

FFY 2022 – 2026 Five-Year State Plan Development Process

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	WHAT	WHEN	Details
1.	Executive Committee Approval of Process	April 2019 meeting	<ul style="list-style-type: none"> • Staff will propose processes to the Executive Committee for <ul style="list-style-type: none"> ○ revising the Mission Statement, ○ updating current Positions Papers, if needed, and development of new Position Papers, if needed, and ○ developing the Five-Year State Plan.
2.	Whole Council Approval of Process	July 2019 meeting	<ul style="list-style-type: none"> • Chair recommends processes to whole Council.
3.	Develop Mission Statement and Position Paper (minus recommendations)	August 2019	<ul style="list-style-type: none"> • Staff develops draft(s) for Mission Statement. • Staff researches best practice and data and revises/develops papers. (To ensure alignment with plan, wait until later to do recommendations.)
4.	Executive Committee approves Mission Statement and Position Papers	October 2019	<ul style="list-style-type: none"> • Executive Committee reviews staff proposals for Mission Statement and Position Papers.
5.	Council approves Mission Statement and Position Papers and Council members offer Concepts (Five Year)	January 2020 meeting	<ul style="list-style-type: none"> • Whole Council reviews/approves Executive Committee recommendations for Mission Statement and Position Papers. • Council members offer Concepts for Five-Year Plan: must be recommended by Standing Committee to whole Council.
6.	Public Solicitation of Concepts (once for Five Year Plan)	February 2020	<ul style="list-style-type: none"> • First Monday in February, staff will disseminate a Solicitation of Concepts (SOC) consistent with the Council's mandate, mission, and vision. One for members and one for non-members. Solicit follow-up conversations with those who submit. Due date for responses will be set for six weeks.
7.	Public Forums (Baton Rouge and Shreveport)	February/ March 2020	<ul style="list-style-type: none"> • Advertise through our partners and publicly and invite certain stakeholders, including AC and HDC. • Forums will identify the gaps between where the service system is, where it needs to be, and propose ideas of how to get there. Hold one in late February and one early March. • Staff compiles Public Forums Report for Five-Year Plan Ad Hoc Committee.
8.	Public Input Survey	April 2020	<ul style="list-style-type: none"> • First Monday in April, staff will disseminate a request to participate in a survey online and provide an option to mail in. After six weeks, the survey will close.
9.	Establish Five-Year Plan Ad Hoc Committee	April 2020 meeting	<ul style="list-style-type: none"> • Chair appoints Five-Year Plan Ad Hoc Committee.

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10.	Complete Concept Research	June 2020	<ul style="list-style-type: none"> • First Monday in June, staff will perform research, including what activities each proposal from DDC members and SOC would entail, what other states do, costs, staff time, etc. • Staff completes and disseminates Public Input Survey report for Network Collaboration Meeting and Five-Year Plan Ad Hoc Committee.
11.	Goals and Objectives Development	June 2020	<ul style="list-style-type: none"> • Five Year Plan Ad Hoc Committee <ul style="list-style-type: none"> ○ reviews Public Forums Report and Concept Research, and ○ develops draft Goals and Objectives
12.	Network Collaboration Meeting	July 2020	<ul style="list-style-type: none"> • Network partners, AC, HDC, and DDC review Public Input Survey Report and discuss shared goals, ways to optimize efforts of Network, collaborative efforts, lead agency on certain initiatives, etc. • Develop report for Five-Year Plan Ad Hoc Committee.
13.	Development of Implementation Strategies and Completion of Draft Five-Year Plan	August 2020	<p>Five-Year Plan Ad Hoc Committee</p> <ul style="list-style-type: none"> • reviews Network Collaboration Meeting Report (may revise preliminary draft Plan), • refers to Public Input Survey Report for implications for prioritization, and • finalizes draft of Five-Year Plan by: <ul style="list-style-type: none"> ○ revising/prioritizing the draft Goals and Objectives, ○ draft Implementation Strategies, and ○ mapping a path for each Goal (Goal to Objective(s) to Implementation Strategies, including prospective Timelines through the five years.
14.	Planning Meeting	October 2020 meeting	Five-Year Plan Ad Hoc Committee presents draft to Council for approval/revision.
15.	Public Review	November/December	Staff disseminates the approved Five-Year Plan via email/Facebook for a 45 day public review.
16.	Review Position Papers (w/ recommendations)	November 2020	With completion of Plan, staff develops and provides suggested recommendations in the Position Papers to the Executive Committee. Chair provides recommendations to whole Council.
17.	Technical Writing	December 2020	Staff makes needed technical revisions and emails Plan to Council.
18.	Ratification of 5YP and approval of Position Papers	January 2021 Meeting	Whole Council ratifies Five-Year Plan and approves Position Papers.