommend to the State Legislature no later than January 1, 1977, a proposed state policy for citizens dependent on long-term care and services.
- (d) H.F. No. 1993, Minnesota Chapter 211; Due Process Procedures in Education
- (e) Minnesota Patient Bill of Rights Act
- (f) Minnesota Hospitalization and Commitment Act
- (g) Minnesota Mental Retardation Protection Act, Chapter 208, H.F. No. 48.

Objective H: (Barrier Free Environment) Keep informed about and support activities throughout the state which relate to bringing about barrier free environment for handicapped people (e.g. buildings, recreational areas, transportation).

- Task 3.H.1. Monitor and provide technical assistance to the Zumbro Valley transit project funded through Developmental Disabilities. (Staff)
- Task 3.H.2. Continue to serve on 16b(2) Urban Mass Transportation Review Committee as required. (Staff)
- Task 3.H.3. If the State Council for the Handicapped receives a grant in this area, encourage Developmental Disabilities Planners, Council members to become involved in the effort. (Staff, Council)

SECTION III: DEINSTITUTIONALIZATION AND COMMUNITY ALTERNATIVES -

CLIMATE FOR CHANGE

Service Philosophy

The "philosophy" underlying long-term care and support for many groups of "less-able" citizens has changed markedly in the recent past. Up until only a few years ago, the standard policy response had been to provide long-term support in settings in which individuals having similar conditions and needs were grouped and separated from the community-at-large. In some cases, the rationale was attributed to supposed "economies of scale" in this form of service delivery; in other cases, public attitudes dictated that certain individuals needed to be sequestered from the community for the community's safety and welfare. Such care was, and is, often custodial in nature, with minimal attention given to fostering programming that stressed recognition of individual capabilities and potential, or addressed and assured that basic human and civil rights for individuals in such settings would be upheld.

The present "philosophy" of care and assistance that directs the course of all Developmental Disabilities programming at the national, state, and local level is embodied in the concepts of "normalization" and "individual program planning," and is encompassed in the goals of "deinstitutionalization" and developing "community alternatives."

The concept of normalization recognizes that many individuals having substantial developmental handicaps will increasingly benefit by participating in the rhythms and patterns of everyday life experienced by the community-at-large, rather than residing in a sequestered institutional setting. Consequently, they are entitled to a lifestyle that is as close to "normal" and "least restrictive" as their condition allows, and to assistance which will encourage self-sufficiency, maximum personal development and the opportunity as a citizen to contribute one's worth and value to the community. This assistance should be provided according to unique needs and potential, on the basis of individualized planning for the acquisition/maintenance of essential living skills.

Deinstitutionalization represents efforts to return institutionalized individuals who can develop necessary living skill to settings in which an array of community service alternatives necessary for their personal development (residential, educational, employment, protective services) are available. It also represents efforts to maintain individuals who have or can develop necessary living skills and are now residing in a community setting within that setting, rather than their entrance and residency in a state facility. Programming for those whose needs are best met in an institutional setting should have a corresponding emphasis on encouraging personal development in as least restrictive a means and setting as possible. The concepts of normalization, least restrictive environments, individualized program planning, and the emphasis on deinstitutionalization and developing community alternatives broadly characterize the thrust of DD programming efforts. All "planning," "influencing" and "evaluating" activities must be directed at these long-range service delivery goals.

The CAIR Report

In 1974, the Minnesota State Planning Agency/DD Planning Office received a grant from the National DD Advisory Council to carry out a project of "national significance." The Community Alternatives and Institutional Reform (or CAIR) Report produced under this grant focused on establishing an individual-centered process for planning and providing community services needed by individuals having a developmental disability as they progress throughout life. The report outlines the range of elements needed, and recommends necessary areas of expansion, development and coordination for the Minnesota system of services.

The CAIR Report is primarily directed toward meeting the needs of institutionalized individuals, most of whom are mentally retarded. While many of the basic outcomes of the CAIR Report are applicable to planning for all individuals having a developmental disability, there are many variations in the type and extent of services needed between and among the disabilities. In response to this concern, the State DD Council supported a study by the Minnesota Epilepsy League in 1975, entitled, "Analysis and Recommendations Regarding Needs and Services for Individuals with Epilepsy." This study outlines recommendations for various service agencies and organizations making decisions and developing plans/programs to provide services to individuals having epilepsy. Issues identified included information and education programs, health care services, education, residential alternatives, rehabilitation/employment efforts, legal services, insurability, transportation alternatives. Also, in 1975, the University of Minnesota was awarded a contract by the National Institute of Health to develop a "Comprehensive Epilepsy Program" for the State of Minnesota. The University is working in conjunction with the Mayo Clinic in Rochester to conduct research directed at better methods of diagnosing and treating epilepsy and developing means to carry out educational and community service programs.

The CAIR and Minnesota Epilepsy League Reports serve as tools to guide the State Council in carrying out further systematic efforts toward deinstitutionalization and developing community alternatives for individuals in Minnesota having a developmental disability. Council efforts also must be placed in the context of state legislative administrative/program developments regarding the structure and focus of the Minnesota human service delivery systems.

State Service Trends

A number of changes in the methods of human service delivery have taken place in Minnesota in the recent past. Primary among them are the strengthening of local service delivery capacity (in terms of responsibility and making available an increased array of services), the trend toward "community-basing" of services, and making state agencies more responsive through reorganization, advocacy/ombudsman efforts, inter-agency coordination.

The 1973 Legislature authorized establishment of human service boards on a county/multi-county basis. Boards are given the responsibility for planning, managing, coordinating and utilization and delivery of human services resources in the fields of health, welfare, corrections. They have authority to replace and supplant efforts of existing advisory boards and groups within a given locale in these particular service fields. They have responsibility for submitting an annual plan that indicates efforts taken to carry out such administrative and service integration.

The Community Health Services Act was passed by the Legislature in 1976. It gives boards of health (newly-created or existing) and human service boards general authority and responsibility to develop and maintain an integrated system of community health services, and to coordinate the provision of such services with the delivery of "personal," "institutional," and related "human services." Planning grants are available on the municipal/county/multi-county basis to undertake planning efforts directed at such integration.

The Office of Human Services was established by Executive Order in 1975. Formation of this Office was an outgrowth of the findings from a number of studies and reports dealing with the management and delivery of human service in Minnesota at the state and regional level. Major activities deal with a follow-up on the evaluation of human service boards' operations (and to provide continued support to the boards), and to study and recommend possible reorganization patterns for the state's delivery of human service (primarily administrative, in areas such as consolidation of licensing functions, coordinating advocacy activities, standardizing reporting forms and information systems, budget integration). The Office is to report its findings to the 1977 Legislature.

The Minnesota House of Representatives established a Select Committee on Deinstitutionalization in 1976. This Committee has the broad objective of obtaining information for making short-term and long-term recommendations to the House during the 1977 session. Specific areas being reviewed include characteristics of populations being served, ranges of costs involved, quality of care, responsibility for provision of care, quality control mechanisms. The House and Senate also formed Select Committees on Nursing Homes which reported in 1976 on major issues dealing with the long-term care provided in the state.

The Department of Administration in 1976 is carrying out an interdisciplinary evaluation of state expenditures under the Medicaid program, with particular attention being given to use of such funds for deinstitutionalization efforts (primarily in facilities for individuals who are retarded, reimbursed under Social Security Title XIX, ICF-MR).

Developments continued to occur in the Welsch v. Likins case, which was initiated in 1973 and is being heard in the U.S. District Court for Minnesota. It deals with the quality of care being provided for residents of Cambridge State Hospital (particularly in the areas of staffing and inadequacies in the physical plant). Initial findings directed the Dept. of Public Welfare to make certain improvements at the Hospital; subsequent findings involved compliance with the initial Court Order, and a controversial finding in 1976 directed the state Legislature to allocate certain funds to the Department to carry out the required improvements. Disposition of this case will have substantial impact on the quality of care for all individuals having a developmental disability who reside in state facilities at present.

As highlighted, the issues of deinstitutionalization and developing community alternatives are receiving increased public comment, inquiry, and policy development in Minnesota, and these issues will be of major importance during the 1977-1979 Biennium. Within the context of legislative/administrative/ program developments directed at the structure and focus of human service delivery systems in the state, the DD Council will carry out the following planning efforts, in accordance with its basic responsibilities under the DD Act:

FY '77 WORK PROGRAM: COMPREHENSIVE PLANNING - STATE AND REGIONAL (TASK GROUP I)

GOAL I:

The Council will gather basic "needs assessment" information and utilize it to produce a State Plan outlining the characteristics and resources required for a comprehensive, coordinated system of services to meet the long-term needs of persons in Minnesota having developmental disabilities. This State Plan format will be consistent with federal guidelines for plan development, and regional participation and input will be sought. The Plan will identify priority issues in service development/coordination which will then form the basis for subsequent Council work programming efforts.

Rationale and Comments: The essential purpose of the Developmental Disabilities Act is to provide funds for each state to improve and coordinate the provision of comprehensive, long-term services for persons who have developmental disabilities. State planning grants are provided to foster planning capacity that will facilitate the orderly development of a comprehensive, coordinated system of necessary services.

Recent amendments to the program's enabling legislation give each state Council explicit responsibility for fostering such planning and programming capacity. Councils are to oversee information-gathering efforts that will yield an appropriate and sufficient basis upon which concrete goal- and objective-setting (that supports and rationally justifies expenditure of developmental disabilities funds) can be undertaken. If the developmental disabilities planning and service coordination concept is to remain viable, Councils must demonstrate the capability to gather such information, perform the necessary evaluation and utilize such analyses as the foundation for their work activities.

The Minnesota Developmental Disabilities Program has many of the components necessary for fulfilling the kind of planning/programming responsibility with which it is charged. It has recently developed a philosophy and mission

statement that outlines essential long-term goals for the Minnesota program. It produced the CAIR planning study, which focused on major considerations necessary in developing an individual-centered process for providing long-term services and assistance for many individuals having developmental disabilities. It supports regional planning programs directed at developing and coordinating necessary services at the local level. It has provided support to undertake studies directed at estimating the incidence and prevalence of developmental disabilities in the state. It will support a follow-up survey of persons who have left state institutions and returned to community settings. It has historically had a strong emphasis on advocacy and is currently undertaking efforts to develop a statewide plan for advocacy services under Title II of the Developmental Disabilities Act.

While the Council has supported the development of many of the necessary planning components and undertaken many of the necessary activities, there are additional important issues that must be addressed. For example, the Council must carefully and explicitly define a set of basic issues that will clearly outline the scope of its programming and work efforts, such as:

-are there other conditions beside those basic ones identified in the legislation that should be included under the developmental disabilities concept in Minnesota?

-how is "substantial handicap" defined for programming in Minnesota?

-what are the kinds of alternate service responses required for the various disabilities, and for levels of "involvement" with them? How are they similar, how are they dissimilar, in terms of service requirements? What is the resulting outline for a "comprehensive service delivery system" for persons in Minnesota having developmental disabilities?

A systematic, management-by-objectives process is currently employed in developing and implementing annual Council work programs. However, basic "needs assessment" data upon which work programs can be more rationally developed is presently not available. To orient each state toward obtaining the information appropriate to carrying out its planning and programming responsibilities, the Federal government has been developing a format for collecting and processing such basic information. This approach, known as the Developmental Disabilities Evaluation Information System (DDEIS), was produced by the Economic Manpower Corporation, and in all probability, states will be required to use this system for planning efforts in subsequent years. Its implementation is being tested by most of the state programs, and the Minnesota program can benefit by using the general format to organize and analyze needs assessment data as a basis for developing the State Plan.

There are many other sections of the work program that call for similar or identical information to that required for assembling the State Plan. For example, in order to address any of the areas listed under "increased services" (Task Group VII) or "special studies" (Task Group VIII) task groups, each of these activities has to begin by assessing the current status of programming and available resources in relation to the need for such resources. Similarly, information to accomplish the task activities related to highlighting funding resources logically should be performed as data are gathered from various sources, in various service areas, for the Plan's develop-

ment. The "personnel and training" task group (IX) is another element that logically should be integrated with State Plan development efforts. Work program elements, consequently, need to be timed to integrate with State Plan development efforts, if optimal use of staff, Council, and other resources is to occur.

