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# **The 3-Year SPIL Cycle: Using the Big Picture to Stay on Track**

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***Presenter:***

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## What you will learn

- An approved State Plan for Independent Living (SPIL) is a binding document with a 3-year time frame.
- Statewide Independent Living Councils (SILCs) focus heavily on SPIL formulation and development, but have other distinct responsibilities each year of the plan.
- The 3-year SPIL cycle, and the SILCs responsibilities, are a continuous process that never ends.

# The Big Picture:

## What is the 3-year SPIL Cycle?

- Year 1
  - Statewide CIL consumer satisfaction survey
  - SPIL monitoring
  - SPIL evaluation (last year/previous SPIL, 3-yr. sum)
- Year 2
  - Statewide needs assessment
  - SPIL monitoring
  - SPIL evaluation (year 1 SPIL)
- Year 3
  - Next SPIL formulation and development
  - SPIL monitoring
  - SPIL evaluation (year 2 SPIL)

# The 3-year SPIL Cycle: Year 1—Statewide CIL Consumer Satisfaction Survey



- Sec. 705 of the Rehabilitation Act, as amended, SILC (c) (1) Function/Duties: The council shall (B) monitor, review, and evaluate the implementation of the State plan.
- Sec. 704 State Plan (n) Evaluation, “the plan shall establish a method for the periodic evaluation of the effectiveness of the plan in meeting the objectives established in subsection (d), including evaluation of satisfaction by individuals with disabilities.”
- Draft SILC Standards & Indicators:
  - 2.2 (a) The SILC and CILs collaborate on the design of tools and processes to evaluate implementation of the SPIL and assess consumer satisfaction with services.

# The 3-year SPIL Cycle: Year 1—Statewide CIL Consumer Satisfaction Survey, cont'd.



## Process:

- Be sure to have diversity of members on the committee: CIL directors and staff, DSE representative and SILC members.
- Use the committee to develop a methodology, questions, data collection, and forms necessary to distribute the survey to the CIL network. Include a process to summarize results and issue a report.
- Test reading levels, access, links, language access in advance.
- The committee may need to meet in the months preceding year 1 if additional time is required.

# The 3-year SPIL Cycle: Year 1—Statewide CIL Consumer Satisfaction Survey, cont'd. 2

New York Example:

- Review a selection of survey materials.
  - Go to the NYSILC “consumer satisfaction” webpage at:  
*<http://www.nysilc.org/index.php/consumer-satisfaction>*.
  - Statewide report:  
*[http://www.nysilc.org/images/FINAL\\_NYS%202014\\_Consumer\\_Satisfaction\\_Survey\\_Report.docx](http://www.nysilc.org/images/FINAL_NYS%202014_Consumer_Satisfaction_Survey_Report.docx)*

# The 3-year SPIL Cycle: Year 1—SPIL Monitoring



- Sec. 705 SILC (c) (1) Function/Duties: The council shall (B) monitor, review, and evaluate the implementation of the State plan.
- Process:
  - Each objective in the plan identifies what committee has monitoring and evaluation responsibilities.
  - The DSE sends reports related to SPIL objectives and projects to the SILC.
  - The SILC office then attaches the reports to committee emails for scheduled conference call meetings.  
Monitoring occurs during the review of the reports when progress is discussed related to the SPIL objectives/projects.

# The 3-year SPIL Cycle: Year 1—SPIL Monitoring, cont'd.



- Additional monitoring occurs at the full council meetings. All reports for projects from SPIL objectives are organized into a separate SPIL Monitoring Document.
- The chairs of the relevant committees reference the SPIL Monitoring Document when talking about a particular project during their committee discussion. They report any observations or recommendations.

