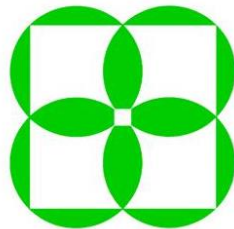


**Developmental Disabilities**  
**Resource Board of St. Charles County**

**DDRB**



**Strategic Plan**  
**FY2016**  
**Final**

**September 17, 2015**

# Developmental Disabilities Resource Board

## Vision

People have what they need to live the lives they choose.

## Mission

The DDRB is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.

## Values

Partnership: Partnership enables us to better serve individuals with developmental disabilities in St. Charles County. Partnering allows us to maximize our resources and efforts to more effectively and efficiently meet the needs of our community.

Accountability: To be progressive in thought and actions requires challenge, motivation, and participation of the entire community. Striving for excellence ensures quality outcomes and results for individuals receiving supports and services. Other tools, such as accrediting bodies, audits, and satisfaction surveys, are useful methods to assist us.

Self-determination/Choice: Individuals with developmental disabilities and their families/guardians have rights and responsibilities to determine the direction of their own lives. To do so, information and choices are needed; diversity of services and providers is necessary and appropriate. Providing information to consumers so they can make educated and informed decisions is a key role and responsibility for us.

## **“Big Questions” Facing the DDRB**

- **How will the DDRB strategically manage available resources to impact future service priorities?**
- **How will people with developmental disabilities in St. Charles County receive quality case management service?**
- **How does the DDRB assure quality opportunities and choices are available and accessible when people need them throughout their lives?**
- **How does the DDRB make sure people get the information they need when they need it?**
- **How does the DDRB educate the community on the value of fully including people with developmental disabilities?**

## Goals/Actions to Impact “Big Questions”

**Question: How will the DDRB strategically manage available resources to impact future service priorities?**

Goal: The DDRB will report on the use of the Reserve Policy.

- Review planned uses of reserve and projected fiscal yearend balance regularly.

Deadline: Quarterly updates: November, February, May, and August meetings.  
Persons Accountable: Finance Director and Finance Committee

Goal: The DDRB will encourage innovation through dedicated funding.

- Create a fund in the annual budget to be used for partnership opportunities.

Deadline: June 16, 2016.  
Persons Accountable: Finance Director and Finance Committee

- Create a fund in the annual budget to encourage key agency personnel to attend best practice conferences.

Deadline: Approval December 18, 2015  
Persons Accountable: Finance Director and Finance Committee

Goal: The DDRB will identify alternate sources of funding for DDRB funded programs.

- Identify funded agencies that have dedicated staff or contracts for grant writing.

Deadline: November 30, 2015  
Persons Accountable: Finance Director and Finance Committee.

- Evaluate the cost/benefit of a Community grant writer vs. grant writing training for funded agencies.

Deadline: Evaluation by March 31, 2016, to be included in FY17 budget.  
Persons Accountable: Finance Director and Finance Committee

Goal: The DDRB will use technology to support daily operations of the DDRB.

- Identify specific reports to be generated that will be used to make budget and operational decisions.

Deadline: October 15, 2015.  
Persons Accountable: Leadership Team, Program and Finance Committees

- Identify hardware and/or software needs that would enhance productivity.

Deadline: January 31, 2016.  
Persons Accountable: Leadership Team and IT Staff

**Question: How will people with developmental disabilities in St. Charles County receive quality case management service?**

Goal: The DDRB will create a plan to provide access to all individuals with developmental disabilities who need case management services in St. Charles County.

- Create/update an expansion plan to serve all individuals 17 and over with the assurance of choice.

Deadline: December 31, 2015

Persons Accountable: Case Management & Finance Directors, Program & Finance Committees

- Create/update an expansion plan to serve all ages with the assurance of choice.

Deadline: June 30, 2016

Persons Accountable: Case Management & Finance Directors, Program & Finance Committees

Goal: The DDRB will define quality case management services by investigating national “best practice” models of case management service delivery.