STATEMENT OF WORK

Task 1.1. Constitute an ad hoc "plan development committee." (Chairperson)

Task 1.2. Using the federal regulations and the Developmental Disabilities Evaluation Information System approach, prepare a detailed, written work program of the sequence of tasks necessary to produce a guideline of characteristics and resources required for a comprehensive, coordinated system of services to meet the long-term needs of persons in Minnesota having developmental disabilities. This work plan will include the following major components:

- (a) an evaluation and resolution of basic definitional issues that will outline the scope of Developmental Disabilities planning and programming in Minnesota.
- (b) according to the preceding definitions, gathering and analyzing basic data on the number of individuals having developmental disabilities - the type and degree of disability, potential for individual growth and development, current status - and information on the incidence of developmental disabilities.
- (c) an evaluation of this "needs assessment" information data in terms of models of "service delivery" required for various types and levels of disability - these scenarios will be both comprehensive and long-term in scope.
- (d) an assessment of resources presently available to address these requirements for service (in terms of present and projected capacity, utilization rates), and an identification of unmet service requirements (or "gaps" between present and projected capacity, utilization rates).

Related programming materials, such as the Council's Philosophy and Mission Statement, the CAIR Report, regional planning guidelines and activities will be integrated into plan development efforts.

Task 1.3. Once detailed, written outline of tasks and sequence of work activities has been prepared, this document will become the Task Group I component of the Council program. (Staff, Committee)

Task 1.4. Proceed with work outlined in Task Group I's amended work program (Staff, Committee, Outside Services, Council), making a particular effort to seek involvement and support from appropriate service agencies. Periodically report to the Council on progress of development.

The Incidence and Prevalence of the Developmental Disabilities in Minnesota

As the Council carries out its plan development effort, it will be necessary to precisely identify the incidence and prevalence of the developmental disabilities within Minnesota. A number of important activities can be involved in this process.

The Comprehensive Planning Task Group (Task Group I) will outline and prepare for Council review recommendations regarding:

- whether conditions besides those identified in the Act should be included in the definition of a "developmental disability" in Minnesota
- how "substantial handicap" is defined for the various conditions.

Using these definitions, incidence and prevalence rates will be applied to basic state population figures and trends. In terms of the state population information to be used, the State Demographer (who is located in the State Planning Agency) issued a report in 1975 entitled, Minnesota Population Projections: 1970-1990. This report analyzes population growth and migration trends in the state's regions, and is a definitive base upon which both state and regional DD planning efforts are being developed.

In terms of incidence and prevalence rates, there are two resources that will be employed. One of the most common and least costly methods for estimating the baseline population is to use available national prevalence rates for persons having a developmental disability. Because these prevalence rates are based on national data, it is understood that the larger the population base to which they are applied the more accurate the baseline estimates are likely to be.

DD Prevalence Rates

DISABILITY	PREVALENCE RATE
Mental Retardation	3% 1
Cerebral Palsy	.4% 2
Epilepsy	2% 3
Autism	.035% ⁴
Dyslexia	1% 5

Sources for these figures are:

¹President's Panel on Mental Retardation estimated in 1972 that 3% of the population is mentally retarded. This figure is high for children below age 10 years and adults over 18 years. A 1% figure is more accurate for these age brackets. Additionally, the prevalence of mental retardation by degree of retardation was estimated by the President's Panel as:

Mild	86.7%
Moderate	10.0%
Severe	3.3%

- ²A United Cerebral Palsy Association publication, 1971 Campaign Publicity Manual, estimated that .4% of the population has cerebral palsy.
- ³The Epilepsy Foundation of America estimates that 2% of the population has epilepsy. The Minnesota Epilepsy League's report on needs and services for persons with epilepsy cites a number of prevalence studies done in the recent past, with figures varying between 2% to 6%, depending on the severity and recurrence of seizures.
- ⁴Rimlin, Bernard. Infantile Autism, N.Y.: Appleton/Century Craft; and Wing, Dr. Lorna, DPM, MD. Child Apart - Autistic Children and Their Families, Slough Bucks, England: Denile Ltd., 1973.
- ⁵Bureau of Education for the Handicapped, Office of Education, estimates that 2.5% of school-aged children are learning disabled. Only a portion of this 2.5% is included in the developmental disabilities population -- only those who have dyslexia related with mental retardation, cerebral palsy, epilepsy, or autism. The 1% prevalence figure which is cited above is an estimate to be used until a more definitive prevalence rate is available.

More precise figures may be obtained from the "Statewide Incidence/Prevalence Survey of the Disabled," which is currently being undertaken by Dept. of Education/Division of Vocational Rehabilitation. A number of agencies (one primary one being the state DD Council) provided financial and programmatic support to enable the Division to carry out a statewide survey directed at more precisely identifying the incidence/prevalence of disabling conditions, identifying the character of services and assistance rehabilitation agencies should be providing (particularly the Division of Vocational Rehabilitation), and incorporating the study into a statewide needs assessment program. Basic information on utilization of health and medical services is also being obtained throughout the state. This study is in an advantageous position in that surveying is being done from the standpoint of an individual's ability to function (physically and mentally) in various activities (home, school, work, general community). Results, consequently, will provide a survey profiled along the lines of "functional ability/disability" in Minnesota.

Statewide Needs Assessment Survey and Conferences

The Minnesota State Council for the Handicapped plans and sponsors a biennial conference regarding the concerns and needs of Minnesota citizens who have handicaps. The Council is also responsible for providing input on these needs to the first national White House Conference on Handicapped Individuals, to be held in May, 1977.

To fulfill both of these responsibilities, the Council for the Handicapped is carrying out regional conferences around the state to obtain consumer input regarding health, education, economic security, recreation, social service needs, and the special needs of handicapped children and the multiply-handicapped. With the support of the state DD Council, a survey is also being administered to approximately 14,000 individuals and organizations throughout the state that will address many of these same issues. The results of the various regional conferences and responses to the needs assessment survey will become the "1976 Statement of Needs of Minnesota's Citizens with Disabilities." The Statement will help to inform advocacy efforts in

Minnesota, serve as a resource document for the Governor and the State Legislature, and will become baseline information upon which to evaluate future service planning/development efforts for persons in Minnesota who have a developmental or other disability.

The Incidence of Economic Disadvantage

State population information will be analyzed for services available and rate of utilization in areas designated as "economically disadvantaged." In terms of specific planning efforts identified to date, the DD Council in Regions 1/2 (Northwest) have included in their FY '77 work program an element dealing with the service delivery occurring in areas designated (by Census and other indicators) as being "economically disadvantaged," greatly affecting migrant worker families. Region 1/2 has requested assistance from the DD Planning Office in undertaking this effort, and other regional Councils may identify similar efforts requiring analysis in their locale.

Service availability for individuals and families who are "economically disadvantaged" will also be analyzed, as a function of eligibility characteristics involved in various service programs. This analysis will be an integral component of the review to be performed on major federal/state/local program resources.

Service Characteristics

Statistics from the state agencies providing direct services - primarily the Departments of Education, Health and Welfare - will be evaluated to indicate:

- the federal, state and local resources that can be used to develop and provide necessary services
- the number of individuals having a developmental disability who are receiving services, the character and extent of these services, indices of quality used to evaluate the effectiveness and appropriateness of services being provided
- trends in the distribution of service resources.

The DD Act requires that service characteristics for particular federal programs be analyzed in terms of impact on persons having a developmental disability:

- Vocational Rehabilitation, (Vocational Rehabilitation Act), Education for the Handicapped (Education for the Handicapped Act, Title VI): Dept. of Education
- Public Assistance (Social Security Titles IV, XVI), Medical Assistance (S.S. Title XIX), Social Services (S.S. Title XX), Mental Health (Public Health Service Act): Dept. of Public Welfare
- Maternal and Child Health (S.S. Title V), Crippled Children's Services (S.S. Title V): Dept. of Health
- Health Systems Planning (Public Health Service Act: Title XV): State P Planning Agency

The character of resource distribution under these programs will be placed in the context of the general organization and structure of the service delivery network in Minnesota, in order to give a more comprehensive perspective of how resources from various levels of government interact in the delivery of necessary services.

Individualized Program Planning

As outlined in the CAIR Report, individualized needs assessment and program planning is at the heart of efforts to move many persons having a developmental disability who now reside in institutional settings into community settings (as well as maintain those who currently reside in the community). The rationale behind such planning is based on the recognition that since each person with a developmental disability has particular needs and potentials, programming to meet such needs must be done on an individualized basis and be dynamic in nature - fostering an individual's long-term development, geared to an individual's pattern of growth. Such planning entails the periodic evaluation of an individual's behavioral, physical, and physiologic skills and status. Based on this assessment, a program of developmental goals using a complement of community service resources are laid out for an individual to pursue. The outcome of such programming is to assist an individual to achieve his fullest capabilities. Periodic plan review indicates whether the individual is progressing toward personal goals, and if the assessment is positive, this status is acknowledged by placing the individual in increasing independent surroundings and lifestyle, whenever possible. The individual's right to a "least restrictive" living environment, to achieving maximum self-sufficiency, and to participating and contributing to the community are the ultimate goals being sought.

Title II of the DD Act addresses the requirement that Councils review the status of individualized program planning within the respective states - the extent of utilization, the content and process by which plans are developed, the periodic review of status under the plans. Local welfare organizations - Area Mental Health/Mental Retardation programs and county welfare departments - are the organizations involved in developing residential planning capacity in a locale. Area MH/MR programs are responsible for determining the level of need for community-based residential services within their jurisdiction (number of facilities, levels of programming) and assisting in designing individualized program plans. County Welfare departments are responsible for carrying out these plans, periodically evaluating programming and placement appropriateness. The CAIR Report has been adopted as a general policy guide for addressing priority issues in local service development. Assessment tools, such as the "Minnesota Developmental Programming System" (which was developed at the Outreach Training Program at the University of Minnesota in 1975, with support of the Social and Rehabilitation Service of the U.S. Department of Health, Education and Welfare) are employed in the plan development process.

The status of individualized program planning activities carried out by the Dept. of Public Welfare and other service agencies will be reviewed by the Council during FY '77, as a work program activity of either the Comprehensive Planning, or Advocacy Committee.

Service Categories

As outlined in the DD Act and in the Evaluation/Information system to be tested during FY '77, the services provided for individuals having a

developmental disability may be grouped into sets of broad, functional activities. These categories, when cross-referenced against the resources being distributed by agencies under various federal/state/local supports, should provide a functional overview of the components in comprehensive service delivery systems for individuals having a developmental disability, and identify how these components interact.

The broad service categories are:

CLIENT SERVICES

Direct

- Residential
 - domiciliary care (as in institutional arrangements)
 - special living arrangements (as in community-based, homelike units)
- Day Activities
 - Day activity/work activity
 - Employment (sheltered, and regular)
 - Education/training

Support

- Identification
 - diagnosis/evaluation
- Treatment
 - medical/dental/special (such as occupational therapy, physical therapy)
- Case Management
 - counseling
 - protective/socio-legal (such as protection/guardianship efforts)
 - follow-along
 - information/referral
- Family/personal
 - transportation
 - recreation/leisure activities
 - "citizen" advocacy

COMMUNITY SERVICES

- Public information/education/awareness
- Training of service delivery personnel
- Community organization
- Program evaluation

These categories will be used to provide a broad overview of service components in Minnesota, and state DD Council activities taking place in each area. As comprehensive guideline/plan development efforts take place in FY '77, the information in these service components will be expanded and refined, building upon the basic information outlined in each area.

CLIENT SERVICES

RESIDENTIAL SERVICES: Domiciliary Care, Special Living Arrangements

Residential accommodations represent the core around which community-based service systems and improved programming in state facilities are developed. These two types of accommodations can be referred to as "special living arrangements" and "domiciliary care," respectively.

