

Virginia's Individual and Family Support Program
**State Plan for Increasing Support for Virginians with Developmental
Disabilities**

**Prepared by the Virginia Department of Behavioral Health and
Developmental Services in partnership with
The Individual and Family Support Program State and Regional
Councils**

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IFSP State Plan Update

Prepared: February 15, 2022

Background

In March 2013, the Department of Behavioral Health and Developmental Services (DBHDS) launched the Individual and Family Support Program (IFSP) to assist those on the Commonwealth's HCBS DD Waiver Waiting List (the Waitlist). The IFSP's target population includes both individuals who have a developmental disability and their families. IFSP initially provided financial assistance to individuals and families. Nonetheless, the program has grown to provide varying types of supports to the over 15,000 individuals on Virginia's DD Waiver Waiting List.

Annual Updates

In 2017, the IFSP State and Regional Councils adopted a strategic plan establishing the Commonwealth's priorities for addressing the needs of individuals with developmental disabilities who are awaiting waiver services.

The Plan expresses the Commonwealth's large-scale goals and objectives for serving individuals and families on the Waitlist. It focuses on the IFSP-Funding Program, the creation of the IFSP State and Regional Councils, and establishment of other programmatic areas needed to establish a comprehensive and coordinated set of strategies for supporting the needs of families.

Per the DOJ Settlement Agreement and in partnership with the IFSP State Council, DBHDS has agreed to provide an annual update on the State Plan that includes the following:

- Annual Summary of IFSP-Funding Program activities, grantee satisfaction, and activities to establish priorities to the Funding Program
- Summaries of communication efforts, including:
 - o usage of the *My Life, My Community* website and
 - o efforts to inform individuals on Virginia's DD Waiver Wait List (WWL) of supports, including IFSP-Funding, case management, and family and peer mentoring.
- Summaries of IFSP Regional Council activities, and
- Summaries of activities supporting family and peer mentoring.

Additionally, each year, IFSP staff will review the existing State Plan and provide updates to the IFSP State Council.

Summary Overview

The following is a summary update on the program indicators and outcomes from July 1, 2020, to June 30, 2021. The updates reference outcome indicators that were adopted by the IFSP State Council in April 2019. In partnership with the State Council, IFSP will provide annual updates to the State Plan to reflect changing program priorities and needs. Changes will be included as addendums to the State Plan document, and when/if needed, IFSP will partner with the State Council to adopt formal revisions.

Annual summary of IFSP-Funding Program activities, grantee satisfaction, and activities to establish priorities of the IFSP-Funding Program (See Appendix A: Funding Program Summary)

Each fiscal year, IFSP develops a summary of funding activities detailing the amount of funds requested by applicants. *Appendix A: Funding Program Summary* provides detailed overview of the funds awarded for the FY 2020 and FY 2021 funding periods, including the results of the Survey of Need in lieu of a satisfaction survey.

In brief, no funds were distributed in FY 2020 or FY 2021, due to the malfunctions of the IFSP-Funding Portal in October 2019. As a result, the Portal was closed for extensive review and testing by DBHDS IS&T until launching for the beginning of the Fall 2021 “Save a Draft” period on September 14. At that time, draft applications could be saved until the portal closed on October 4, then reopening for final submission and approval on October 7. However, the Portal suffered another breach and was shut down within 6 minutes of opening.

The 2021 breach appeared to be similar to the breach from 2019. This also meant that some Applicants’ personal information may have been seen by other Applicants in the IFSP-Funding Portal. During the 17-month review and testing period, the Portal was functioning properly, and it was believed the portal was clear to operate as scheduled. DBHDS began an investigation of the system to determine the extent of the issue, including securing expert resources through the VITA partnership to assist with the investigation. DBHDS will not attempt to repair the Portal again and another solution will be found for future IFSP application processes.

DBHDS IS&T provided IFSP staff with a list of all Applicants with completed and saved drafts as of October 4, 2021. IFSP staff verified eligibility through the WaMS system and confirmed addresses through CSBs. IS&T also performed a forensic evaluation of the data in the Portal system in order to determine and identify those who were potentially exposed during the breach. 4,061 Applicants and their Responsible Parties were identified as being potentially exposed during the Breach, breaking down to a total of 2,597 adults and 1,464 minors under 18. Per federal HIPAA and privacy regulations, DBHDS notified these 4,061 individuals within the mandated 60-day notification period via postal mail, using DOC mail house services. DBHDS offered these individuals free credit monitoring services for up to two years. As of the last day of the enrollment period, 186 adults and 60 minors under 18 registered for these services.

