

Planning Ad Hoc Committee Guidelines, Tips, and Information

1. What is a Key Activity?

- a. A project or activity the Council will use to reach the objective and support progress towards the 5-year goal.
- b. Good examples from other states:
 - i. Provide training for healthcare professionals to increase diagnostic testing for people with DD. (OK)
 - ii. Support a statewide self-advocacy organization to strengthen their infrastructure and expand their network of local groups. (WI)
 - iii. Work with DD network to train and mentor people with disabilities on how to be effective members of boards, councils, and commissions. (IA)
 - iv. Plan and conduct an Access to Services through Knowledge (ASK) state-wide research project designed to identify key community resources along the lifespan. (FL)

2. Writing a Key Activity.

- a. Be thoughtful about what activities you will include.
- b. Focus on the activity (training, advocacy, changing policies, introducing best practices through skill building)
- c. Reflect what your funding is being used to do.
- d. Examples
 - i. Good Key activity example: Training program on “x” will be developed.
 - ii. Poor Key activity example: Provide funding for training on “x”.

3. What not to do for a Key Activity.

- a. A key activity is NOT:
 - i. Every task required for an activity.
 - ii. Something that will happen in another year of the 5- year plan.
 - iii. An administrative, general management task.
 - iv. Internal Council program activities – such as Council membership recruitment, writing the PPR, Council member training and development, staff development activities.

4. Emerging Need Objective

- a. Include your "emerging needs" objective in each Annual Work Plan.
- b. Because a Council may not know what the emerging need will be, the key activities are not described and included as “to be determined”