

ACF

Administration for Children and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families

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3. Originating Office: Administration on
Developmental Disabilities

4. Key Word: Monitoring and Technical Assistance
Review System (MTARS)

5. Key Word: Pilot Testing
Collaboration

INFORMATION MEMORANDUM

TO : Chairpersons, State Developmental Disabilities
Councils
Directors, State Developmental Disabilities
Councils
Directors, Designated State Agencies
Directors, Protection and Advocacy Systems
Directors, University Affiliated Programs

SUBJECT : Monitoring and Technical Assistance Review System

LEGAL AND RELATED : The Developmental Disabilities Assistance and
Bill of Rights Act Amendments of 1996 - 42 USC
6000 et seq.

REFERENCES : 45 CFR, Parts 1385-1388, Developmental
Disabilities - Final Rule

BACKGROUND : The Administration on Developmental Disabilities
(ADD) will implement the new Monitoring and
Technical Assistance Review System (MTARS) in
Fiscal Year 1997. MTARS was developed jointly by
Federal officials, program representatives, and
consumers in response to Departmental policy
shifting the focus of monitoring from processes to
outcomes and results.

INFORMATION:

This memorandum provides information regarding MTARS, beginning with ADD's interest in DDC, P&A, and UAP collaboration. In concert with the philosophy of MTARS, the DDC, P&A, and UAP are referred to in this memorandum, and in regard to MTARS, as the State developmental disabilities (DD) network.

DD Network Collaboration

After careful consideration of your comments and recommendations about the relevance of cross-program collaboration to ADD monitoring, we have concluded that State DD network collaboration on critical State issues is essential to our common mission of assuring that individuals with developmental disabilities receive the services, supports, and assistance they need to reach their maximum potential. It may also be vital to the viability of the DD program. Therefore, DD network collaboration will be a component of ADD's monitoring, technical assistance, and data collection activities. We are enclosing an optional *Collaborative Assessment Tool (CAT)*, an assessment instrument developed from feedback provided by DDC, P&A, and UAP representatives. The CAT is for your *OPTIONAL* use and should not be returned to ADD.

MTARS Site Visits

MTARS visits will provide a more comprehensive picture of the developmental disabilities program in each State than generally afforded through site reviews that exclude one or more of the three program grantees. To accomplish this, meetings with DDC, P&A, and UAP representatives to discuss collaborative State DD network activities and outcomes will be conducted in addition to on-site compliance reviews of the Council, P&A, and UAP.

Site visits will be arranged collaboratively by ADD and Regional Office staff with program directors, reviewers, and consumers. In the spirit of full collaboration, representatives from the DDC, P&A, and UAP(s) will be expected to participate in as many of the combined elements of the visit as possible (e.g., entrance and exit meetings, public forums, and discussions about the DD network's collaborative activities).

Technical assistance will be a primary component of MTARS. Reviewers will identify issues and provide technical assistance on-site. Technical assistance needs that require information or expertise not readily available during the review will be addressed following the site visit.

MTARS site visits will be conducted over periods of three to five days, providing for visits that involve the DDC, P&A, and UAP (as described below) and shorter (3-day) visits that limit the program reviews but retain the collaborative elements of MTARS.

MTARS Site Review Process

- ◀ DDC, P&A, and UAP representatives will be invited and are encouraged to attend the 'entrance' and 'exit' meetings.
- ◀ The DDC, P&A, and UAP will arrange a forum to give the public an opportunity to share their comments about the DDC, P&A, and UAP with reviewing officials.
- ◀ On-site program reviews will be made to the DDC, the P&A, and the UAP to determine program compliance and provide technical assistance. Program reviews may be limited to just one or two programs in some instances.
- ◀ A Federal review team will conduct Program Administrative Reviews (PAR) of the DDC and the P&A. The PARs will occur during the three-day period in which the UAP Peer Reviews are conducted. Reviewers will use a streamlined version of the *PAR Guide*. On a funds available basis, the PAR team will include an individual with developmental disabilities, parent, or guardian.
- ◀ A UAP Peer Review team will review UAP compliance. UAP Peer Reviews will be conducted concurrent to the PARs. Peer reviewers will use *The Handbook for Conducting University Affiliated Program Site Reviews and Self-Assessments*.
- ◀ DDC, P&A, and UAP representatives will meet with reviewers on at least one occasion during the visit to discuss critical issues facing State residents with developmental disabilities and the results or outcomes of the DD network's efforts to address selected issues. At least one member of each review team will participate in meetings scheduled with all of the State DD network representatives.