A comparison of the number of retarded individuals who have resided in state facilities within approximately the last 10 years shows the definite trend toward reduction in the institutional population, and a corresponding increase in the number of individuals receiving support and assistance through a range of community care options. The October, 1975 Monthly Statistical Report of the Dept. of Public Welfare⁽¹⁾ indicates that there were approximately 6,000 individuals who are retarded who were residing in state facilities in 1965; in 1975, the figure had dropped to approximately 3,400. Correspondingly, the Licensing Section of the Dept. of Public Welfare⁽²⁾ indicates that as of mid-1976, the capacity of community-based facilities licensed under the Department's "Rule 34" (community facilities for the retarded) was projected at serving approximately 2,720 individuals, with capacity for serving approximately 430 more individuals in the process of receiving licensure approval, and capacity available for serving approximately 290 individuals in facilities licensed for both "Rule 34" and "Rule 80" (facilities for the retarded, and handicapped).

There are 9 state facilities which have provided services for individuals in Minnesota who are retarded:

Brainerd State Hospital
Cambridge State Hospital
Faribault State Hospital
Fergus Falls State Hospital
Minnesota Learning Center
Willmar State Hospital

Special Units:
Mental Retardation Program,
Moose Lake State Hospital Campus
Minnesota Valley Social Adaptation Center,
St. Peter State Hospital Campus
Rochester Social Adaptation Center,
Rochester State Hospital Campus

Additionally, long-term services for individuals who are retarded, or have one of the other developmental disabilities (or multiple-handicaps) have historically been provided in care facilities such as nursing homes. As cited previously, the issues of developing state policies regarding the use of state facility resources and personnel as resident populations continue to decline, alternatives to care in long-term facilities (including nursing homes) and the cost implications of various policy developments that may be selected will be major issues the State Legislature will address in 1977. The State Council will actively participate in these discussions.

Community Residential Components

There are many components involved in developing a range of community-based residential alternatives for individuals having a developmental disability. Residential options extend from in-home family support, to foster care arrangements, respite care services to development of small and homelike units in

¹Monthly Statistical Report - Minnesota State Public Welfare Institutions and Retardation Guardianship Service," Department of Public Welfare, October, 1975.

²Conversation with the director of the Licensing Division, Department of Public Welfare, June, 1976.

neighborhood settings. Characteristics of the "residential service system" include the following resources:

- In-home support: The Legislature authorized \$250,000 in 1975 to carry out a pilot project testing the feasibility of providing in-home support for individuals who are retarded. Approximately 50 families will participate in this project, being administered by the Dept. of Public Welfare.
- Facility Licensing process: The Dept. of Health licenses facilities under "Supervised Living Facility" (SLF) standards for structural/environmental elements. The Department also conducts "certification" reviews under the Social Security Title XIX (ICF-MR) program.

Evaluation of programmatic elements is performed by the Dept. of Public Welfare, under "Rule 34" (facilities for the retarded) and "Rule 80" (facilities for the physically handicapped). "Rule 52" is the reimbursement standard used to provide "per diem" support for facilities certified under ICF-MR standards. Legislation passed in 1975 fostered "Rule 40," which a) establishes a state-wide standard for acceptable-sized community-based facilities for the purpose of municipal zoning and outlines location characteristics for facilities in a neighborhood, and b) establishes a review phase in the licensing of facilities for the retarded that will assess the availability of support services necessary to carry out individualized programming for facility residents.

The "Technical Assistance Project" (or TAP) operates through the Mental Retardation Division of the Dept. of Public Welfare (programming support has been provided since its beginning in 1973 by the Social and Rehabilitation Services/U.S. Dept. of Health, Education and Welfare). This project provides assistance to individuals and groups interested in developing a community-based facility: a manual and related materials dealing with the components of the development process, assistance in meeting federal requirements for certification under Title XIX-ICF-MR, assistance in developing and evaluating individual program plans.

- Facility support: The State Housing Finance Agency received Legislature authorization in 1974 to support mortgages for homelike facilities for persons having a developmental disability. (A maximum of \$10,000,000 bonds may be issued in support.) Legislation in 1975 also authorized grants to support construction and start-up costs for facilities serving individuals who are retarded and/or have cerebral palsy. \$450,000 was allocated to the Dept. of Public Welfare for these grants. Funds are also available under the "Section 202" program of the federal Community Development Act of 1974 to support long-term mortgages. The Area Offices of the U.S. Dept. of Housing and Urban Development and the State Planning Agency/Office of Local and Urban Affairs jointly coordinate this program.

DD Grant and Work Program Activities

Three service grants supported by the DD Council in 1975-76 directly relate to residential service options:

- Statewide Information and Referral System (Association of Residences for the Retarded in Minnesota: ARRM). This project developed a register of openings available in community-based residential facilities throughout the state. The register is a central source of placement information concerning residential programs for persons having a developmental disability. The system maintains current listings of available openings and current descriptions of programs and services provided in public and private residential facilities throughout the state. The system also maintains records of requests for residential service, including demographic and developmental data. These data serve as a guide for future development of community-based residential facilities, based on known need and location. Monthly information bulletins containing information relative to openings in facilities, new programs being developed, and new facilities opened are published and disseminated. The service is being transferred to the Dept. of Public Welfare as an integral component of its residential placement activities.
- Community Living Project for Mentally Retarded Persons (Clearwater Day Activity Center, Inc.) The emphasis in this project was on setting up two apartments to be occupied by retarded persons (two per apartment) as a transitional step between supervised and independent community living. The apartments were located in a group home built with local funds and donations made prior to the beginning of the grant. The project staff administered the group home, which housed eight retarded adults. Other facets of the project included a parental relief system and emphasis on improving the sociability of the persons in the apartments and the persons participating in the respite care program.
- The Phoenix Project (Phoenix Residence, Inc.) The emphasis in this project was on addressing the special living conditions required in a community-based residential facility serving multiply-handicapped individuals. This grant supported planning activities directed at organizational and fund-raising issues, coordinating facility design, licensing, site location, construction, staffing plans, resident selection activities. Since the development of a "barrier-free" community-based residential facility was a unique undertaking and many delays were encountered, the project received second-year continuation support from the DD Council to enable the program to proceed with planning and development. The project is preparing a manual that can be used by individuals and groups interested in developing a similar facility to familiarize them with major processes and consideration involved in undertaking such a project.

Besides the Phoenix Project, two additional grants related to residential options were selected by the DD Council to operate during FY '77:

- Independence for Impaired Individuals (Independence for Impaired Individuals, Inc). This project will develop two "intermediate" housing units owned, managed by, and housing persons having a developmental disability; these units will be patterned after an existing project developed by the III. A manual will be prepared which will outline funding and development issues involved in operating the existing and newly-developed units.

- "Development of Alternative Residential Facilities for the Mentally Retarded" (Polk County Group Homes, Inc.) This project is directed at supporting development of program planning capacity by the staff of a set of community-based residential facilities. The project will review the merits of various assessment tools that are used to design and conduct individual program planning.

FY '77 WORK PROGRAM: INCREASED SERVICES/COMMUNITY RESIDENTIAL SERVICES
TASK GROUP VII)

During FY '77, Requests for Proposals will be developed and initiated in the following residential services area:

B. COMMUNITY RESIDENTIAL SERVICES FOR INDIVIDUALS HAVING DEVELOPMENTAL DISABILITIES

I. Options for Individuals Having Severe Physical Disabilities

Efforts at developing community support arrangements as alternatives to institutionalization must focus on making available and accessible an array of community services for persons with developmental disabilities and central to this focus must be consideration of the residential arrangements to be utilized. Many community-based group homes have organized and are successfully providing services at present - - in a number of cases, a certain amount of their "success" may be attributed to the facility's focus on serving ambulatory individuals. There are other individuals having a developmental disability who could reside in a community setting but whose physical handicaps may require "adapted" surroundings. The nature of these disabilities may require long-term placement in such surroundings; and nursing homes may provide the only residential accommodations "accessible" at present.

The barriers to "community-based" residency in these cases are twofold: obtaining financial support to carry out such efforts, and designing, constructing, and/or rehabilitating facilities that are appropriate for individuals with substantial physical handicaps. Many current construction and programmatic aides are not applicable: For example, the Housing Finance Agency has a bonding program that supports development of homelike community-based facilities for persons having a developmental disability, but because the bonds are revenue bonds (and a project must be able to support itself), facilities must have ready selling potential in the housing market, so projects close to typical single-family home designs are sought. Similarly, the major federal reimbursement mechanism, Social Security Title XIX is for Intermediate Care Facilities for the mentally retarded, a medically-oriented type of programming. For an individual who is not retarded, but physically handicapped and requiring an adapted environment (but not medical assistance), Title XIX support is likely to be considered inappropriate.

The element of accessible environment is the other vitally important issue. Physical disability is an individual condition, depending not only on the nature of the condition per se, but how an individual chooses and is

able (through various types of supports) to adapt to his surroundings. Because of this factor, there is no one "barrier free" environment, but many types and kinds. Design standards for construction and rehabilitation of facilities, consequently, need to be tailored to the varying demands that individuals with varying levels of functional ability will place on their residential environment. A major component of total cost outlays for developing or rehabilitating facilities that will serve severely handicapped individuals involves designing architectural plans that comply with required structural and safety standards yet are homelike. There is a need for information on design expertise available in this particular field, and resources invested in an information-gathering/design development effort would not only reduce the cost for developing a community-based facility for the more severely handicapped, but would be of great benefit for many individuals having similar types and levels of functional disability (such as the elderly) in general community settings. A project of this type should be undertaken with other interested parties in order to consolidate activities and carry out a broad-based effort.

II. Options for Individuals Having Severe Behavioral Disabilities

Due to particular behavioral conditions, placement in community-based programs of certain individuals with developmental disabilities may not be feasible at this time. Such inability in large part may be attributable to lack of knowledge, skills and expertise possessed by service personnel in developing appropriate treatment programs. Consequently, specialized training and treatment efforts, distinct from those individualized program planning techniques currently used in institutional and community-based residential facilities, must be developed if residential programs (both institutional and community-based) will be able to accommodate an increasing number of individuals having developmental disabilities.

- Task B.I.1. Explore the possibility of a joint undertaking by the Developmental Disabilities Council and other appropriate agencies directed at developing a central information bank of materials on residential design standards and examples for facilities serving physically less able individuals.
- Task B.I.2. Depending on the outcomes of the information-gathering effort, explore the possibility of using these materials to prepare a resource book of architectural schematics for the components of a residential unit (living room, bathroom, etc.), based on various levels and types of functional disabilities. A number of differing design components would be prepared for each area of a living unit: this booklet, in effect, would be "modularized" so that differing designs of living unit components could be utilized as necessary (in some cases, perhaps only modification of a kitchen would be necessary, in other instances, a whole environment might need to be rehabilitated or constructed).
- Task B.II.1. Develop a Request for Proposal to provide one to three programming grants for projects dealing with training and/or treatment of individuals having severe behavioral disabilities. Such proposals will be for literature/research review, development of staff training programs, and development of actual training/treatment programs.

FY '77 WORK PROGRAM: SPECIAL STUDIES/LAWS AND REGULATIONS SUMMARY
(TASK GROUP VIII)

The Council will additionally undertake the following special study:

Objective C: To develop a written report of laws and regulations affecting community based facilities and services for developmentally disabled persons.

- Task 8.C.1. Summarize laws and regulations.
- Task 8.C.2. Draft written report.
- Task 8.C.3. Submit to Governmental Operations Committee and agency personnel for review.
- Task 8.C.4. Revise draft.
- Task 8.C.5. Print and disseminate report.

DAY PROGRAMMING: Day Activity/Work Activity, Sheltered/Regular Employment, Education/Training

The Dept. of Education (Special Education, Vocational Education, Vocational Rehabilitation Divisions) and the Dept. of Public Welfare (Community Services Bureau) are the main agencies coordinating day programming for individuals having a developmental disability.