# The 3-year SPIL Cycle: Year 1—SPIL Monitoring, cont'd. 2



- Going into the new plan, with changing roles, the DSE has pointed out that a SILC's monitoring role should be more involved per the Uniform Grant Guidance.
- So, much like a foundation, a SILC should do more than just review and discuss SPIL projects per their reports. The SILC should develop a protocol of how to assess the progress of projects and how to communicate with them.
- Communication can be standard and recognize effort, follow up and ask questions for clarification, ask about plans to address delays, and talk to the appropriate parties about the need for technical assistance and an eventual recommendation to end funding if a project demonstrates continued failure/lack of progress.

# The 3-year SPIL Cycle: Year 1—SPIL Evaluation



- Sec. 705 SILC (c) (1) Function/Duties: The council shall (B) monitor, review, and evaluate the implementation of the State plan.
- Sec. 704 State Plan (n) Evaluation, “the plan shall establish a method for the periodic evaluation of the effectiveness of the plan in meeting the objectives established in subsection (d)...”
- Draft SILC Standards & Indicators:
  - 2.2 (c) The SILC utilizes the tools to review and evaluate the implementation and effectiveness of the state plan.

# The 3-year SPIL Cycle: Year 1—SPIL Evaluation, cont'd.



- Process:
  - The SILC works with a SPIL evaluator (consultant) to perform the evaluation each year.
  - The SILC office and consultant update SPIL objective evaluation forms based on evaluation year outcome criteria.
  - The evaluator touches base with committee chairs before the end of each year (Sept. 30), discusses the SPIL objectives their committee is responsible for, and potential “value-added” criteria.

# The 3-year SPIL Cycle: Year 1—SPIL Evaluation, cont'd. 2



- In the quarter after the year that has just ended, the SILC office compiles information on SPIL objectives (while working on Part I of the annual 704 report) and inserts information on the SPIL evaluation forms.
- The SILC office works with relevant committees to add “SPIL evaluation” on their agendas. Each committee reviews evaluation forms for the objectives they have responsibility for.
- The SILC office completes the forms and forwards them to the SPIL evaluator.

# The 3-year SPIL Cycle: Year 1—SPIL Evaluation, cont'd. 3



- The SPIL evaluator compiles the information and pulls together a draft report for the identified year. If the report is for a third year of a SPIL, the three-year summary is included.
- The draft report is reviewed by the SPIL Committee. Recommended changes are made to the report. The final version is submitted to the full council by one of the Spring meetings.
  - 2015 NYSILC SPIL Evaluation Report:  
*[http://www.nysilc.org/images/Final\\_SPIL\\_Evaluation\\_Report\\_2015.docx](http://www.nysilc.org/images/Final_SPIL_Evaluation_Report_2015.docx)*
  - 3-year Summary 2011-2013:  
*[http://www.nysilc.org/images/FINAL\\_SPIL\\_3\\_year\\_evaluation\\_report\\_4-22-14.docx](http://www.nysilc.org/images/FINAL_SPIL_3_year_evaluation_report_4-22-14.docx)*

# The 3-year SPIL Cycle: Year 2—Statewide Needs Assessment



- Section 704 State Plan, (I) Outreach...the plan shall set forth steps to be taken regarding outreach to populations that are unserved or underserved by programs under this title, including minority groups and urban and rural populations.
- Process:
  - A statewide needs assessment is an objective way to identify unserved and underserved target populations and geographic areas in your state.
  - Needs assessment results and priorities are used with public input priorities to validate the content of the SPIL during development.

# The 3-year SPIL Cycle: Year 2—Statewide Needs Assessment, cont'd.



- Needs assessment priorities not addressed in the SPIL can potentially be addressed by the SILC and IL network outside of the plan.
- Unserved and underserved target populations and geographic areas are directly connected to the SPIL.
  - Section 1.2B – Outreach to unserved/underserved populations in State.
  - Section 2.1B – Service provision priorities related to populations and SPIL objectives.
  - Section 3.2 – Expansion of Network related to unserved and underserved geographic areas in your state.

