

**Date:** October 14, 2015  
**To:** Olmstead Subcabinet Members  
**From:** Mike Tessneer, Olmstead Compliance Manager  
**Subject:** Approval of interim format of compliance plan, measurable goals and workplan reports

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Attached is the interim format for OIO Compliance Plan, measurable goals reporting and workplan reporting. We are requesting the Subcabinet's review and approval of the interim format. These documents will be presented at the Court Conference on October 26, 2015.

The final version will be submitted for review and approval at the November subcabinet meeting.

Thank you for your consideration.

## Olmstead Compliance Plan

Minnesota's Olmstead Plan requires Olmstead Implementation Office (OIO) Compliance to oversee the implementation and compliance activities undertaken by State agencies in the implementation of the Plan.

OIO Compliance will work with senior staff from each agency to develop protocols for periodic evaluation, verification and oversight of activities that are directly related to the implementation of the Plan.

Compliance activities include:

### 1. Monitor progress on measurable goals

- Agencies will submit performance data on measurable goals
- Analyze progress on goals, trends, and identify risk areas
- Prepare Quarterly Report on progress on measurable goals and submit to subcabinet
- Prepare and issue annual report on measurable goals

### 2. Monitor progress on workplans

- Agencies will submit monthly status reports on workplan implementation
- Analyze progress on workplans and identify risk areas
- Report to subcabinet monthly on implementation progress, identified risk areas, and resolutions
- Issue annual report to summarize progress and provide recommendations

### 3. Verify accuracy of data and progress on workplans

- Work with agencies to develop an internal process to
  - Monitor and verify the accuracy of data reported for measurable goals
  - Monitor and verify the implementation of workplans
- Verify samples of measurable goals data and workplans
- Report outcomes of verifications to Subcabinet monthly for workplan and quarterly for measurable goals

### 4. Monitor constituent communication

- Monitor to ensure
  - timeliness of response
  - responses to all appropriate parties on original letter
  - content conforms to Olmstead Plan
- Report to subcabinet on status of constituent communication

## 5. Monitor agency reports

- Work with the agencies to develop a list of agency issued reports related to the Olmstead Plan that will be monitored. Review reports to ensure the content of the reports conforms to the Olmstead Plan.

Examples may include:

- Legislative reports
  - Routine reports to federal agencies
  - Modifications to federal programs
  - Federal grants and proposals
- Report to subcabinet on status of agency reports

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## Measurable Goal Report Process

The Olmstead Plan utilizes measurable goals as indicators of progress towards achieving the integration mandate of the Americans with Disabilities Act. The subcabinet will provide periodic written reports to the public detailing progress on measurable goals as a way to hold public entities accountable.

The measurable goal report process includes:

1. Status reports will be issued quarterly with a summary report issued annually.
2. OIO Compliance will publish a schedule for reporting measurable goals.
3. Based upon this schedule, agencies will provide performance data on measurable goals to OIO Compliance.
4. OIO Compliance will
  - a. Monitor and verify accuracy of data reported
  - b. Establish dashboard for reporting progress
  - c. Analyze data for trends and risk areas
  - d. Work with sponsors/leads to prepare for subcabinet meetings
5. OIO Compliance will prepare quarterly report to subcabinet on trends, identified risk areas and recommendations.
6. Agency sponsors will report to subcabinet on any necessary remedial actions.
7. Quarterly Report will be submitted to the Court.
8. OIO Compliance will prepare an annual report to summarize annual progress and provide recommendations for plan amendments and submit to the Subcabinet.
9. Any proposed amendments will be posted for review by the public and the court, and will allow for a specific public comment period of at least 30 days.
10. Annual Report and proposed amendments will be submitted to the Court.

## Workplan Report Process

In order to achieve the measurable goals, the OIO and State agencies developed specific strategies and workplans. The OIO compliance staff and the subcabinet will use the workplans throughout the year to review the progress of the work and to direct any adjustments to the work if progress is not timely, or if changes to the workplans are needed.

1. Workplan status reports will be issued monthly with a summary report issued annually.
2. OIO Compliance will publish a schedule for reporting on workplan progress.
3. Based upon this schedule, agencies will report the status of workplan items to OIO Compliance.
4. The status of workplan items will be reported as:
  - On Schedule or Completed
  - Delayed (requires explanation)
  - Stopped (requires explanation)
  - Proposed revision needed to the workplan (requires explanation)
5. OIO Compliance review agency status reports to:
  - Monitor and verify implementation of workplans
  - Analyze status of workplans
  - Identify successes
  - Identify risk areas
  - Work with sponsors/leads to resolve risk factors
6. OIO Compliance will report to subcabinet on identified risk areas and recommendations.
7. Agency sponsors will report to subcabinet on plan of action for any amended, delayed, or stopped workplan items.
8. OIO Compliance will prepare an annual report to summarize progress and provide an analysis and recommendations for any changes to the workplans. The report will be submitted to the Subcabinet.
9. Based on the annual report, the subcabinet will review the need for any revisions needed to the workplan for the following year.
10. Annual report will be posted publicly.

## **Proposed Timeline for New Reporting Structure**

### **Workplan Reporting**

- Monthly Workplan status reporting will begin in December
- December status report will cover the preceding month (November)

### **Measurable Goal Reporting**

- Quarterly measurable goal status reports will begin in January
- The January report will summarize data from previous Bimonthly Report requirements March through August.
- January report will summarize measurable goal performance from September, October, November

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