Day Activity

Daytime activity centers are organized by public and private community groups to provide skill development/training opportunities for individuals who are retarded and unable to attend special education classes offered in the public schools. Federal/state and local resources are mingled together to support these facilities under a grant program administered by the Dept. of Public Welfare. "Work activity" programs are a cooperative effort between the Dept. and the Division of Vocational Rehabilitation to extend limited federal and state funds for adapted employment opportunities by setting up paid work activity programs within day activity center programming. Legislative appropriation provides transportation supports as a component of "DAC" programming.

Employment Counseling, Adapted Employment

The Division of Vocational Rehabilitation provides diagnosis, counseling/guidance, follow-along and training services for individuals having a physical or mental disability who can be expected to benefit from rehabilitation services. "Sheltered workshops" employ individuals having disabilities in positions scaled to their performance ability. Workshop programming is coordinated at the state level by the Division, and at the regional level by area offices. Efforts are also being carried out through various pilot projects to extend employment opportunities into regular work settings, by developing incentive and coordinative mechanisms and financial supports that will make available adapted employment opportunities in regular industry.

Education/Training

Provision of special education programs in each school district is now mandatory in Minnesota, whether by the district, or by purchase of services from a neighboring district. School districts are also to provide special education services for children in parochial schools on a shared-time basis. "Special education regional consultants" assist school districts in coordinating and providing services for handicapped children.

Recently-enacted "due process" regulations formalize the procedures to be utilized regarding inquiries into testing/placement of students in special education classes. Under these regulations, the State Board of Education has been required to adopt rules which insure that all handicapped children are provided appropriate instruction and services; that such children and their parents are guaranteed procedural and substantive safeguards in identification, assessment and placement of handicapped children; that to the maximum extent feasible handicapped children are to be educated with normal children; that testing materials are not discriminatory; that the rights of parents and children are protected; and that a hearing procedure is established.

There is now a uniform school age provision mandating that education be provided to children who are mentally retarded, emotionally disturbed or learning disabled at age 4 (which is currently the case for hearing impaired, physically handicapped and blind children). The new mandate becomes effective on August 15, 1977.

State aid is available to support permissive summer programs for handicapped children, as are certain supports for school districts to provide transportation services for handicapped students.

The Vocational Education Division administers the federal Vocational Education Act, and individuals having a developmental disability are specifically included in this program under the definition of "handicapped," which includes mentally retarded, physically handicapped, or other health-impaired persons. Possession of a medical condition or "label" does not automatically mean that vocational education personnel will also perceive the person as handicapped, though. An individual is considered "handicapped" only if the manner in which his condition manifests itself is likely to influence his performance in his chosen vocation. Thus, a paraplegic who wishes to become an accountant would not be regarded as "handicapped."

There is specific recognition of the special educational needs of the handicapped, and provisions are made to insure that the handicapped will receive services in the form of modified regular programs, or in special vocational programs designed only for the handicapped. (For example, there may be services provided in a sheltered workshop.) Educational services include vocational instruction, guidance and counseling and special education services including remedial instruction, skills training, transportation as well as special educational equipment, services and devices. Vocational Education often works cooperatively with the Division of Vocational Rehabilitation and Special Education.

DD Grant and Work Program Activities

During 1975-76, the DD Council supported three service grant projects involving day programming services:

- Minn DACA Evaluation Project (Minnesota Day Activity Center Association). The purpose for this project was to develop an instrument for evaluating day activity center programs. During the first year of operations, the project planned and developed the instrument. The "DAC Evaluation System" is composed of four parts: the Instrument, the Survey Team, the Rating Key, and the Recommendations Panel. An Implementation Committee to guide DAC Evaluations Services, Inc., the private non-profit corporation which will administer the DAC Evaluation System, was established. A booklet summarizing the field test results of the DAC System was disseminated. Discussions between DAC Evaluations Services, Inc. and the Dept. of Public Welfare regarding the implementation of the system were initiated.

The project addressed the need expressed by many agencies and groups regarding DAC evaluation. After the system is ready for use and a contract is finalized with the Welfare Dept., Minn DACA expects to be able to evaluate all DAC's in the state over a two-year period. Perhaps the most important aspect of the evaluation system is that it has been specifically designed to educate DAC personnel, as well as evaluate them.

- A Cooperative Work Procurement Project for Sheltered Workshops in Northern Minnesota (Duluth Sheltered Workshops, Inc., et al.) This project involved six workshops covering the northern half of the state who entered into a cooperative agreement to procure contracts from federal, state, and local governments, as well as from private industries. Project operations were curtailed, due to conflicts between contract procurement efforts under the Wagner O'Day Act (for sheltered workshops) and the Small Business Act (which affects minority businesses). The project made new commodities available to workshops and DAC's throughout northern Minnesota, and the cooperative spirit of the participating rehabilitation facilities also helped eliminate a measure of under-bidding on contracts. The cooperative effort should continue to help alleviate the work shortage problem in the area.
- Region Six Cooperative Work Activity Program (Glacial Ridge Training Center, et al.) This work activity center program was the first of its kind in a rural community, and it helped to fill the gap between day activity and sheltered workshop efforts. It served severely retarded and multiply-handicapped individuals, and one very important facet of its operations was the effort made to integrate state hospital residents with non-institutionalized community residents during the work day. The project also developed a curriculum of resources dealing with work-related issues (e.g., time concepts, money management, appearance, work behavior, attitudes) to supplement actual work experience.

Three grants related to day programming were selected by the DD Council to operate during FY '77:

- Brainerd Area Sheltered Employment Services (Region Five Office, Division of Vocational Rehabilitation). This project will test the feasibility of developing long-term job sites in business and industry for persons having a developmental disability. Developing this

concept extends the continuum of "adapted" employment options that can be used by a community, and in this case responds to a real local need for employment services.

- Comprehensive Training Program for Persons Involved with the Developmentally Disabled in Region 10 (Rochester Social Adaptation Center). The purpose for this project is to provide behavior skills training workshops in the community for parents and paraprofessionals, and follow up these sessions with individualized, in-home consultation. An important outcome of this project will be to use the resources of the state hospital to serve service needs of the community.

- In-Home Training and Support Services for Autistic Children and their Families (Minneapolis Public Schools/National Society for Autistic Children, Twin Cities Chapter). This project will be directed at providing parental support in conducting in-home behavioral/sensory training for children having autism. The objective will be to equip parents with skills to carry out training activities on their own.

FY '77 WORK PROGRAM: INCREASED SERVICES/WORK OPPORTUNITIES IN COMPETITIVE EMPLOYMENT (TASK GROUP VII)

During FY '77, an RFP will be developed and initiated in the following day programming area:

C. WORK OPPORTUNITIES IN COMPETITIVE EMPLOYMENT

The 1973 Vocational Rehabilitation Act and its 1974 Amendments emphasize the provision of services to severely handicapped persons. In addition, Section 503 of this Act requires the employment and advancement in employment of qualified handicapped persons by agencies which receive federal contracts of more than \$2,500, Minnesota law prohibits discrimination in employment because of physical or mental disability. These laws in theory at least should increase employment opportunities for handicapped persons. However, employment of severely handicapped persons in competitive employment requires careful matching of employee to job (sometimes requiring special equipment or arrangements) and informing the employer of the capabilities of persons with developmental disabilities. Obtaining jobs for persons having developmental disabilities is consistent with the principles of deinstitutionalization, normalization and least restrictive alternatives outlined in the Council's Philosophy and Mission Statement.

- Task 1. Monitor and provide technical assistance to the Brainerd Area Vocational Rehabilitation Project funded through out office for F.Y. 77 which is designed to place developmentally disabled persons at work stations in competitive employment situations. (Staff)

- Task 2. Consider projects offering competitive employment opportunities to persons with developmental disabilities through a request for proposal.

IDENTIFICATION/TREATMENT: Diagnosis/Evaluation, Medical/Dental/Special Services

Provision of diagnosis/evaluation and early periodic screening services is coordinated by the Dept. of Health. Crippled Children's clinics are located around the state to perform diagnosis/evaluation services for individuals under 21 who have or may have a handicap. Special clinics are available in the areas of audiology, facial-dental, cardiac, otological (conditions of the ear, and ear/nose/throat), school diagnostic services (dealing with learning problems), and early/periodic screening. General clinics evaluate for basic handicapping conditions (such as mental retardation, cerebral palsy, convulsions, cystic fibrosis). Early/Periodic Screening services are being made available to all children in Minnesota through the coordination of local health personnel within various geographical areas of the state. In addition, children who are to be served under the Social Security Title XIX "Early Periodic Screening, Diagnosis and Treatment" program are being served in a cooperative arrangement between the Dept. of Health and the Dept. of Welfare (who is responsible for administering the Title XIX program). These screening activities are coupled with referral, treatment and follow-up activities to comprise a comprehensive preventive health program within the area.

DD Grant and Work Program Activities

During 1975-76, the DD Council supported the following projects related to Identification/Treatment services:

- Mobile Resources Learning Unit (East Range Day Activity Center). This project delivered specialized services to infants, pre-schoolers and some adults in rural Minnesota who have a developmental disability. Interdisciplinary teams provided in-home services, parent training, and performed screening/treatment from a specially equipped van. The project also undertook community awareness/education activities regarding the importance of early intervention services.
- Hospital/School Coordination for Developmentally Disabled Children (Rasmey County Hospital and Sanitarium Commission). Information on clinical evaluations performed for school-age children having a developmental disability was disseminated to parents, and to school personnel, in order to aid in planning educational programming for the child. A "psycho-educational" specialist served as the link between hospital and school, establishing procedures for hospital/school interaction, providing ongoing assessment and follow-up services, and aiding in the educational planning process.

FY '77 WORK PROGRAM: SPECIAL STUDIES/SCREENING AND TREATMENT (TASK GROUP VIII)

The Council will undertake the following evaluation effort:

Objective A. To assess the scope and quality of screening, diagnosis and treatment services being provided throughout the state and make recommendations on how these services can be administratively improved and adequately funded.

Comments: An example of a service area in which considerable efforts are being invested in Minnesota but whose value is reduced due to lack of coordination is screening of young children.

Early childhood screening typically involves a systematic and periodic examination of children to identify health or developmental problems. Screening should be followed by diagnosis and appropriate intervention.

At least five governmental programs and a dozen or more non-governmental organizations are currently conducting screening programs throughout Minnesota, which include:

- 1) The Department of Public Welfare via Title XIX and Title XX.
- 2) The Department of Health
- 3) The Council on Quality Education via twelve childhood and family education programs which are funded by a special legislative appropriation.
- 4) Thirty-four Head Start Programs.
- 5) The public schools
- 6) Non-governmental agencies, e.g.,
Minnesota Lung Association;
Parent-Teacher Associations;
The Jaycees; and
The Preschool Medical Survey of Vision and Hearing

Thus, numerous groups throughout the state provide screening services for young children. However, in the absence of a coordinated effort to link children with existing services, many children still go unscreened.

Further complications result from the fact that some counties choose not to participate in any screening activities on the grounds that local physicians provide screening as a part of their regular child health care services. However, a 1974 survey of 200 families with children under six in three Minnesota counties reveal gaps in vision, hearing, and dental screening. More than 50% of the 4-to-6-year-old children surveyed had not been given a vision or hearing test, and an equal number had not been checked for dental problems.

Among the efforts now underway in Minnesota to address the lack of coordination of early childhood services are an interagency committee and a citizens' coalition. An interagency Committee on Young Children and Their Families was appointed in February 1975 to explore ways to facilitate coordination. Representatives of six state agencies serving young children make up the Committee.

In addition, there is a need for a nation-wide effort to improve the screening and diagnostic tools, provide equitable health services to all and to stamp out the stigma that so often accompanies a labeled child. The following recommendations from The Futures of Children; Categories, Labels and Their Consequences (Hobbs, 1975) states these problems quite eloquently:

Fairness to disadvantaged and minority-group children. Exceptional children of minority or poverty status are in double jeopardy. They are

frequently misclassified and thereby denied appropriate opportunities for development; when they are properly classified they are often unable to obtain the services they need. The nation's most urgent domestic need is to equalize access to opportunity for all, regardless of race, ethnic background, or economic status. The exceptional child and his family bear a disproportionate burden of this pervasive inequity.

