**Independent Living Research Utilization**



# SILC-NET Workshop at NCIL Conference– Formulating the First SPIL Under WIOA: Key Lessons Learned

Panelists: Kelly Buckland Brad Williams Larry Wanger Ann McDaniel

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# You Will Learn

* Effective practices from SILCs in applying changes in the Rehabilitation Act, as amended by WIOA, that affect SPIL formulation.
* Recommendations for managing the SPIL formulation process.


# Lessons Learned in New York Brad Williams

* The New York SILC’s existing SPIL formulation & development timeline was reviewed by our state plan committee.
* Changes:
	+ SPIL was drafted in January.
	+ Put out for public comment in February with webinar.
	+ Changes were considered.
	+ Federal CIL directors reviewed/approved draft SPIL in March.
	+ SILC reviewed/approved draft SPIL in APRIL.
* The timeline had to accommodate several changes, including starting early with public input and hearings kicking off in September 2015. It was a 10-month process.

# Strategies to Establish and Improve Relationship with Federal CIL Directors

* The Federal CIL directors on the SILC took the lead to reach out to their peers and encourage them to get involved as state plan partners.
* Conference calls were scheduled with the Federal CIL directors at key intervals to keep them informed during the process and to gain their feedback.

# Relationship Strategies Lesson Learned

* The Federal CIL directors were informed and felt confident about their new role as state plan partners, when it came time to review/approve the draft SPIL. There was ownership with the draft SPIL.

# Response to Public Input Can Vary Each SPIL Cycle

* + Public comments were obtained at hearings, breakout sessions, focus groups at CILs, written comments (mostly online).
	+ Written comments (online) were consistently high. Difficult to predict which method will produce the greatest amount of feedback.
	+ Turnout at public hearings was extremely high this cycle. Feedback was consistent, expressing strong support for the projects in the draft SPIL and for affordable, accessible transportation and housing.
	+ After planning for the process, the state plan committee reviewed the priorities from public comments and input from hearings, comparing them to the statewide needs assessment priorities. It helped provide guidance for the committee to address the key elements in the draft plan.
	+ After the draft plan was posted for comment, the committee reviewed three major comments provided.
* One item was changed based on a comment, the other two were not because initial public comments substantiated what was in the original draft SPIL. Two other comments were edits.
	+ The New York SILC was able to obtain Innovation & Expansion (I & E) funds to supplement its resource plan for the first time.
	+ The DSE review of the approved draft SPIL had a shorter timeframe because it was limited to their administrative role. It used to be a full review when they were state plan partners.
	+ Discussions have started around developing protocols related to SPIL monitoring.
* When roles change, it is important to have a working relationship (hopefully positive). Otherwise, you will encounter difficulties.
	+ To conduct the final technical review for typos, etc., we utilized a Minority Women Business Enterprise technical writing vendor for the task.
	+ Federal CIL directors were sent a signature form online to sign and date. The SILC Chair and DSE director signed and dated the SPIL signature page and assurances page. Everything was sent back to SILC.
	+ The names and dates on the forms were needed for the MIS. The original documents were filed along with a clean copy of the draft SPIL and the Certification Regarding Lobbying.
	+ We had difficulty getting the current SPIL link on the MIS. Technical assistance was required. We used a process of blocking and highlighting text copied over from the draft Word version into the online MIS format.
	+ Always save your work. Review the total draft SPIL before sending to ACL. Print a hard copy for your records.
	+ Important to know and work with your ACL liaison.
	+ Leave plenty of time to complete these final steps. Problems will happen with obtaining signatures and in entering the data.


# Lessons Learned in Arizona Larry Wanger

* 7/15: Establish SPIL Development Committee.
* 9/15: Conclude statewide needs analysis survey.
* 9/15–11/15: Hold community forums across the state.
* 12/15: Present results of survey and community forums to SPIL Development Committee and CIL EDs.

• 1/16–3/16: Write SPIL.

* 4/16: Partners including CIL EDs, SPIL Development Committee and DSE review SPIL draft.
* 5/16: Make draft SPIL available to public; hold public hearing.
* 5/16–6/16: Evaluate public comment and finalize SPIL.
* 6/16: Council approves SPIL and authorizes Chair to sign.
* 6/16: Gather signatures from CIL EDs and DSE.
* 6/16: Submit final SPIL to ACL.
	+ The pre-established timeline for SPIL development changed as issues surfaced.
	+ We experienced difficulties engaging people from some areas of the state.
	+ The SPIL Development Committee was extremely helpful and worked well.
	+ Decisions about funding were challenging.
* Flexibility is essential—remember that planning is different from reality.
* Keep the end-goal in mind; know that unanticipated issues are going to surface.
	+ We partnered with DSE to host community forums and SPIL public hearing via video conference.
	+ We traveled to remote areas of the state to conduct additional forums.
	+ We conducted youth-focused SPIL forum via Skype/phone.
	+ Lack of transportation and Internet access, and many not being connected with disability community/services impacted participation.
	+ Other barriers included language, poverty, and geography.

# Engaging Community Members Lessons  Learned

* + Use a webinar format next time instead of relying on video conference facilities.
	+ Travel to more areas of the state, and conduct more forums in communities across the state.
	+ Partner with additional organizations in local communities where poverty is highest to gain assistance with needs assessment survey process.
	+ Address engagement of people with disabilities through 2 SPIL objectives and by increasing visibility of the AZ IL network.