# The 3-year SPIL Cycle: Year 2—Statewide Needs Assessment, cont'd. 2



- Activate a Needs Assessment Committee (NAC) with a minimum of six members.
- Members might include the SILC Executive Director or Coordinator, a member of the DSE (formerly the DSU), at least one CIL representative, and three members who have interest and experience with disability issues, reports, and/or data.
- Identify a member to serve as chair of the NAC.
- If you have active consultants connected to the SILC, invite one to volunteer on the NAC.

# The 3-year SPIL Cycle: Year 2—Statewide Needs Assessment, cont'd. 3



- At your introductory meeting...
  - Discuss the purpose of the NAC, preliminary key questions, and identify existing data sources.
- At follow up meetings...
  - Finalize key questions to investigate.
  - Review and expand upon existing data sources and reports.
  - Break into work groups related to key questions. Some questions will require work based on existing data, others will rely on the development of surveys for collective responses, or a combination of both.

# The 3-year SPIL Cycle: Year 2—Statewide Needs Assessment, cont'd. 4



- Review draft data results, charts, and narratives with committee members and a consultant (if possible).
- Review and test draft surveys. Distribute and monitor surveys. Tabulate results.
- Have a consultant draft a report (if possible).
- Materials
  - 2015 Statewide Needs Assessment:  
*<http://www.nysilc.org/images/NeedsAssesFinalRep.docx>*

# The 3-year SPIL Cycle: Year 2—SPIL Monitoring



- Process: ongoing – follows same process as described in year 1.
- Look to facilitate discussions with unserved & underserved groups and SPIL projects at SILC full council meeting via conference calls.
- SPIL projects that are identified as “best practice” can be highlighted in a newsletter, online, and or be the topic of a webinar and archived.
  - NYSILC Best Practice Webinar:
    - PPT of 9/23/14 webinar:  
*[http://www.nysilc.org/images/FINAL\\_NYSILC\\_Best\\_Practice\\_Webinar.ppt](http://www.nysilc.org/images/FINAL_NYSILC_Best_Practice_Webinar.ppt)*

# The 3-year SPIL Cycle: Year 2—SPIL Monitoring, cont'd.



- Transcript:

*[http://www.nysilc.org/images/NYSILC\\_Best\\_Practices\\_Webinar\\_Transcript.rtf](http://www.nysilc.org/images/NYSILC_Best_Practices_Webinar_Transcript.rtf)*

- Audio of webinar:

*<http://www.nysilc.org/images/2014-09-23%202013.03%20NYSILC%20Best%20Practice%20Webinar.wmv>*

# The 3-year SPIL Cycle: Year 2—SPIL Evaluation (Year 1 SPIL)

- Process: ongoing – follows same process as described in year 1.
- Summative v. Formative.
  - Summative is the descriptive part of the evaluation. How you performed on outcomes according to your scale. You want to demonstrate progress and then use the objective information to: verify if you are on track or identify where you might have to make some adjustments.
  - Formative is the learning part of the evaluation. Based on the work of the committee, the information, and the results, this is what we learned...

# The 3-year SPIL Cycle: Year 2—SPIL Evaluation (Year 1 SPIL), cont'd.



- The partners learned to start a new project in the second year of a plan. This allows the first year to be utilized for the development and distribution of the RFP, announcement of awards and execution of contracts. The project commences over the next two years. The final year is carried over to the first year of the next SPIL.
- The partners also learned that progress on objectives and outcomes was important. A scale was developed to allow a means to measure progress versus strict measurement.
  - Scale: Exceeded, fully met, substantially met, partially met, not met/no progress.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development

- Section 705 SILC, (c) Functions, (1) Duties – The Council shall (A) develop the State plan as provided in section 704(a)(2);
- Section 704 State Plan, (a) In general – (2) Joint Development. – The plan under paragraph (1) shall be jointly –
  - (A) developed by the chairperson of the Statewide Independent Living Council and the directors of the centers for independent living in the State, after receiving public input from individuals with disabilities through the State; and
  - (B) signed by –

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd.