From September 14th to October 4th, IFSP received over 4,036 requests for assistance during the “Save a Draft” period leading up to the opening of the Portal for applications. Given the large number of applications saved and IFSP’s desire to assist families as quickly as possible, DBHDS approved all IFSP application drafts that were saved as of October 4, 2021, utilizing funds from FY 2020 and FY 2021. \$4,036,000 was awarded to these families, with each Applicant being awarded \$1,000.

In addition, because no funds were distributed in FY 2021, IFSP could not conduct the Annual Satisfaction Survey. Instead, a Survey of Needs was developed and distributed as part of the FY22 Annual Notification Message to People on the Waiver Wait List to the entire population of individuals on the WWL. However, only 147 respondents completed the survey, so IFSP does not find the results to be truly representative of people on the WWL. These survey questions were presented at the June 2021

State Council meeting, and Councilmembers provided input as shown in the *State Council Minute Archives* in Appendix F.

Regarding the establishment of priorities for the allocation of IFSP funds, the ongoing goal to have new regulations enacted for the FY 2020 funding period was not met. DBHDS was given authority to promulgate emergency regulations for the 2022 General Assembly session. Budget language is expected to be approved in April 2022 when session concludes. As of February 2022, DBHDS has begun drafting new regulations to enact the Prioritization Model, which is expected to be approved in FY 2023. To operationalize the Prioritization Model, DBHDS will build a new Funding Portal into the Waiver Management System (WaMS); this is projected to be completed before FY 2024.

The Prioritization model was previously submitted in the 18th Study report and may be found in CI folder 1.02.

Communication efforts, including activities of the *My Life, My Community* website and efforts to inform individuals on Virginia’s DD Waiver Waiting List of availability of critical supports, such as IFSP-Funding, case management, and family and peer mentoring

IFSP continued its efforts towards providing more comprehensive information to families during FY 2021. The *My Life, My Community* website (MLMC) officially launched in August 2019. IFSP continues to improve its information and referral supports by addressing its navigability. As stated in the 18th Study report, IFSP expanded its contract with SeniorNavigator to include a redesign of the MLMC website. IFSP also continues to align MLMC with its work in the Community of Practice to curate page content that will feature information based on the life stage of the site visitor. The MLMC website redesign and content updates, including the proposed State Council portal, were completed in May 2021. IFSP’s June 2021 State Council Meeting included a live demonstration of the new features by SeniorNavigator.

In 2019, IFSP implemented an annual process to inform people on the Waiver Waiting List about eligible supports, including case management, the *My Life, My Community* website, family and peer mentoring, and the IFSP-Funding Program. IFSP continues to follow this process, which was detailed in the 18th Study report. In August 2021, IFSP notified all individuals on the Waiver Waiting List with a valid email address, and information was sent via email to 7,727 individuals out of the 14,056 individuals on the Waiver Waiting List represented in WaMS as of August 2021. Those without an email address received hard copies of the same promotional materials via postal mail to 6,329 people represented by 5,064 physical addresses in August 2021. Appendix B’s *Annual Notification for Individuals on WWL FY22 Update and Quantity Details 2.14.21* provide more details about the promotional materials included.

In June 2021, the IFSP Communications Coordinator convened a group of internal and external stakeholder partners with expertise to serve as an advisory workgroup for key IFSP-related communications products directed towards self-advocates and family members of people with DD throughout the Commonwealth. This group was formed to provide feedback that would help improve IFSP’s information and outreach materials on a regular frequency. Appendix B’s *IFSP Communications Advisory Group Proposal*, June 2021 notes, and December 2021 notes contain details about the group’s composition and the materials discussed.

In FY 2021, IFSP published the “IFSP: First Steps” document and distributed it to physicians who were likely to have contact with children and families on the Waiver Waiting List. IFSP continued this

outreach effort in FY 2022. A total of 1,160 “First Steps” documents and cover letters were mailed to 58 medical professionals by postal mail. Appendix B’s *Methodology for “IFSP: First Steps” Document: Annual Update* contains details about the document’s content and distribution updates.

Summaries of activities supporting family and peer mentoring

IFSP continues to partner with the Partnership for People with Disabilities (The Partnership) at Virginia Commonwealth University (VCU) to provide peer family supports to individuals on the DD Waiver Waiting List. The Partnership’s Center for Family Involvement (CFI) is home to the Family-to-Family Network of Virginia, or F2F Network, that provides direct support to families of children and adults with intellectual and developmental disabilities through a network of over 20 staff and roughly 70 active volunteer Family Navigators. Six CFI staff serve as Regional Network Coordinators on IFSP’s 5 Regional Councils. The Partnership provides support to the IFSP program by providing emotional, informational, and systems navigation support to families. VCU’s annual report on the outcomes of the Family-to-Family Network are included in Appendix C.