# SPIL Development Committee

* + We attempted to ensure membership was cross- disability, geographically balanced, and that a variety of groups and organizations were represented.
	+ All CILs were invited to appoint a representative but only two of five did so.
	+ DSE participated on the committee.

# SPIL Development Committee Lessons Learned

* + We need to establish this committee earlier for the next SPIL.
	+ Committee needs more ownership in the SPIL writing process.
	+ This was the most difficult aspect of developing our SPIL.
	+ There were significant changes regarding use of Part B dollars; this introduced both challenges and opportunities.
	+ There were additional changes regarding source of funding for SILC Resource Plan imposed by our DSE.
	+ Have funding discussions early, often, and with all of the partners.
	+ Develop a thick skin.
* SILCs had to learn a significant amount of new information while simultaneously leading SPIL development efforts in their states.
* Yes, this was overwhelming at times.
* Remember: the process was new for everyone involved.
* Take time to debrief with your SPIL partners; discuss what worked and what did not.
* Network with your peers; find out what worked for them.
* Develop the timeline for the next SPIL while recent experience is fresh in your mind.
* Bring value to the CILs in your state.


# Lessons Learned in West Virginia Ann McDaniel

* Establish a timeline
* Make sure all key players are at the table – WV SPIL Team formed in early 2015 and includes:
* All 3 CIL Directors
* 3 SILC members
* Former SILC Chair
* Current SILC Chair
* SILC Director
* DSE Ex-Officio SILC member
* We have always included everybody in our SPIL Team which has always led to buy-in by everyone and made the process smoother.
* Everyone is clear on what we need to do.
* Each Team member has some responsibility for part of the SPIL.
	+ Every SPIL Team member having responsibilities increases personal investment, attendance at meetings, and buy-in.
	+ We did 8 public forums around the state late Summer 2015.
	+ SILC members facilitated the forums – this increased involvement & buy-in.
	+ We provided background information, then asked a series of questions.
	+ All answers were recorded, compiled, and provided to the SPIL Team.
* Best attendance occurred at locations where we had a strong local partner – they posted notices and recruited attendance.

# Review All Parts of SPIL with Team as Developed

* + Continually provide parts to Team as they are developed.
	+ Review content at each Team meeting.
	+ First draft was ready for SILC review in February 2016.
* Constant review helps avoid last minute disagreements because someone “didn’t know that was/wasn’t in there.”
* This was recommended to us by ILA/ACL.
* We submitted the draft to the ILA Director & IL Specialist assigned to WV.
* We didn’t hear anything.
* Asked IL Specialist and was told, “You know I can’t say anything.”
* I haven’t heard anything about providing feedback on draft SPILs.
* Follow up, but use your best judgment to keep moving forward in the absence of guidance.
* We had the draft SPIL available in March 2016, posted it on our website, and sent out notifications 30 days prior to the first public meeting.
* Conducted 3 public meetings in April 2016 to receive comments.
* Returned to locations with highest attendance.
* Good attendance the first time does not guarantee good attendance the next time.
	+ Make sure you have a username and password to get on the MIS.
	+ Make sure they work.
	+ Make sure you can access the SPIL you need to submit. As of June 8th I could log on but was still unable to bring up the SPIL so I could input and submit it.
* Technology is always unpredictable. Starting early can help you correct problems before the deadline comes.
	+ SILC has to vote to approve and to “authorize” Chair to sign. WV SILC did this on June 1st and the SILC Chair signed that day.
	+ CILs’ approval is given when they sign
		- CIL Director on SILC signed June 1st
		- Remaining CIL directors signed June 2nd and June 9th
* Plan ahead and have copies ready so you can secure signatures when the opportunity presents itself.
	+ Avoid the crash of the overwhelmed MIS likely to happen (as it did with the 704 Report) the closer you get to June 30th.

# Meeting Submission Deadline Lesson Learned

* The system is still having problems and if you wait until the deadline there is a good chance you will miss the deadline!
* Getting public input before writing.
* Getting public feedback after writing.
* Getting SILC approval before submitting.
* Getting CILs approval before submitting.
* Getting all signatures before submitting.
	+ Laying out a timeline that considers all the factors will keep your work on track and get your SPIL in on time.
* Assess Consumer Satisfaction with current SPIL.
* Conduct Needs Assessment – what needs should be considered in SPIL planning?
* Assess Effectiveness of current SPIL throughout the 3 years of the SPIL.
* Use what you learn to inform the SPIL writing process.
* Monitoring the SPIL is a weakness for my SILC – using monitoring to feed the next SPIL will motivate us and help us improve.


# Lessons Learned from Others in Field Audience Participation

* + Training materials, on-demand webinars, on-demand video recordings and online directory of SILCs and CILs – ILRU.org or SILC-NET.org
	+ SILC*Speak* Peer Technical Assistance telephone group

– meets monthly on the first Thursday (for any SILC staff and members). Contact sfinney@ilru.org to participate.

* + Blog with answers to commonly asked questions – ilnet-ta.org
	+ SILC Connection Facebook page – [www.facebook.com/SILCConnection](http://www.facebook.com/SILCConnection)
* Peer Mentoring – individualized SILC-to-SILC sharing, contact Mary Olson at APRIL: mary.olson@mso.umt.edu
* Intensive support and assistance with compliance questions – contact Paula McElwee at ILRU: paulamcelwee-ilru@yahoo.com
* Information about upcoming webinars and on-location trainings – contact Tim Fuchs at NCIL: tim@ncil.org

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