Goal:	To achieve significant progress toward statewide expansion of Washington State's ADRC program														
Measurable Outcomes:	a. Four well functioning ADRC sites in Washington State b. An ADSA-approved operational plan and budget for statewide coverage of fully functional ADRCs c. Methodology for determining cost savings related to ADRC catchment areas d. Project evaluation reflecting project results e. Consumers will feel more capable of making decisions about long term support options														

Major Objectives	Key Tasks	Lead Person	**Timeframe (Start and End Date by Quarter)**											
			Year / Quarter	Year 1 Q1	Q2	Q3	Q4	Year 2 Q1	Q2	Q3	Q4	Year 3 Q1	Q2	Q3	Q4
Achieve Significant Progress in Establishing Three New Fully Functional ADRC Pilot Sites	**ADRC Pilot Site Development Planning:**														
	Conduct ADRC readiness assessments with each of the pilot ADRC sponsoring AAAs to determine current status within each critical ADRC functional area;	SUA ADRC Program Manager		X											
	Review results with statewide ADRC Policy and Planning Committee for advice on ways to address pilot site functional area gaps.	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X
	Consult with each AAA pilot site sponsor in preparation for prioritizing each ADRC pilot site's functional area development	SUA ADRC Program Manager		X											
	Recruit additional AAA Advisory Council consumer members who represent the populations to be served by the ADRC pilot	ADRC Pilot Site Planning Staff		X	X	X	X	X	X	X	X	X	X	X	X
	Prioritize Functional Areas needing improvement	ADRC Pilot Site Planning Staff		X											
	Develop pilot sites' initial plans for fully functional ADRC pilot site development	ADRC Pilot Site Planning Staff		X	X										
	Disseminate plans for stakeholder and public review and finalize	ADRC Pilot Site Planning Staff				X									
	Obtain Pilot Site advisory and governing board approval of plans	ADRC Pilot Site Planning Staff				X									
	Submit plans for ADSA review and approval	ADRC Pilot Site Planning Staff					X								
	ADSA approval of AAA ADRC Pilot Site Sponsor's ADRC Development Plans	SUA ADRC Program Manager & Office Chief					X								
	Implement ADRC Pilot Site Plans	ADRC Pilot Site Staff						X	X						
	Monitor and consult to ensure significant progress being made	SUA ADRC Program Manager				X	X	X	X	X	X	X	X	X	X
	Review and Revise Plans as needed/appropriate	ADRC Pilot Site Planning Staff						X	X	X	X	X	X	X	X
	ADRC pilot site service delivery to ADRC target populations														
	Continue to serve populations already funded by ADSA or other funding (i.e. 60+, unpaid caregivers of persons 18+, kinship caregivers, etc); if receive non traditional calls/walk-ins, provide I&A/R as appropriate to ensure appropriate linkages.	ADRC Pilot Site Specialists		X	X	X	X	X	X	X	X	X	X	X	X
	Organize, recruit, and convene local coalitions of agencies serving persons with disabilities, older adults, and children who potentially or currently will need long term supports. Coalition to meet regularly, provide advise and problem solve challenges/opportunities	ADRC Pilot Site Planning Staff and ADRC Specialists			X	X	X	X	X	X	X	X	X	X	X