The Partnership is also home to the Leadership for Empowerment and Abuse Prevention (LEAP). In FY 2022, IFSP modified the contract with The Partnership to include funding for LEAP. LEAP provides training on healthy relationships and information about preventing abuse to adults with disabilities; each closed training is led by an adult with a disability. The September 2021 State Council meeting featured a short presentation about LEAP trainings. LEAP’s most recent quarterly report is included in Appendix C.

In May of 2020, IFSP signed a contract with The Arc of Virginia to develop and implement a peer support model for self-advocates. As in FY 2021, through IFSP support, The Arc of Virginia was able to use its expertise in supporting its existing self-advocacy alliance to provide training for self-advocates who were interested in providing peer mentoring support through a waiver service provider. IFSP plans to continue providing The Arc with ongoing financial support to increase its capacity to serve people on the WWL, so that individuals with DD have access to both the self-advocacy alliance and 1:1 subsidized peer supports. The Arc also holds quarterly professional development trainings for peer mentors that are developed based on peer mentors’ schedules and topics of interest. As of December 2021, The Arc has trained 9 peer mentors and matched 5 mentors with mentees. As of January 2022, one of The Arc’s peer mentors was appointed to the IFSP State Council.

All data on family and peer supports may be found in Appendix C: Family and Peer Supports.

Utilization of the *My Life, My Community* website and call center

IFSP continues to partner with SeniorNavigator to maintain the *My Life, My Community* (MLMC) website, which was launched in 2019. As stated in the *Communication Efforts* section of this overview, IFSP expanded its contract with SeniorNavigator to include a redesign of the MLMC website to increase and enhance navigability to site visitors looking for information about supports, as well as adding information based on the life stage of the site visitor. The October-December 2021 quarterly report in Appendix E shows that during this period, the site received 11,846 visits from 8,189 users with a breakdown of 26% returning visitors and 74% new visitors.

In addition, this partnership allows for the continuation of high-quality customer support via the

MLMC call center. Operators fielded over 2,600 calls from families and providers between October and December 2021. The call topics and frequencies are listed in Appendix E: SeniorNavigator Quarterly Data. Due to IFSP staffing vacancies, DBHDS modified SeniorNavigator’s contract in February 2022 so that My Life, My Community call center operators could begin contacting over 300 individuals and families with unregistered Way2Go debit cards that contain IFSP funds.

Summaries of the IFSP Regional Council Activities

At the beginning of calendar year 2021, IFSP hired two regionally based peer support specialists in the Northern and Western regions. Both positions were part-time contract positions. To help demonstrate IFSP’s commitment to supporting the voices and needs of families, both contractors were also family members of individuals with developmental disabilities. They had knowledge of waivers, regional resources, and insight into the challenges of outreach and capacity-building within specific communities in their respective regions (Spanish-speaking and rural communities, respectively). In addition to assisting with Regional Council outreach efforts, developing community resource maps, and providing DBHDS with administrative support in their regions, IFSP had also planned to utilize these contractors to help implement the proposed Funding Prioritization Model’s Emergency Assistance category by assisting with intake and assessment of families that presented a crisis. The hope was that these peer support specialists could provide guidance for families in their respective Regional Councils who were seeking financial and social-emotional support.

As detailed in the 18th Study report, IFSP’s Community Coordinator oversaw the development and implementation of the Coordinated Council meeting format to plan, market, and conduct Regional Council events. This format allowed for IFSP to conduct an informational statewide main presentation, followed by regional breakouts where each Council could learn more about a related resource or program in their communities. This model was developed using feedback from IFSP Councilmembers and VCU CFI’s Regional Network Coordinators (RNCs), as were the topics explored at each Coordinated Council meeting: mental health and crisis planning, transition and employment, and advocacy.

Following the unexpected staff departures of both peer support specialists, the Community Coordinator, and the Program Manager, IFSP’s Regional Council activities were put on hold as of October 2021. With the onboarding of a new IFSP Program Manager in February 2022, IFSP will convene the State Council in April 2022 to discuss and devise a workplan for reconstituting the Regional Councils.

Details of the IFSP staff activities to support the State and Regional Councils are included in the attachment titled Appendix F: Council Narrative.

Updates to the IFSP State Plan

IFSP has made the following updates to the IFSP State Plan in order to align the plan with the DOJ Settlement Agreement and to ensure that all necessary components are included in the plan.

The list below highlights the change included in the update.