Improved classification systems. Better classification procedures are needed not as an end in themselves but as a means to deeper understanding and to improved programming for children. What is needed is a classification system that provides increased understanding of the complex character and causes of handicapping conditions and increased information for the planning of programs, the delivery of service, and the determination of accountability. At the same time, improved classification is needed to decrease the possibilities of inappropriate treatment and to remove the stigma that so often burdens the labeled child.

Task 8.A.1. Appoint an ad hoc study committee.

Task 8.A.2. Collect and summarize all pertinent data, materials and program descriptions for inclusion in a report which will describe the current status of screening, diagnosis and follow-up treatment services available for developmentally disabled children and their families in Minnesota.

Content should include:

- Summarization of pertinent laws, regulations, procedures and interagency agreements;
- Funding sources and amounts;
- A description of services;
- Summarization of research findings and current practices designed to eliminate unnecessary labelling, grouping, etc. of young developmentally disabled children;
- Number of persons being served;
- Documentation and analysis of problem areas;
- Recommended solutions/remedies to these problems.

(Intern, Staff)

Task 8.A.3. Draft Report

Task 8.A.4. Once this report is drafted, the Task Force will study and make final recommendations for Council for future action, e.g.,

- Further planning studies needed;
- Legislative and policy reform;

- Administrative reorganization (e.g., should the local public school or some other agency be the responsible single entry agency for coordinating and providing these services for children from birth?);
- Policies;
- Possible requests for proposals.

(Staff, Committee)

Task 8.A.5. Complete report for final approval, publication and distribution.

Task 8.A.6. Prepare and present a plan for educating and informing the public regarding studies and needs in this area.

(Outside Services, Staff Committee, Council)

FY '77 WORK PROGRAM: INCREASED SERVICES/EARLY INTERVENTION SERVICES
(TASK GROUP VII)

The following activities, including RFP development and initiation, will also be undertaken by the Council in the area of identification/treatment:

D. EARLY INTERVENTION SERVICES

Although Minnesota provides many services to children and their families, there is a definite lack of coordination of these services resulting in fragmented efforts, duplications of services and wasted resources. As a result of a special study conducted by the Child Development Planning Project, State Planning Agency, a report, Minnesota's Children (December, 1974), documented the following problems:

- a) A number of services for young children and their families were identified. However, data are incomplete about the number of children receiving services and the costs of the services due to the lack of a uniform reporting system.
- b) There are multiple sources of funds and complex funding channels. The total investment in child development services is relatively small with the exception of some major programs such as Kindergarten and Aid for Dependent Children.
- c) Although there may be some overlapping services, many needs for child development services are not met. Only a small portion of the eligible population is being served regardless of the type of service considered.
- d) Information from Vital Statistics, including the identification of high risk births, is not fully utilized to focus attention on particular target groups.

- 11
- e) Interviewing parents to determine needs for child development services proved to be a valuable method for needs assessment.
 - f) There is limited coordination and planning at the state level and no overall public policy which can be used for priority setting relative to the needs of young children and their families.

On February 13, 1975, in reaction to the above study, Governor Anderson created, by Executive Order, the Interagency Committee on Young Children and Their Families, which was placed in the State Planning Agency and consisted of the Assistant Commissioners of Welfare, Education, Health, Office of Economic Opportunity, the Governor's Office and Administration. Although this committee has met monthly, there has been no staff back-up or budget to actually accomplish the mission which the Governor clearly stated:

"The specific tasks of the Committee will include, but not necessarily be limited to, the following functions:

1. Review and comment on pending state and federal legislation including potential costs, effectiveness, administration and other information relevant to new or expanded programmatic activity and facilitate a coordinated approach in the implementation of new legislation.
2. Develop a communications network for the exchange and dissemination of information about child development services among state agency program personnel by determining types of information to be shared and by reviewing alternatives for communication links.
3. Begin to develop a uniform data base for child development services by integrating necessary data elements into the on-going reporting and data collection systems.
4. Specify options for services and funding coordination at the local level in order to facilitate services to children."

Recently, a "Child Development Coalition" was formed by the coming together of over 150 persons from throughout the state, including concerned parents, legislators, and professionals in early childhood. Their final report and recommendations will be submitted to the Governor and to the Legislature this summer and will most likely include as a major request that adequate money and staff be provided to give the attention needed to the area of services to young children.

WORK PROGRAM

- Task 4.1. Cooperate with and support the efforts of the Minnesota Child Development Coalition. (Staff and Council)
- Task 4.2. Study and make recommendations regarding infant and preschool programs as they affect the population with developmental disabilities. This would involve the coordinated efforts of day activity centers, Head Start, family day care, foster homes, and other preschool programs. What are the possibilities for a truly coordinated effort among the various programs? (Staff, Outside Services)

- Task 4.3. Cooperate with and encourage the efforts of the Higher Education Coordinating Commission as they embark upon the possible development of policies and priorities in the area of manpower development and training of personnel who work with the developmental disabilities population. (Staff, Grant)
- Task 4.4. Encourage and support the efforts of the Department of Education as they plan and implement the four-year-old mandatory education law. (Staff, Council)
- Task 4.5. Develop a Request for Proposal which would address some of the following possible areas of concern:
- a) Integration of developmentally disabled children in preschool settings.
 - b) Training programs for persons providing infant stimulation and parent training in home settings.
 - c) Provision of other support services to young parents who have a child with a developmental disability.
 - d) Support for early diagnosis and treatment services for developmentally disabled infants and their families.

The precise areas to be addressed in proposals would be determined through the proposed study in Task Group VIII, Special Studies.

CASE PLANNING/MANAGEMENT: Counseling, Protective/Socio-Legal, Follow-Along, Information/Referral

"Case planning/management" efforts can be characterized as activities directed at assuring that a range of necessary services are available and provided for an individual. "Follow-up" or "follow-along" is a term frequently used synonymously to represent case management, but a distinction can be drawn between the two efforts. Follow-along may be performed as an integral job responsibility of service delivery personnel: checking a client's status a certain time period after contact or service provision to assess impact, appropriateness of service, current status. Or, follow-along may characterize an activity in which the status of an individual's interests are "followed" or evaluated periodically: guardianship and protective services are a type of activity in this grouping.

Case planning/management activities, however, can be distinguished from follow-along in that case planning/management is directed at evaluating various services needed by an individual, assessing available resources, assisting in securing services, evaluating client status subsequent to receiving services, and evaluating needs for additional services. It is a particular type of

counseling effort. Information/referral services may be used in the process of assessing available resources for carrying out case planning/management activities.

Capacity for carrying out case management and follow-along efforts should be built into service delivery systems, for these components provide a "feedback" mechanism not only by which service providers can evaluate effectiveness, but more importantly, through which individuals receiving services can indicate the impact of the services provided (quality, appropriateness).

DD Grant and Work Program Activities

The state DD Council has approved one service grant dealing with "follow-along" activities, which will operate during FY '77:

- Community Adjustment of Developmentally Disabled Persons Recently Released from Minnesota State Institutions (Dept. of Public Welfare). A sample survey will be conducted of individuals recently released from state facilities to assess their housing accommodations and community living adjustment, service needs and services being received. The outcome of this survey should not only yield information on the status of individuals who have left state facilities and returned to community settings, but also indicate the capacity of service providers to perform such periodic evaluations.

The work program also contains one special study area and one RFP dealing with case management and information/referral activities (State Council efforts in the area of advocacy in regard to protective services and other legally-oriented types of advocacy have been discussed in Section II of this plan):

FY '77 WORK PROGRAM: SPECIAL STUDIES/INFORMATION AND REFERRAL (TASK GROUP VIII)

Objective D: To explore the feasibility of developing a comprehensive human services resource guide.

Comment: In 1974 the Minnesota Governor's Citizen's Council on Aging received a grant through the Older Americans Act to develop a statewide Information and Referral Network. It was decided to develop a resource file that would include information on all federal, state, public and private human service agencies in the state.

Information to be gathered on each agency includes:

- agency name and address
- name of director
- regular, extended, weekend, and holiday office hours
- holiday schedules
- regular, twenty-four hour, and/or emergency phone numbers
- a list of broad categories of service performed

Information on specific programs of each agency will include:

- program name and address
- office hours and telephone numbers

- holiday schedules
- contact person
- eligibility requirements
- fee narrative
- information on transportation and parking facilities and barriers on wheelchairs and those with walking disabilities

This information will be computerized and made available on microfiche or paper to existing and newly-formed information and referral agencies located throughout the state. (The grant obtained through the Older Americans Act provided "seed" money for the establishment of several Information and Referral Centers.) Information and Referral Centers and other human service agencies with an information and referral component can obtain resource files on a statewide, regional or county basis. The state office will provide regular up-dates to the resource files which can be purchased at cost by the agencies but will not provide information and referral services to individual clients.

Funding through the Older Americans Act terminates June 30, 1976. Therefore, funding to continue operation of the project which includes staff, on-going up-dating of the resource file, and dissemination of it is being sought from a variety of state agencies. (The initial statewide resource file is scheduled to be completed by June 30, 1976). The funding will partially support the project from July 1, 1976 to June 30, 1977. Funding to continue the project beyond June 30, 1977 will be sought from the Legislature during its next session.

The Minnesota Information and Referral Project will supply initial copies and subsequent updates of (1) statewide directory and (1) copy of each regional directory to the Minnesota Developmental Disabilities Planning Office. This information will be made available to the Council's State Plan Committee and regional Councils.

- Task 8.D.1. Review statewide and regional directories produced by Minnesota Information and Referral Project. (Staff)
- Task 8.D.2. Share information with State Plan Committee members and regional Councils. (Staff)
- Task 8.D.3. Recommend action to Council. (State Plan Committee)

FY '77 WORK PROGRAM: INCREASED SERVICES/CASE MANAGEMENT (TASK GROUP VII)

A. RFP ON CASE MANAGEMENT SERVICES

In its Work Program for FY 1976, the DD Council included the following statement: "The State Council will support projects directed toward development of models for case planning and coordination of services for developmentally disabled persons."

In the time span since this goal was adopted, much background research in the area has been done. The Request for Proposal (RFP) has gone through many drafts with input from Council members and several agencies. On April 14, 1976, the Council approved the RFP.

The RFP is currently under revision and will be issued in July, 1976 with applications accepted in September, 1976.

Considerable attention has been given to developing an RFP format for soliciting proposals dealing with the case management concept. Proposals being sought will be required to establish procedures for developing a single point of access for a range of services that persons having a developmental disability may need, establish procedures to assist clients in securing services, and in evaluating such services.

FAMILY/PERSONAL SUPPORTS: Transportation, Recreation/Leisure, Personal Care

Transportation options, recreation/leisure opportunities, and other types of family/personal supports are necessary components required for developing comprehensive community service capacity.

Transportation

Active participation in various facets of community life requires movement and travel, and lack of adapted transportation options (whether public or specialized transit services) may decrease individual independence and severely limit the ability to become involved in community life. As a result, specialized transportation services and/or equipment are frequently necessary to ensure involvement and participation. This fact is increasingly being recognized, as programs are being developed which include support for transportation services as an integral component. In Minnesota, for example, reimbursement mechanisms for community-based residential programs include a transportation element, and state aid provides a measure of support for transportation serving participants in day activity and some sheltered employment programs. Consumer groups throughout the state are increasingly fostering efforts to extend and adapt public transit services to serve individuals having a disability.

One important resource for making available adapted transportation equipment is through the U.S. Dept. of Transportation's "Urban Mass Transit Authority" program. The UMTA "16b2" program involves allocating adapted transportation vehicles to projects which will serve elderly and/or handicapped individuals. In Minnesota, the State Planning Agency/Transportation Office administers the awards determination process, with interagency participation (including the DD Planning Office) in the reviews. Applications are evaluated, and allocations are being made with an emphasis on coordinating specialized transportation resources within the state's regional planning areas.

DD Grant and Work Program Activities

The Council will support one grant dealing with family/personal (transportation) services in FY '77.