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Quarter)											
			Year	Year 1				Year 2				Year 3			
			Quarter	1	2	3	4	1	2	3	4	1	2	3	4
Achieve Significant Progress in Establishing Three New Fully Functional ADRC Pilot Sites (continued)	Consult with stakeholders, AAA advisory committee members, advocates, and state/federal agencies on programs, philosophies, consumer preferences, and operational options in order to appropriately serve adults with functional disabilities	ADRC Pilot Site Planning Staff and ADRC Specialists			X	X	X	X	X	X	X	X	X	X	X
	Solidify partnerships with local ADRC partner organizations (Contracts and/or MOUs)	ADRC Pilot Site Planning Staff and ADRC Specialists			X	X	X	X	X	X	X	X	X	X	X
	New pilot sites begin serving adults with functional disabilities in stealth mode. (NWRC only Year 2)	ADRC Specialists			X	X	X	X							
	Public launch and ongoing service to adults with functional disabilites.	ADRC Pilot Site Planning Staff and ADRC Specialists					X	X	X	X	X	X	X	X	X
	Consult with stakeholders, advocates, and state/federal agencies on programs, philosophies, consumer preferences, and operational options in order to appropriately serve individuals of all ages with developmental disabilities and their families.	ADRC Pilot Site Planning Staff and ADRC Specialists							X	X	X	X	X	X	X
	New pilot sites implement service to individuals of all ages with developmental disabilities in stealth mode. (NWRC last)	ADRC Specialists							X	X	X				
	Public launch and ongoing service to individuals of all ages with developmental disabilities and their families .	ADRC Pilot Site Planning Staff and ADRC Specialists								X	X	X			
	Consult with stakeholders, advocates, and state/federal agencies on programs, philosophies, consumer preferences, and operational options in order to appropriately serve individuals of all ages with functional disabilities and their families.	ADRC Pilot Site Planning Staff and ADRC Specialists									X	X	X	X	X
	New pilot sites implement service to individuals of all ages with functional disabilities in stealth mode. (NWRC last)	ADRC Specialists										X	X	X	X
	Public launch and ongoing service to individuals of all ages with functional disabilities and their families .	ADRC Pilot Site Planning Staff and ADRC Specialists												X	X*
Convene a Statewide ADRC Planning and Policy Committee (PPC)	Statewide ADRC PPC Member Recruitment														
	Through consultation with disability organizations, advocates, state agencies and consumers, determine composition of ADRC Planning and Policy Committee; review and revise as needed.	SUA ADRC Program Manager		X					X			X			X
	Recruit statewide ADRC PPC agency/organization and consumer members who represent the populations to be served by the ADRC pilot; renew recruitment in needed address any turnover issues.	SUA ADRC Program Manager		X			X		X			X			
	Review and Revise ADRC PPC configuration to match funding and purpose as needed.	SUA ADRC Program Manager													X

* Activities to occur in month(s) following grant performance period

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Quarter)												
			Year	Year 1				Year 2				Year 3			
			Quarter	1	2	3	4	1	2	3	4	1	2	3	4
Convene a Statewide ADRC Planning and Policy Committee (PPC) (continued)	Convene Statewide ADRC PPC Meetings														
	Plan and convene Initial Meeting as a training and planning retreat: invite national subject matter experts, finalize schedule, communication guidelines, and venue; determine PPC objectives and timeline.	SUA ADRC Program Manager, SUA Office Chief, ADSA Strategic Planning and Community Relations staff		X											
	Convene regular meetings every other month through grant period, unless it is determined more or less frequent meetings are needed to accomplish grant requirements	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X
Develop a five year operational plan and budget for achieving statewide coverage of fully functional ADRCs	Lay groundwork for operational plan and budget development and approval														
	Detail out needed and desired operational plan and budget components, approach, information sources, participants, benchmarks, and timeline to finalize and obtain overall ADSA approval	SUA ADRC Program Manager in consultation with SUA Office Chief, and ADSA Leadership Team		X											
	Submit proposed process for developing the operational plan and budget to the statewide ADRC PPC for review, suggestions and revisions before process is finalized.	SUA ADRC Program Manager		X											
	Submit finalized approach for process for developing the operational plan and budget to ADSA Leadership for consideration and approval	SUA ADRC Program Manager													
	Communicate finalized approach and process to ADRC project stakeholders and update them on development progress	SUA ADRC Program Manager		X	X	X	X	X	X	X					
	Develop and implement the five-year operational plan and budget														
	Implement finalized approach and process to develop the plan and budget, revise process when and if needed.	ADRC PPC with support from SUA ADRC Program Manager			X	X	X	X	X						
	Upon request and as anticipated, engage consultants, national technical assistance supports and other information souces to inform the ADRC PPC and ADSA.	SUA ADRC Program Manager			X	X	X	X	X	X	X	X	X	X	X
	In collaboration with ADRC PPC, compose operational plan narrative draft throughout and within the first 15 months of grant as the component details are fleshed out	SUA ADRC Program Manager			X	X	X	X							
	In collaboration with ADRC PPC and in first 15 months of grant, develop 5-year budget as priorities are determined, costs analyzed, program realignments proposed, and actual/potential funding sources identified.	SUA ADRC Program Manager			X	X	X	X							
	Consolidate draft narrative and budget	SUA ADRC Program Manager						X							
	ADSA Staff review of draft consolidated 5-year operational plan and budget	SUA ADRC Program Manager						X							