- ◀ Reviewers will have flexibility in determining the most beneficial use of their time in order to address the most critical issues and, as warranted, provide as much on-site technical assistance as possible.
- ◀ Follow-up activities will generally be handled in accordance with the PAR Guide and Peer Review Handbook. A summary of findings relative to the DD Network's collaboration will be included in follow-up reports to the DDC, P&A, and UAP. Recommended follow-up technical assistance will be handled on a priority need basis and as funds allow.

Planning and Implementation

Successful implementation of MTARS visits will require early planning and close cooperation and coordination on the part of ADD, the Regional Offices, grantees and members of the review teams. An MTARS guide for planning and conducting State site visits will be ready for use this year. The guide will be revised as needed following our initial experiences with MTARS.

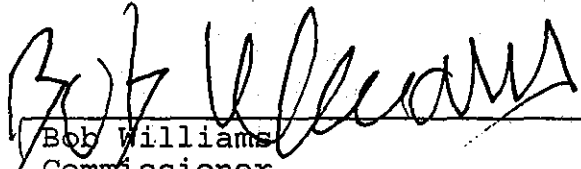
Reporting

The State Plan, Statement of Objectives and Priorities, DDC and P&A annual program performance reports, and UAP grant application work plans and report formats will be revised to give programs a uniform way of (a) identifying their State DD network's collaborative activities and (b) reporting short or long-term outcomes achieved by the State DD network. As a result, the DDC, P&A, and UAP(s) will be able to submit information to ADD about the collaborative efforts and outcomes within their respective State. Each program will be able to describe its specific activities, report issues, and request or offer technical assistance.

In conjunction with the conversion to electronic reporting, the Electronic Data Submission (EDS) system will accommodate DDC and P&A reporting on State DD network activities and outcomes via the State Plan, Statement of Objectives and Priorities, and their respective annual Program Performance Reports, including collaborative objectives. As the system develops, it will also incorporate the performance measures currently being developed under the (DDC-P&A-UAP-PNS-ADD) Roadmap.

Summary

MTARS is central to the approach of working collaboratively to identify and meet the needs of individuals with developmental disabilities. As with most new systems, there are features of MTARS to be explored and issues to be addressed (e.g., expanded use of self-assessments, consumers, and peers; availability of resources; etc.). However, I have confidence that we will increase the sophistication and effectiveness of our monitoring and technical assistance activities by having trust in one another and by working together.


Bob Williams
Commissioner
Administration on Developmental
Disabilities

Attachment: Collaborative Assessment Tool

EFFECTIVE DATE: May 1, 1997

INQUIRIES TO: ACF Regional Administrators, Regions I - X

cc: Regional Administrators, Regions I - X
Director, Office of Regional Operations
Consortium Coordinator, CDDC
Executive Director, AAUAP
Executive Director, NADDC
Executive Director, NAPAS

COLLABORATIVE ASSESSMENT TOOL

I. Purpose

Given the national trend toward interagency collaboration in many community service and advocacy areas, it is appropriate and timely to focus on collaborative efforts among the developmental disabilities (DD) network, as well as to document State DD network successes achieved through joint collaboration. This Collaborative Assessment Tool (CAT) has been developed to facilitate greater collaboration among each State's DD network. For purposes of the CAT, and MTARS, the term 'State DD network' refers collectively to staff, board members, and advisory committee/council members of the three DD network partners in each State, i.e., the DDC, P&A, and UAP. Ideally, all of the ADD-funded UAPs will be involved in DD network collaboration in those States where there is more than one.

The CAT's development is based on the conviction that State DD network programs working together can do more to increase the independence, productivity, integration and inclusion of individuals with developmental disabilities than possible through the efforts of a single program grantee. This is feasible when programs identify common issues and goals, share valuable resources, and contribute complementary expertise. By working jointly with fellow grantees, as well as with the larger community, DD programs can create a support and advocacy network that is more accessible and comprehensive and that makes more effective use of resources.

The CAT is available to all ADD grantees for their optional use as a working document where the State DD Network finds it helpful for collaborating, planning, and/or other activities that lead to DD network success in addressing one or more critical issues or barriers within the State. The CAT is *not* to be returned to ADD for reporting collaborative State DD network activities.