- (i) the chairperson of the Statewide Independent Living Council, acting on behalf of and at the direction of the Council.
- (ii) the director of the designated State entity described in subsection (c); and
- (iii) not less than 51 percent of the directors of the centers for independent living in the State.
- Draft SILC Standards & Indicators:
  - 2.1 (c) The SILC documents the process for development of the state plan with the Centers for Independent Living within the state, which includes representatives of the centers and input from people with disabilities and other stakeholders.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd. 2



- a. The SILC ensures that public meetings regarding development and review are open to the public and provides sufficient advance notice of such meetings.
- b. Meeting locations must be physically accessible to people with disabilities.
- c. The SILC shall provide effective communication and accommodations, including auxiliary aids and services, necessary to make the meeting accessible to people with disabilities.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd. 3

- Process: It is important to provide enough time in advance for the SILC to organize your planning efforts.
- (May – July) SPIL Committee starts process by developing outreach materials (used to obtain public input in late summer/fall).
  - Materials: Background material, public hearing notice, facilitation outline, CIL focus group packet, communications for distribution, posting language and messaging.
- (August – October) Receive public input on SPIL.
  - Methods: Public hearings, SPIL facilitated sessions at public events (conferences), CIL focus groups, written comments.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd. 4

- Facilitation outline utilized for all methods.
- (November) Needs assessment report reviewed and accepted at full council meeting.
- (November – December) SPIL Committee reviews public input and needs assessment priorities, identifies final priorities, objectives and funding.
- (December) SPIL Committee discusses and agrees to other key elements in the plan based on public input and needs assessment priorities: geographic and unserved underserved populations, how to address unspent resources, expansion of the network protocols, other important issues identified.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd. 5

- (January) Draft the SPIL.
- (February) Post the SPIL on your website. Distribute a notice and seek comment on the draft SPIL.
  - At mid-month, have a webinar to summarize the highlights of the draft SPIL. Address questions.
    - Link to PPT & audio:  
*<http://www.nysilc.org/images/DraftSPIL.wmv>*
  - At end of month, the SPIL Committee reviews comments and makes decisions about any adjustments to the draft SPIL.
- (March) Federal CIL Directors review and approve draft SPIL. Make adjustments to draft SPIL based on decisions.

# The 3-year SPIL Cycle: Year 3—SPIL Formulation and Development, cont'd. 6

- (April) SILC reviews and approves draft SPIL. Make adjustments to draft SPIL based on decisions.
- (April – May) Technical review of draft SPIL. Final proof reading. DSE provides review based on administrative duties.
- (May-June) Signatures:
  - SILC Chair signs on behalf of SILC, DSE Director signs and affirms administrative duties, Federal CIL Directors sign individual forms. Assurances signed.
  - All forms signed, dated, and returned to the SILC office.
- (mid-June) Signed, draft SPIL uploaded to ACL MIS before June 30th.
- (August–September) Review draft SPIL with ACL.
- (October) Start new SPIL/approved by ACL.

# The 3-year SPIL Cycle: Year 3—SPIL Monitoring



- Process: still ongoing – follows same process as described in years 1 and 2.
- Consideration:
  - Since this is a active SPIL year, is there anything learned from monitoring that can be shared with the SPIL Committee when they engage in development?

## **Year 3: SPIL Evaluation (year 2 SPIL)**

- Process: still ongoing – follows same process as described in year 1.
- Considerations:

# The 3-year SPIL Cycle: Year 3— SPIL Evaluation (year 2 SPIL)

- Since this is a active SPIL year, the Executive Committee takes over the evaluation responsibilities for the SPIL Committee.
- Based on the SPIL evaluation report for year 1 and preliminary results from committees, is there anything learned from evaluation that can be shared with the SPIL Committee when they engage in development (i.e., related to the objectives, projects, performance, impact)?

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# Evaluation

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