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Quarter)												
			Year	Year 1				Year 2				Year 3			
			Quarter	1	2	3	4	1	2	3	4	1	2	3	4
Develop a five year operational plan and budget for achieving statewide coverage of fully functional ADRCs (continued)	Submit draft consolidated operational plan and budget to ADRC PPC for review and initial approval	SUA ADRC Program Manager						X	X						
	Submit draft 5-year operational plan and budget for achieving statewide coverage of fully functional ADRCs to the public for review and comments.	SUA ADRC Program Manager							X						
	Review comments and revise draft consolidated plan and budget with input from ADSA leadership and the ADRC PPC	SUA ADRC Program Manager							X						
	Conduct a public hearing on the proposed final 5-year operational plan and budget for for achieving statewide coverage of fully functional ADRCs	SUA ADRC Program Manager							X						
	Finalize the 5-year operational plan and budget; submit to ADSA Assistant Secretary for approval.	SUA ADRC Program Manager							X						
	Submit 5-year operational plan and budget for achieving statewide coverage of fully functional ADRCs to AoA	ADSA Assistant Secretary							X						
Facilitate Training and Technical Assistance for ADRC Pilot Site staff and Partners	Training and technical assistance for ADRC pilot sites on ADRC vision, challenges, lessons learned and strategies for quality service delivery														
	Convene an initial training and visioning meeting for ADRC Pilots; invite national subject matter experts for enhanced understanding and motivation; as funding allows, invite interested AAAs not participating in the grant.	SUA ADRC Program Manager		X											
	Convene second and third year in-person meeting to share progress, lessons learned and requested training support	SUA ADRC Program Manager						X				X			
	Local perspective training, technical assistnce, and peer mentoring on the ADRC vision, operational lessons learned and successful strategies employed	Pierce County ADRC			X	X	X	X	X	X	X	X	X	X	X
	Facilitate or link ADRC pilot sites and other interested stakeholders to additional training throughout the grant performance period on concepts integral to the national ADRC vision	SUA ADRC Program Manager			X	X	X	X	X	X	X	X	X	X	X
	Link ADRC Pilot Sites and other interested partners and stakeholders to the ADRC Technical Assistance Exchange Site, and other national/state resources for enhanced knowledge about concepts integral to the ADRC vision	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X
	Work with the Washington Association of Area Agencies on Aging to facilitate ADRC educational workshop(s) for statewide AAA staff and AAA advisory committee members														
	Develop and implement methodology to track, receive, refer, and/or respond to pilot sites' requests for technical assistance.	SUA ADRC Program Manager			X	X	X	X	X	X	X	X	X	X	X