- Areawide Coordinated Transportation Project (Zumbro Valley Mental Health Center). This project will attempt to build a specialized transportation network in an urban/rural area (Rochester, Mn.) around UMTA 16b2 vehicles obtained for local services, and other local vehicular and personnel resources. Services will be provided for established activities (according to the UMTA work program), as well as for transportation services for group activities, and for individualized requests for services (if financially feasible). The project will gather cost information in order to assess alternative levels of investment required to deliver various modes of special transportation services. Individuals having developmental and other disabilities, and elderly individuals will be served by this system.

Recreation/Leisure

Recreation and leisure time activities need to be made available on a systematic basis for individuals having a developmental disability in order that they may enjoy and participate in the same opportunities as do other members of the community. Involvement, experiencing, and becoming familiar with social/cultural events and other community resources is one form of leisure time activity, as is the acquisition of various social skills. Recreational activities may involve resources in the out-of-doors (in an activity or experience taking place in many kinds of regular and/or adapted settings), or in recreational facilities/programs.

In terms of out-of-doors recreational resources, programs such as open space acquisition under the "LAWCON" (Land and Water Conservation) program of the U.S. Dept. of Interior and similar state grant funds assist communities in purchasing/developing recreational sites. Applicants are encouraged to include in their proposals considerations for adapting projects to accommodate less-able members of the community. In Minnesota, the LAWCON and state outdoor recreation programs are administered jointly by the Dept. of Natural Resources and the State Planning Agency/Office of Local and Urban Affairs.

Additional alternatives involve participation by individuals having a developmental disability in specialized and general recreation programs; oftentimes, "citizen advocacy" programs will contain a recreation/leisure time element. (The character of Council "citizen advocacy" efforts has been outlined in Section II of this Plan.)

DD Grants and Work Program Activities

The DD Council supported one service grant dealing with family/personal services (recreation) during 1975-76:

- Leisure Opportunities for the Developmentally Disabled (Redwood Falls Community Schools). This project developed a model program for integrating individuals having a developmental disability into comprehensive recreation and community education services provided under the auspices of a community school program in a rural area of the state. Individuals were integrated into a range of seasonal and general recreation/leisure events being sponsored by the community school program. Participants included persons living in a larger community-based residential facility in the community which afforded an important link between the facility, the community-at-large, and the provision of recreation/leisure opportunities for residents of

the facility. This project received continuation support from the DD Council to operate in FY '77, during which time the project will attempt to introduce the model program to community school systems throughout the region.

FY '77 WORK PROGRAM: SPECIAL STUDIES/RECREATION (TASK GROUP VIII)

The Council will undertake the following special study related to family/ personal support services (recreation) during FY '77:

Objective B: To summarize in a written report, community program activities and financial resources regarding recreational/leisure opportunities for developmentally disabled people.

- Task 8.B.1. Compile information on existing federal, state and local programs, in order to:
- a. assess problem areas and how these problems can be resolved;
 - b. document funding sources;
 - c. relate citizen advocacy services to the coordination of leisure opportunities;
 - d. provide guidelines and resource materials to community groups and agencies as they attempt to develop and provide such services;
 - e. provide/review curricula and training programs related to physical education and recreation and assure that persons are being adequately trained to work with and plan for developmentally disabled persons.
 - f. recommend areas for further grant activities through request for proposals.
- Task 8.B.2. Meet with the Parks and Recreation Program, State Planning Agency, personnel and other agencies to explore ways in which they can help communities to address the special needs of handicapped people in their annual plans and grant requests.
- Task 8.B.3. Draft report.
- Task 8.B.4. Submit report to Executive Committee for further action.
- Task 8.B.5. Executive Committee recommends further action to Council.
- Task 8.B.6. Council takes action.

COMMUNITY SERVICES

The preceding service sections have outlined "client services" activities of a direct and support nature. Services in this major division are, in a general sense, involved in close and immediate contact with an individual, as assistance is being provided. There are additional services which, although not having an immediate impact on an individual seeking or receiving assistance, nevertheless affect the delivery of services from a broad perspective.

"Public information/education" efforts may be included in the category of "community services," and Council FY '77 work elements in this area have been outlined in Section II of the Plan. "Community organization" can also be included in this area, or included as a component of certain citizen advocacy efforts. Service program evaluation, and applied research efforts would be included in this category as well.

Issues dealing with service personnel form another area of community service activity. Important in this regard are considerations such as the availability of adequate personnel in various service areas, the qualifications and measures used to assess competency, use of volunteer resources, changes in the composition of the work force as the emphasis for service delivery shifts from institutional to community programming. In regard to this last point, the State Council will need to assess the impact that shifts in service delivery will have on state service personnel whose employment is affected by such shifts.

FY '77 WORK PROGRAM: PERSONNEL (TASK GROUP IX)
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The DD Council will undertake the following activities related to community services/personnel:

GOAL I:

To assess the number, level, competencies, and training needs of personnel needed to effectively serve developmentally disabled persons through:

- a. identifying the personnel needs in the developmental disabilities service areas;
- b. identifying training needs as they relate to personnel, especially regular education teachers who serve developmentally disabled students;
- c. identifying educational and training resources available to meet these needs;
- d. assessing the need for increased educational and training resources, and
- e. making recommendations for action based on the above.

Comments and Rationale: One of the most overlooked aspects of designing programs

are the qualities of personnel needed to effectively serve developmentally disabled persons. During the past year the Developmental Disabilities Office conducted an analysis of many personnel credentialing and inservice training requirements of laws, rules, and regulations that govern services for developmentally disabled persons. In most instances, few requirements are placed upon facilities and programs to assure that developmentally disabled persons are served by adequately prepared and competent personnel. Yet, studies in institutions and other service programs indicate that development of developmentally disabled people is most directly related to the orientation and competence of personnel (Klaber, 1969; Tizard, 1970).

Presently, there is no good statewide information on the number, qualifications, competencies, and training needs of personnel who serve developmentally disabled people in various human service programs. The responsibilities of State Councils to plan comprehensive services under the DD Act requires that careful consideration be given to this area as part of the State Plan.

Proposed in this part of the Work Program is a collaborative effort between the Higher Education Coordinating Board and the Developmental Disabilities Program. This is subject to development, review and approval by the Grant Review Committee and the Council. The Minnesota Higher Education Coordinating Board (MHECB) is charged with the review, recommendations and priority determination for instructional programs in public and private collegiate and non-collegiate institutions in Minnesota. MHECB is charged with assessing the needs of Minnesotans for post-secondary education and for long-range planning to meet these needs. To these ends, the MHECB has established a program review process and project procedures for policy development in a coordination mode. This coordination frequently includes educators, relevant state agencies, employers and other key experts to assist in policy formation and decision-making. During the past two years, the staff of MHECB has become increasingly sensitive to the need to address the issues surrounding the training of personnel to work with developmentally disabled and related "special needs" people. A study of personnel needs in the early childhood area is currently being completed, for example.

The Work Program calls for a joint effort between the Developmental Disabilities Program and the HECB over the next 12 months. Considerable efforts would be devoted to collecting essential information and in designing recommendations for the State Plan, HECB, state agencies and training institutions. The design of the project provides for statewide planning and good potential for implementing recommendations developed from the project.

Budget

The project would be funded jointly by the Developmental Disabilities Program and HECB at the following approximate levels:

Developmental Disabilities	\$25,000
HECB	15,000

Efforts will also be made to secure additional funding from other agencies.

A detailed Work Program for the project has been submitted by HECB staff and is available for review.

References:

Tizard, J. The Role of Social Institutions in the Causation, Prevention, and Alleviation of Mental Retardation; in H. C. Haywood (ed.), Social-Cultural Aspects of Mental Retardation, New York: Appleton-Century Crofts, 1970 pp.281-342.

Klauer, M. The Retarded and Institutions for the Retarded; in S. Sarason and J. L. Doris, Psychological Problems in Mental Deficiency. New York: Harper & Row, 1969

WORK PROGRAM

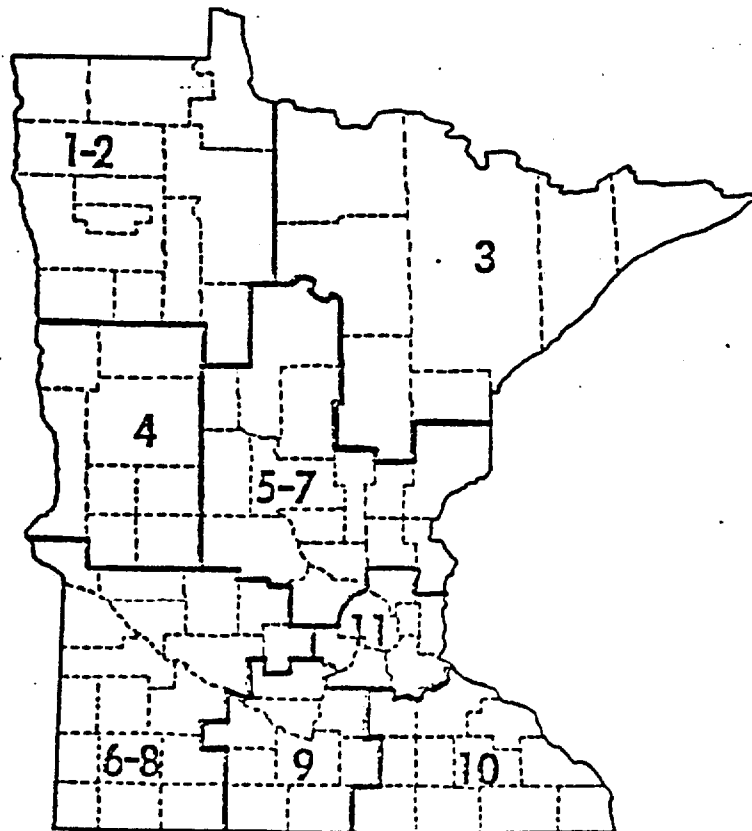
- Task 9.1.0. Appoint project Advisory Committee - Council Chairperson and HECB.
- Task 9.1.1. Refine design for subcommittees and complete final work program.
- Task 9.1.2. Appoint working subcommittees.
- Task 9.1.3. Develop inventory of existing training programs.
- Task 9.1.4. Subcommittees -- Supply and Demand, Education and Career Mobility and Employment Competencies -- design survey information forms.
- Task 9.1.5. Collect information.
- Task 9.1.6. Analyze data.
- Task 9.1.7. Prepare draft summary of information.
- Task 9.1.8. Subcommittees prepare draft recommendations.
- Task 9.1.9. Submit to Project Advisory Committee.
- Task 9.1.10. Submit report and recommendations to Governors Planning Council on Developmental Disabilities and the Higher Education Coordinating Board.
- Task 9.1.11. Council acts on recommendations.

SECTION IV: REGIONAL PLANNING

Besides State Council and DD Planning Office efforts at the state level, Developmental Disabilities planning efforts are also carried out on a local level throughout Minnesota by regional DD Planning Offices and Councils. As on the state level, consumer participation is an important part of regional DD planning. At least one-third of the membership of each regional DD Council consists of persons with developmental disabilities or their parents or guardians. The composition of regional DD Councils parallels that of the State Council: in addition to consumers, regional DD Councils also include service providers, agency personnel, and representatives of other groups concerned with services for persons with a developmental disability.

Host Agency

Each regional DD Council and Office is located within an existing regional planning agency, such as a Regional Development Commission. Broad-based regional agencies with comprehensive human service responsibility serve as host agencies for regional DD Councils and Offices. The host agencies have access to local implementation channels, and agree to support and implement the philosophy of the DD program. At present, there are eight regional DD programs:



Council Responsibilities

Regional Planning Offices and Councils are expected to include in their local planning efforts, on behalf of persons with developmental disabilities, the following activities:

- Defining and determining the population in need of services
- Identifying local gaps in and needs for services
- Establishing locally appropriate priorities for planning, developing, and evaluating efforts to make available comprehensive services for all persons with a developmental disability, and
- Submitting annual comprehensive plans to the State DD Council and staff for review.