II. Relationship of the Collaborative Assessment Tool to MTARS

As a voluntary planning and assessment document, the CAT is part of the overall Monitoring and Technical Assistance Review System (MTARS). It was created to assist State DD networks as they jointly identify, select and pursue

critical issues or barriers in their respective States. MTARS site reviews will include discussions about State DD network collaboration and outcomes of joint collaboration. While the CAT is not subject to any review or evaluation by ADD officials, State DD network programs may find the CAT helpful in documenting and referencing information for the MTARS discussions.

The CAT may also be useful in assisting State DD networks in identifying technical assistance needs as a result of DD network joint planning and collaboration, and States are encouraged to use the CAT to identify technical assistance that is needed to implement their DD network collaboration activities. States may also want to use the CAT to identify "best practices" to be shared with ADD and other State DD networks.

III. Use of the Collaborative Assessment Tool

The CAT contains four focus areas. Each focus area contains questions for State DD network partners to consider in planning, implementing, and assessing strategies. Program grantees may also add other questions that they deem vital to addressing issues and barriers in their State.

The attached pages are formatted to correspond to each question for use in planning and documentation. Again, use of these sheets is optional, however they may be helpful in structuring your State DD network's collaborative efforts.

IV. Areas for DD Network Collaboration

The four focus area of State DD network collaboration and their corresponding questions are as follows:

1. Shared Values

The State DD network is committed to shared values which result in opportunities for all individuals with developmental disabilities in the State to increase their independence, productivity, integration, and inclusion.

Questions to consider:

- Is the mission statement of each partner consistent with the others' regarding desired outcomes for people with disabilities?

- . Does each partner of the State's DD network know/understand the mission, values, and mandates of all partners?

Do formal activities/orientation occur with State DD network members to encourage and explain the shared values of the network and the mission of each partner?

- . Is the relationship of each mission statement to the shared values discussed and reviewed?
- . Is the effectiveness of the shared values assessed and updated?

2. Shared Planning

The State DD network increases its effectiveness by collaboratively identifying critical issues and uniting to increase the independence, productivity, integration, and inclusion of people with developmental disabilities.

Questions to consider:

- . Are meetings scheduled with members of the DD network to regularly review common needs identified in the plans of each partner?
- . Does the DD network identify and prioritize common needs?
- . Do the identified common needs include the needs of individuals who are represented or under-represented and who are representative of the cultural and ethnic diversity of the State?
- . Are collaborative initiatives identified and developed for the DD network to address common needs?
- . Are initiatives and outcomes assessed and updated as appropriate?

3. Network Strategies

The State DD network increases its effectiveness by developing and implementing strategies related to common initiatives shared by network partners in order to promote independence, productivity, integration, and inclusion for people with developmental disabilities.

Questions to consider:

- . Are strategies developed and implemented to increase and strengthen Systems Advocacy? In some instances, building coalitions, aiding in the formulation of public policy, and educating policy-makers have been identified as successful strategies.
- . Are strategies developed and implemented to increase and strengthen Public Awareness, e.g., collaboration on newsletters, joint media campaigns, joint public forums?
- . Are strategies developed and implemented that increase and strengthen Capacity Building, e.g., disseminating information, training, offering technical assistance?
- . What are other strategies which the network has developed?

4. Building Collaboration Between the Network and Community Partners

The State DD network improves its effectiveness in increasing the independence, productivity, integration, and inclusion of people with developmental disabilities by expanding shared efforts beyond the DD network.

Questions to consider:

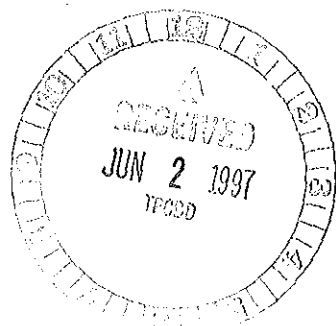
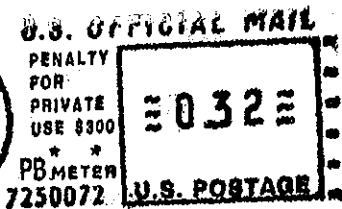
Are there interagency initiatives between other agency/organization members of the State DD network developed for the purpose of addressing priorities?

Are both traditional and nontraditional programs and resources accessed to support people with developmental disabilities?

- . Are strategies implemented to access natural supports in the community for people with developmental disabilities?

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