- Partner with DMH/DD to create an electronic Individual Support Plan pilot program that enhances the planning process.

Deadline: March 31, 2016

Persons Accountable: Executive Director and Case Management Director

- Investigate a variety of local and national innovative models of case management service delivery and report findings to the Program Committee.

Deadline: June 30, 2016

Persons Accountable: Case Management Director

- Develop a quality, self-sustaining case management delivery system that serves all ages.

Deadline: June 30, 2016

Persons Accountable: Case Management & Finance Directors, Program & Finance Committees

Goal: The DDRB will develop a plan to ensure that all school age children with developmental disability have a transition plan.

- Create a pilot program with high schools in one St. Charles County School district that assures that all unidentified students have a transition plan.

Deadline: December 31, 2015

Persons Accountable: Case Management Director, School Transition Specialist and Program Committee

**Question: How does the DDRB assure quality opportunities and choices are available and accessible when people need them throughout their lives?**

Goal: The DDRB will identify best practices in the developmental disabilities field.

- Attend state and national conferences and report information on best practices to the Program Committee.

Deadline: Quarterly updates: November, February, May and August meetings.  
Persons Accountable: Leadership Team and Program Staff

- Identify best practices in priority program areas to pilot or implement.

Deadline: December 17, 2015  
Persons Accountable: Program Director, Program Committee

- Develop a Best Practices Conference Policy to support agency staff to attend National Conferences.

Deadline: December 17, 2015  
Persons Accountable: Program & Finance Directors, Program & Finance Committees

- Identify training/technical assistance needed to support partner agencies in meeting the new HCBS rule.

Deadline: June 30, 2016  
Persons Accountable: Program Director, Case Management Director and Program Committee

Goal: The DDRB will prioritize service areas to meet the needs of St. Charles County citizens with developmental disabilities.

- Develop a system to prioritize service needs.

Timeline: October 31, 2015  
Persons Accountable: Program Director, Program Committee

- Identify transportation options to meet needs for transportation to work and social/leisure activities.

Timeline: December 31, 2015  
Persons Accountable: Program Director, Program Committee

**Question: How does the DDRB make sure people get the information they need when they need it?**

Goal: The DDRB will have an annual Public Awareness Plan.

- Develop and implement an annual Public Awareness Plan that prioritizes and addresses specific targets.

Deadline: January 21, 2016

Persons Accountable: Program Director, Community Resource Specialist and Program Committee

Goal: The DDRB will have website that meets the needs of the users.

- Create a responsive website redesign plan that meets the needs of the users.

Deadline: December 17, 2015

Persons Accountable: Program Director, Community Resource Specialist, Network Administrator and Program Committee

**Question: How does the DDRB educate the community on the value of fully including people with developmental disabilities?**

Goal: The DDRB will pursue a partnership with Vision St. Charles to sponsor a DD project in the 2015/2016 leadership class.

- Meet with leadership of Vision St. Charles to discuss potential partnership.

Deadline: September 30, 2015  
Persons Accountable: Executive Director

- Develop partnership plan.

Deadline: October 31, 2015  
Persons Accountable: Executive Director

Goal: DDRB leadership will increase their presence at local community and agency events.

- Identify priority community and agency activities/events.

Deadline: October 31, 2015  
Persons Accountable: Executive Director

- Develop plan for attendance at priority activities/events.

Deadline: November 30, 2015  
Persons Accountable: Leadership Team and Board

Goal: The DDRB will pursue a partnership with the People First of St. Charles County and the Coalition of Service Providers to educate the community about the value of fully including people with developmental disabilities.

- Establish a task force to develop and oversee implementation of education efforts.

Deadline: October 31, 2015  
Persons Accountable: Executive Director, Program Committee

Goal: The DDRB will pursue partnership with community business leaders to increase the employment of citizens with developmental disabilities.

- Identify target business leaders and organizations

Deadline: October 31, 2015  
Persons Accountable: Leadership Team and Board

- Identify partnership strategies for targeted individuals and organizations.

November 30, 2015  
Persons Accountable: Leadership Team and Board