The regional Planning Offices and Councils advise the State DD Council, state agencies, and agencies in their region on matters pertaining to local administration of programs, services, and facilities for persons with a developmental disability. Regional Planning Offices and Councils seek to facilitate and encourage the development of inter-agency planning and coordination of programs, services, and facilities at the local level; they are encouraged to review plans of regional and local agencies or groups which impact on the service program for persons with a developmental disability.

Regional Planning Offices and Councils seek to assure protection of the human rights of persons with a developmental disability. They also seek to increase public awareness to assist in the elimination of social, attitudinal, and environmental barriers confronted by persons with developmental disabilities, and to seek increased consumer involvement in planning and programming. The regional DD Planning Offices and Councils receive partial financial sponsorship from local agencies, and have responsibility to the local agency, as well as to the State DD Council and Planning Office.

Regional Issues

As outlined in Section II of the Plan (under Council Internal Evaluation Activities - Regional Grants), a number of activities were undertaken during FY '76 involving regional planning issues. Updated plan guidelines were developed, and the regions used these guidelines in their development of FY '77 work programs. "Regional team visits" were undertaken by State Council members and DD Planning Office staff to initiate increased communication. Regional personnel actively participated in the State Council's Annual Planning Workshop in May, 1976. A policy statement outlining roles and responsibilities of parties in a regional DD planning program (including a model "memo of agreement") was drafted and refined. Some regional programs from host agency placement with Health Systems Agencies, to placement with Regional Development Commissions.

The following areas are the most widely shared long-term goals among all the regions:

- To improve and strengthen the Regional Council's role, functions, policies, and planning processes.
- To facilitate greater public awareness by providing public information and education about the needs and rights of persons with developmental disabilities.
- To plan and develop advocacy services at the local and regional level, e.g., citizen advocacy.
- To develop information systems which will provide current and on-going data about the needs of the target population and the array of services provided.
- To develop comprehensive service plans which will document priority service development needs, and provide policy guidelines to those agencies responsible for delivering services.

The FY'77 regional plans initially reviewed in March, 1976, included a wide range of projected work program activities. Further plan review/development efforts have refined the scope and detail of work activities projected for FY'77, and in a number of regions, changes in host agency status have brought about further plan review and development. As outlined in Task Group V of the State Council work program, regional planning activities will continue to receive attention during FY'77, particularly in the areas of reviewing regional funding alternatives, methods for increasing local inter-agency planning, and methods for integrating regional planning activities and issues into State Plan development.

A synopsis of categorized regional plan goal areas for FY'77 are found on the following pages. These goal areas are generalized, and are subject to change as regional programs update their plans. Programs experiencing host agency transition/further plan refinement are identified.

REGIONAL DEVELOPMENTAL DISABILITIES COUNCILS' GOAL AREAS FOR FY 1977

Regional Plan Activity Areas	Regions										
	1 & 2	3 **	4 **	5 & 7 **	6 & 8 **	9	10	11			
I. Administrative/ organizational goals			X	X							
● Regional Council reorganization (e.g., change in host agency)			X	X	X						X
● Strengthen Regional Council role, functions, policies, planning processes			X	X	X						X
● In-service training for Regional Council						X					
● Strengthen consumer organizations and/or participation							X				
II. Planning process mechanisms											
A. Information system											
● Develop and maintain data collection on individuals' needs and potentials, and services provided	X	X							X	X	X
● Analyze and prioritize target population needs (e.g., poverty or specific disabilities) and service needs (comprehensive service delivery plan)	X	X	X	X	X				X	X	X

REGIONAL DEVELOPMENTAL DISABILITIES COUNCILS' GOAL AREAS FOR FY 1977 (Continued)

Regional Plan Activity Areas	Regions							
	1 & 2	3 **	4 **	5 & 7 **	6 & 8 **	9	10	11
B. Review and comment authority								
● Legislation/policy review							X	
● Area service plans							X	
● State plans							X	
● 1122 and/or A-95 review						X		X
● Special grant proposals review	X	X	X	X	X	X	X	X
C. Service delivery priority elements								
1. Direct services								
● Diagnosis							X	
● Evaluation							X	
● Treatment								
● Preventive health care	X					X		
● Personal care								
● Day care and infant homebound	X					X		
● Domiciliary care							X	

**host agency transition

REGIONAL DEVELOPMENTAL DISABILITIES COUNCILS' GOAL AREAS FOR FY 1977 (Continued)

Regional Plan Activity Areas	Regions							
	1 & 2	3 **	4 **	5 & 7 **	6 & 8 **	9	10	11
● Special living arrangements (foster care)		X				X	X	
● Training								
● Education								
● Sheltered employment (including work activity)		X				X		
● Recreation								
● Counseling								
● Protective and other socio-legal services (advocacy)	X	X			X	X	X	
● Information and referral								
● Follow-along								
● Transportation								
● Outreach						X		
2. Indirect services								
● Public information and education	X	X			X	X	X	

**post agency transition

REGIONAL DEVELOPMENTAL DISABILITIES COUNCILS' GOAL AREAS FOR FY 1977 (Continued)

Regional Plan Activity Areas	Regions							
	1 & 2	3 **	4 **	5 & 7 **	6 & 8 **	9	10	11
<ul style="list-style-type: none"> ● Personnel and/or parent training ● Research ● Technical assistance and consultation ● Community organization ● Identification and procurement of financial resources 						X		

**host agency transition

SECTION V: BUDGET

Summary of proposed Developmental Disabilities expenditures
for current fiscal year by Source and Purpose:

A. Designated State Agencies and proposed expenditures under
P.L. 91-517 by Source:

Designated State Agencies (1)	Non-Federal Funds			Total (5)	Fed. Funds P.L.91.517	Total (7)**
	State (2)	Local (3)	Other NP* (3)			
State Planning Agency	47,756		134,395	182,151	542,290	724,44
Total	47,756		134,395	182,151	542,290	724,44

*NP = Non-profit

** This total must equal the State's
fiscal year DDSA allotment

*** Totals of Columns 5 & 6

B. Designated State Agencies and proposed expenditures under P.L. 91-517
by Purpose:

Designated State Agencies (1)	Total (2)	(3) Planning		Admin. (4)	Services (5)	Construc (6)
		Council**	Other			
State Planning Agency	F 542,290	41,479	65,000	97,627	338,184	-0-
	NF 182,151	14,327	21,667	33,429	112,728	-0-
Sub-Total						
Total	724,441	55,806	86,667	131,056	450,912	-0-

*F = Federal DDSA Title I, Part C funds; NF = State, local and NP funds (Non-Federal)

** State Planning and Advisory Council

- C. Enter: (1) Percent of allotment designated for construction grants: NA
(2) Federal Share of cost of construction projects:

NA
Poverty Areas

NA
Non Poverty Areas

(3) State Fiscal Year DDSA Allotment: 542,290

BUDGET FOR FY ENDING 9/30/77TOTAL BUDGET

Federal grant allotment		\$ 542,290
Total Non-federal		182,151
State appropriation	47,756	
Other match	<u>134,395</u>	
TOTAL		\$ <u>724,441</u>

TOTAL PROPOSED EXPENDITURES

	<u>Federal</u>	<u>Match (%)</u>
Administration	41,479	33,429 (70 state ap- propriation)
Council	97,627	14,327 (30 state ap- propriation)
Services	338,184	112,728 (25)
<u>Planning</u>	<u>65,000</u>	<u>21,667 (25)</u>
TOTAL	\$ 542,290	\$ 182,151

EXPLANATION OF FUNDING SUPPORT

- Federal** - \$ 542,290 is the amount of the federal allocation available to Minnesota in support of Developmental Disabilities programming under PL 91-517 and PL 94-103. Matching funds of \$ 182,151 will be provided from state and local funds for the 25% "match."
- State** - Funds appropriated by the State of Minnesota to the State Planning Agency will be considered in support of the administration of the DD program and general Council support.
- Local** - All grantees, whether regional bodies, local governments or private, non-profit agencies will be required to provide 25% matching funds. Cash or "in-kind" appropriations will be acceptable local matching funds

BUDGET CLARIFICATIONAdministration

Five professional and two clerical staff persons will be employed to fulfill the State Plan approved by the DD Council. The staff are employees of the State Planning Agency, the administering agency. Staff will perform administrative and central planning functions, provide technical assistance and consultative services to grantees and potential grantees, and provide staff support for the Planning Council. All personnel costs allocated to Council activities, grant administration, and other activities are listed under Administration. The State Planning Agency will provide space, office furniture and equipment, fiscal management and administrative supervision.

Council

Council expenses cover meeting costs, and travel and subsistence for consumer members of the Council

Planning

Eight regional planning grants provide support for regional planning and coordination efforts. Regional program operations will be supported in large part by FY'76 funding; the FY'77 appropriation listed in the budget represents one quarter of their support (or in other words, approximately \$ 260,000 for a planning year).

Services

The FY'77 work program contains an outline of a number of "request for proposal" activities (p.18). RFP activities are listed below, with tentative budget projections:

Case Management	\$ 100,000
Citizen Advocacy	60,000
Community Public Information	40,000
Personnel Study	25,000
Direct-care Staff Training	40,000
Regional Workshop Training	10,000
Community Residential Services for Severely-Multiply Handicapped Persons	25,000
Community Residential Services for Developmentally Disabled Persons with Severe Behavior Problems	25,000
<u>Miscellaneous Service Grants</u>	<u>13,184</u>
TOTAL	\$ 338,184

In terms of service areas identified in the State Plan, the following activities will be undertaken during FY'77 (NOTE that service grant projects that will be operating during FY'77 with FY'76 funds have been outlined in the respective categories. Figures have been rounded off to the nearest \$ 100.00).

CLIENT SERVICES

Residential

Phoenix Project	10,200 (FY'76)
Polk County Group Homes	8,400 (FY'76)
Independence for Impaired Individuals	23,500 (FY'76)
Community Residential Services RFPs (2)	50,000 (FY'77)

Day Programming

DVR Region V	21,500 (FY'76)
Rochester Social Adaptation Center	20,200 (FY'76)
Minneapolis Public Schools	25,200 (FY'76)

Identification/Treatment

Case Planning/Management

Dept. of Public Welfare Research/ Evaluation	36,000 (FY'77)
Minneapolis Legal Aid	81,000 (FY'76, '77)
Case Management RFP	100,000 (FY'77)
Citizen Advocacy RFP	60,000 (FY'77)

Family/Personal

Zumbro Valley Mental Health Center	28,000 (FY'76)
Redwood Falls Community Schools	19,700 (FY'76)

COMMUNITY SERVICES

<u>Public Information RFP</u>	40,000 (FY'77)
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Personnel Training

Personnel Study	25,000 (FY'77)
Direct-care Staff training	40,000 (FY'77)
Regional training workshops	10,000 (FY'77)

VOLUME I APPENDICES

Included in the Appendix section are the timetable and resource outlines that accompany the nine Task Group work activities outlined within the text of the State Plan, and a listing of the members of the DD Council.