Major Objectives	Key Tasks	Lead Person	Timeframe (Start and End Date by Quarter)												
			Year	Year 1				Year 2				Year 3			
			Quarter	1	2	3	4	1	2	3	4	1	2	3	4
Facilitate Training and Technical Assistance for ADRC Pilot Site staff and Partners (continued)	ADRC Specialists: knowledge and skills-based training														
	Facilitate GoTo Meeting or Webinar conducted every-other month to address knowledge areas needed/requested to serve ADRC target populations within ADRC funtional areas, including but not limited to: independent living philosophy; substitute decision-making; disability awareness, cultural competence; communication styles, national, state and local disability service systems.	SUA ADRC Program Manager			X	X	X	X	X	X	X	X	X	X	X
	Facilitate GoTo Meeting or Webinar conducted every-other month to address skills needed/requested within the ADRC functional area to serve ADRC target populations, included but not limited to: long-term supports options consultation, person-centered planning and service coordination, motivational counseling, social marketing, and AIRs certification preparation.	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X
	Mentoring and Technical Assistance to develop local training and technical assistance resources, support ADRC specialists' professional development, and build agency competency to serve ADRC target populations.	Pierce County ADRC		X	X	X	X	X	X	X	X	X	X	X	X
Enhance Interagency Relationships and Partnerships with Disability and Advocacy Organizations	Relationship-building														
	Strategize initial list and time line for contacting and engaging disability, advocacy, and other potential collaborators (HCBS associations, Indian nations, minority service organizations, etc).	SUA ADRC Program Manager, SUA Office Chief, ADSA Strategic Planning and Community Relations staff		X											
	One-on-one information sharing and collaboration development meetings with disability, advocacy and other statewide organizations serving ADRC target populations	SUA ADRC Program Manager, SUA Office Chief, ADSA Strategic Planning and Community Relations staff		X	X	X	X	X	X	X	X	X	X	X	X
	Follow-up meetings and/or conversations with organizations to consider and agree on shared goals and objectives; approaches; and points of collaboration and partnership.	SUA ADRC Program Manager, SUA Office Chief, ADSA Strategic Planning and Community Relations staff		X	X	X	X	X	X	X	X	X	X	X	X
	Partnership creation														
	Engage disability, advocacy organizations in the ADRC Planning and Policy Committee as members and/or to help recruit consumer members (both ADRC pilot site development and expansion plan)	SUA ADRC Program Manager		X											
	Invite disability, advocacy, and other collaborating organizations to assist with training and technical assistance for ADRC pilot sites and potentially to other AAAs over time.	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X
	As funding and policy allows, create partnership agreements and/or contracts to improve statewide coordination and links to professional level services for ADRC and other ADSA consumers.	ADSA Leadership Team, Division Staff, and/or AAA Staff as appropriate		X	X	X	X	X	X	X	X	X	X	X	X

[*] Activities to occur in month(s) following grant performance period

Major Objectives	Key Tasks	Lead Person	Year	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Evaluate the Impact of the ADRC Program	**AoA Grant Reporting**														
	Site consultation vists, electronic communications and web-based meetings to assist in developing methodologies for meeting grant reporting requirments pending implementation of a statewide system.	SUA ADRC Program Manager		X	X										
	Finalize and disseminate to ADRC pilot sites: data elements to be collected, and narrrative report of lessons learned to, and reporting time lines. Include means to request training/TA.	SUA ADRC Program Manager			X										
	ADRC Pilot Sites perform data collection on an ongoing basis.	Pilot Site ADRC planning/IT staff and/or specialists depending on site configuration			X	X	X	X	X	X	X	X	X	X	X*
	ADRC Pilot Sites Submit Semi-annual Narrative and Service Outcome Reports by 15th day of month following 6th month.	ADRC Pilot Site Planning Staff			X		X		X		X		X		X*
	Gather state level data, compile data and narrative information from ADRC pilot sites and submit semi-annual report per AoA Instructions.	SUA ADRC Program Manager			X		X		X		X		X		X*
	Evaluate report results and provide technical assistance/training as needed/requested.					X	X	X	X	X	X	X	X	X	X*
	State Level Evaluation														
	Examination and report on the impact of the Pierce County ADRC Pilot	DSHS-PPA Research and Data Analysis (RDA)							X	X	X				
	Examination and report on the impact of the three new pilot sites.												X	X	X*
Disseminate Project Information	**Develop methodologies for posting and disseminating information.**														
	Enhance ADSA's Internet ADRC webpage and/or other venues to post and disseminate project products	SUA ADRC Program Manager and ADSA IT staff		X	X			X		X		X			X
	Post and Disseminate Project Products and Information														
	Post and disseminate pilot site development progress, contacts and products.	SUA ADRC Program Manager		X	X	X	X	X	X	X	X		X	X	X
	Post and disseminate ADRC PPC agendas, discussion results, and products	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X*
	Post and disseminate up-to-date information on development and implementation of the 5-year operational plan and budget for achieving statewide coverage of fully functional ADRCs	SUA ADRC Program Manager		X	X	X	X	X	X	X	X	X	X	X	X*
	Post and disseminate ADRC Pilot Site training products to partners and stakeholders	SUA ADRC Program Manager			X	X	X	X	X	X	X	X	X	X	X
	Post and disseminate evaluation results to ADSA leadership team, AoA, partners, and stakeholders	SUA ADRC Program Manager													X*
	Determine additional entities to receive final evaluation results	ADSA Leadership Team												X	X*

*Activities to occur in month(s) following grant performance period