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES															
	1976						1977						Chair- person	Coun- cil	Com- mittee	Staff	Out- side service	Grants	Oth									
	J	A	S	O	N	D	J	F	M	A	M	A								S	A	S						
II.1 Assess Resources																												
2A1.1 Review existing resources																												
2A1.2 Determine if some resources should be acquired																												
2A1.3 Prepare & distribute written resource list																												
2A1.4 Evaluate usefulness of list; update, if appropriate																												

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES								
	1976						1977						Chair-person	Council	Committee	Staff	Out-side services	Grants	Oth		
	J	A	S	O	N	D	J	F	M	A	M	J								J	A
Task Group IIB: Hold conference on public information																					
2B.1. Define content, participants, agenda, etc.																					
2B.2. Identify possible contractors; select one																					
2B.3. Hold conference																					
2B.4. Evaluate conference																					

RESOURCES

Chair-person

Council

Committee

Staff

Out-side services

Grants

Oth

J

A

S

O

N

D

J

F

M

A

M

J

A

S

X

X

X

X

X

X

X

X

X

X

X

X

X

X

X

Consultants

Contractor

Contractor

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES																	
	1976						1977						Chair-person	Council	Committee	Staff	Out-side services	Grants	Oth											
	J	A	S	O	N	D	J	F	M	A	M	J								A	S									
Task Group IIC: Support public information projects at community level																														
2C.1 Define content areas																														
2C.2 Prepare RFP																														
2C.3 Review and act on RFP - GR Committee																														
2C.4 Review and act on RFP - Council																														
2C.5 Issue RFP																														
2C.6 Review proposals; select & fund best ones																														
2C.7 Monitor projects																														

103

SUMMARY OF GOALS, TASKS, AND RULES

TASK	SCHEDULE												RESOURCES						
	1976						1977						Chair-person	Coun- cil	Com- mittee	Staff	Out- side services	Grants	Other
	J	A	S	O	N	D	J	F	M	A	M	J							
<u>TASK GROUP III</u> <u>ADVOCACY</u>																			
<u>OBJECTIVE #1 --</u> <u>ORGANIZATIONAL</u>																			
3A.1 Reorganize committee														X			X		
3A.2 Staffing plan with student in- tern																	X		
3A.3 Committee orientation with notebook																	X		
3A.4 Regional tech- nical assistance and training																	X		Regional Planner Council
<u>OBJECTIVE #2 --</u> <u>LEGAL ADVOCACY</u>																			
3B.1 Continue Legal Advocacy Project & provide liaison representation																	X	X	
3B.2 Review quar- terly reports of Legal Advocacy Project																	X	X	
3B.3 Establish on- going funding base for legal services																	X	X	

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES									
	1976						1977						Chairperson	Council	Committee	Staff	Out-side services	Grants	Other			
	J	A	S	O	N	D	J	F	M	A	M	J								J	A	S
TASK GROUP III ADVOCACY (cont)																						
OBJECTIVE #3 -- NAT'L CONFERENCE ON LEGAL ADVOCACY																						
3C.1 Appoint Steering Committee																	X		X			
3C.2 Submit plan to HEW																		X				HEW
3C.3 Contract out for services. Carry out plan																		X				
3C.4 Provide backup support to conference comm.																		X				
3C.5 Conduct the conference and evaluate																		X				HEW
3C.6 Publish conference proceeding & disseminate																		X				HEW

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES						
	1976						1977						Chairperson	Council	Committee	Staff	Out-side Service	Grants	Other
	J	A	S	O	N	D	J	F	M	A	M	A							
<u>TASK GROUP III</u> <u>ADVOCACY (con't)</u>																			
<u>OBJECTIVE #7 --</u> <u>INTER-AGENCY</u> <u>COORDINATION</u>																			
3G.1 Cooperate with Office of Human Services/report to Legislature															X			X	
3G.2 Coordinate & communicate with other advocacy services															X			X	
3G.3 Study and recommend regarding state/federal laws															X				
3G.4 Study and recommend regarding Court Orders															X				
<u>OBJECTIVE #8 --</u> <u>BARRIER-FREE</u> <u>ENVIRONMENT</u>																			
3H.1 Monitor and provide T.A. to Zumbro Transportation project			X							X								X	
3H.2 Serve on 16b(2) Review Committee (UMTA)																		X	
3H.3 Provide Hat-son to Council on Handicapped projec																		X	

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK V.	SCHEDULE												RESOURCES								
	1976						1977						Chair- person	Coun- cil	Com- mittee	Staff	Out- side services	Grants	Other		
	J	A	S	O	N	D	J	F	M	A	M	J								J	A
GOAL I; Position Statement																					
5.1.1 Draft Statement April (May, 1975)																X			X		
5.1.2 Submit for review & comment (May, 1975)																X			X		
5.1.3 Revise Statement (June, 1975)																X			X		
5.1.4 Furnish to Grant Review & Philos. & Mission Task Force (June, 1975)																			X		
5.1.5 Joint Committee recommends action (June, 1975)																X					
5.1.6 Submit to Council (June, 1975)																X					
5.1.7 Council Acts																	X				
5.1.8 Disseminate Statement																			X		

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES							
	1976						1977						Chair-person	Council	Com-mittee	Staff	Out-side services	Grants	Other	
	J	A	S	O	N	D	J	F	M	A	M	A								S
GOAL IV: Regional Issues																				
5.4.1 Constitute Committee & Task Force																				
5.4.2. Committee defines issues/work program																				
5.4.3 Draft recommendation																				
5.4.4 Circulate Report																				
5.4.5 Revise Report																				
5.4.6 Submit for Council action																				
5.4.7 Council Acts																				

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES															
	1976						1977						Chair- person	Coun- cil	Com- mittee	Staff	Out- side service	Grants	Othe									
	J	A	S	O	N	D	J	F	M	A	M	J								J	A	S						
8.C. Report on Laws/ Regulations																		X										
8.C.1. Summarize laws/ regulations																												
8.C.2. Draft Report																												
8.C.3. Submit to Committee																												
8.C.4. Revise																												
8.C.5. Print and Distribute																												

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES																		
	1976						1977						Chair-person	Council	Committee	Staff	Out-side services	Grants	Other												
	J	A	S	O	N	D	J	F	M	A	M	J								J	A	S									
8.D. Human Services Guide																															
8.D.1. Review Aging Information & Referral Guides																															
8.D.2. Share information with Council/regions																								X							
8.D.3. Recommend action to Council																								X							

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES									
	1976						1977						Chairperson	Council	Com- mittee	Staff	Out- side Services	Grants	Oth:			
	J	A	S	O	N	D	J	F	M	A	M	J								J	A	§
IX. Personnel and Training																						
9.1.0. Appoint Advisory Committee		—																X			HECB X	
9.1.1. Refine project Work Program			—																			
9.1.2. Appoint work groups			—																			
9.1.3. Inventory existing training programs				—																		
9.1.4. Design survey forms				—																		
9.1.5. Collect Information					—																	
9.1.6. Analyze data						—																
9.1.7. Prepare draft summary											—											
9.1.8. Draft Recommendations																						

SUMMARY OF GOALS, TASKS, AND SCHEDULES

TASK	SCHEDULE												RESOURCES							
	1976						1977						Chair- person	Coun- cil	Com- mittee	Staff	Out- side service	Grants	Oth	
	J	A	S	O	N	D	J	F	M	A	M	J								A
9.1.9. Submit to Advisory Committee																				
9.1.10. Submit report/recommendations to Council and HECB																				
9.1.11. Council acts																				

MEMBERS OF THE MINNESOTA GOVERNOR'S PLANNING COUNCIL ON DEVELOPMENTAL DISABILITIES

PART I: Representatives of State Agencies

Service System	Name and Title of Representative	Name and Address of State Agency	Dates of Appointment
1) Special Education	John C. Groos, Director Special Education	Vocational Rehabilitation and Special Education Minnesota Department of Education Capitol Square Building St. Paul, Minnesota	Permanent
2) Special Education	Dr. Will Antell Assistant Commissioner	Compensatory Education Division Minnesota Department of Education Capitol Square Building St. Paul, Minnesota	Permanent 123
3) Vocational Rehabilitation	Mr. August W. Gehrke Assistant Commissioner	Division of Vocational Rehabilitation Minnesota Department of Education Capitol Square Building St. Paul, Minnesota	Permanent
4) Residential services for mentally retarded persons	Mr. Wesley Restad Assistant Commissioner	Bureau of Residential Services Department of Public Welfare Centennial Building St. Paul, Minnesota	Permanent
5) Diagnostic and treatment services for crippled and/or retarded children	Dr. Mildred Norval Director	Crippled Children's Services Department of Public Welfare Centennial Building St. Paul, Minnesota	Permanent
6) Comprehensive Health Services	Mr. John Dilley Director	Comprehensive Health State Planning Agency Capitol Square Building St. Paul, Minnesota	Permanent

PART I: Representatives of State Agencies

Service System:	Name and Title of Representative	Name and Address of State Agency	Dates of Appointment
7) Health Services/Genetics Maternal and Child Health Services	Dr. Lee Schacht Supervisor Human Genetics Unit	Minnesota Department of Health 717 Delaware Street Southeast Minneapolis, Minnesota	Permanent
8) Community Program and Services	Mr. Edward Constantine Director	Bureau of Comprehensive Services Department of Public Welfare Centennial Building St. Paul, Minnesota	Permanent
9) Mental Retardation Programs	Mr. Ardo Wrobel Director	Mental Retardation Program Office Department of Public Welfare Centennial Building St. Paul, Minnesota	Permanent
10) Council for the Handicapped	Mr. Richard Ramberg Deputy Director	Council on the Handicapped Metro Square Building 7th and Robert Streets St. Paul, Minnesota	1975-1978

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PART II: Service Providers

Service System	Name and Title of Representatives	Name and Address of State Agency	Dates of Appointment
1) Special Education/Higher Education	Dr. Bruce Balow Professor, Department of Psycho- Educational Studies	University of Minnesota 101 Pattee Hall Minneapolis, Minnesota	1974-1977
2) Special Education	Mrs. Elizabeth Hubbard Advocate	Special School District #625 360 Colborne Street St. Paul, Minnesota	1971-1976
3) Day Activity Centers/ Special Education	Mr. Daro Larson Associate Professor	Special Education Mankato State College Mankato, Minnesota	1971-1977
4) Financial Assistance	Mr. Glenn Samuelson Administrative Assistant	Social Security Office 316 North Robert Street, Room 185 St. Paul, Minnesota	Permanent
5) Social Work	Mrs. Sophie Reuben	Dept. of Neurology St. Paul Ramsey Hospital St. Paul, Minnesota	1971-1977
6) Residential Services	Mr. Charles Turnbull Chief Executive Officer	State Hospital Staff Faribault State Hospital Faribault, Minnesota	1975-1978
7) Public Health/Child Development	Dr. Eunice Davis Medical Director	Child Development Section St. Paul Ramsey Hospital St. Paul, Minnesota	1971-1978

PART III: Consumers

Name and Address of Representative	Name and Address of Affiliation	Primary Representation	Dates of Appointment	Regular Occupation
1) Mrs. Jane Belau 433 Ninth Avenue S.W. Rochester, MN. 55901		General Public	1971-1978	Citizen Advocate
2) Mr. Shirley Held Worthington Public Schools Worthington, MN. 56187	Worthington Public Schools Worthington, MN. 56187	Parent (MR)	1971-1978	School Superintendent
3) Mrs. Mary Ann Jensen 8107 Westwood Hills Drive St. Louis Park, MN. 55426	MINN. ARC 3225 So. Lyndale Minneapolis, MN. 55408	Parent (MR)	1971-1977	Housewife
4) Mr. William Messinger 2620 Glenhurst Place Minneapolis, MN.	MINN. ARC 3225 South Lyndale Minneapolis, MN. 65408	Parent (MR)	1975-1978	Attorney
5) Mrs. Dona Caswell 14086 Rice Lake Circle Osseo, MN. 55369		Parent (CP)	1975-1978	Housewife
6) Mrs. Bernie Klein 1840 Troy Lane Wayzata, MN. 55391	Minnesota United Cerebral Palsy 296 North Griggs-Midway Bldg. 1821 University Avenue St. Paul, MN. 55104	Parent (CP)	1971-1978	Housewife
7) Mrs. Yvonne Ottem 1449 10th Avenue N. St. Cloud, MN. 56301	United Cerebral Palsy Central MN. 1121 N. 6th Avenue St. Cloud, MN. 56301	Parent (CP)	1973-1976	Nurse

8) Mr. Ronald Sandness 1210 27th Ave. So., Apt. 406 Moorhead, MN. 56560	MN. United Cerebral Palsy 296N Griggs-Midway Bldg. St. Paul, MN. 55104	Self (CP)	1973-1976	P.I. Coordinat Region 4
9) Mrs. Dottie Spencer 326 Second Street N.E. Madelia, MN. 56062		Parent (EP)	1975-1978	
0) Ms. Barbara Goman 726 So. Lake Ave., Apt. #1 Duluth, MN. 55802		Parent (Autism)	1975-1978	