- Inclusion of a Prioritization Model for IFSP that will be implemented in Fall of 2023. The plan is included as an attachment.

Future Updates

In addition to these changes, IFSP will collaborate with IFSP State Council to conduct a more

extensive review of the IFSP State Plan prior to the installation of a new State Council in January 2023.

A new IFSP program manager was hired and will begin in late February 2022. IFSP will advertise the staff positions of Community Coordinator and an administrative support role, with hopes to fill them before FY 2023.

Virginia's Individual and Family Support Program

State Plan for Increasing Support for Virginians with

Developmental Disabilities State Plan Goals and Objectives

Update June 26, 2020

Goal One: Ensure that the Individual and Family Support Program (IFSP) Funding serves individuals with developmental disabilities and their families by braiding and blending resources to focus on the needs of the whole person with emphasis on prioritizing those with the greatest needs and most at risk of institutionalization.

Long-term Goal: Enhance IFSP-Funding Program so that those with complex circumstances and with the greatest support needs are prioritized.

Short-term Goal: Develop a data-driven process for shifting away from providing funds on a first-come-first-served basis to providing funds based on individual circumstances as defined by common assessment tools while factoring in the criticality of the request.

Outcome Targets: 80% of individuals who are on the Waiver Waiting List and are Priority One are outreached for IFSP assistance.

FY 2022 Outcome Update: IFSP met this target in September 2021 with the electronic and postal mailer *Notification for Individuals on the DD Waiver Waiting List*. Details on the number of individuals contacted is included in *Communications Update* section of this report.

Outcome Indicators: DD Waiver Waiting List data from WaMS, IFSP-Funding annual application data analysis

Activities	Outputs/Timeframe	FY 2022 Output Update
Analyze data of DD Waiver Waiting List individuals included in WaMS- including individual critical needs scores, VIDES, and input from waiver redesign public comment sessions.	<ul style="list-style-type: none"> • DBHDS and the State Council establish a working definition of most at risk that is updated at least annually (DBHDS Recommendation: Use DD Waiver Waiting List levels as the basis for most at risk). - October 2018 • DBHDS analyzes IFSP data to compare the number of people who receive IFSP funds based on their DD Waiver Waiting List level with the need category requested. • DBHDS developed annual report summarizing IFSP-Funding activities for the previous funding period. - No later than 4 months after the application closes 	<ul style="list-style-type: none"> • In FY 21, IFSP completed a plan that prioritizes those most at risk. The proposal is included in the CI 1.02 folder. • Information on the waiver waiting list priority level has been included in the appendix titled <i>Funding Program Summary</i>. • The <i>Annual Funding Report</i>, in appendix titled <i>Funding Program Summary A</i>, summarizes IFSP-Funding. • In FY21, the Coordinated Council meeting model replaced the former work plans developed by IFSP's Regional Councils. • The IFSP Community Coordinator conducted monthly 1:1s with RNCs, attended event planning meetings with each Council, and together with the IFSP Program Manager, conducted monthly All Hands meetings with RNCs <ul style="list-style-type: none"> • Due to the COVID-19 pandemic, the mini-grant process has not occurred. IFSP plans to implement community level mini-grant program in the future once in-person gatherings are safer.
Develop research questions and perform analysis of previous IFSP-Funding data for trends.	<ul style="list-style-type: none"> • DBHDS developed summary of FY 2016 and FY 2017 IFSP-Funding activities. - September 2018 	
Identify common needs that are not covered by IFSP funds under current regulation and assess for possible inclusion as a covered cost item under funding program regulations.	<ul style="list-style-type: none"> • Amend IFSP-Funding Application to capture data on needs that are not funded. • DBHDS developed report of common needs from IFSP-Funding Application data starting in the FY 2020 funding period. - No later than 7 months after funding period closes • Query internal stakeholders for known resources for common needs that are not typically covered by IFSP funds and explore possible inclusion under IFSP regulations 	
Assist local communities with establishing strategies to obtain additional supports to address needs not covered by IFSP Funding.	<ul style="list-style-type: none"> • IFSP Regional Councils develop a work-plan that will identify and support a common goal that aligns with Virginia's Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities. – Annually • Implement a community level mini-grant program that supports the regional implementation of a program or project that aligns with Virginia's Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities. • Two trainings per region to address specific community-level issues based on local data. - Annually • One regional meeting/contact per region. - Quarterly 	

<p>Goal One: Ensure that the Individual and Family Support Program (IFSP) Funding serves individuals with developmental disabilities and their families by braiding and blending resources to focus on the needs of the whole person with emphasis on prioritizing those with the greatest needs and most at risk of institutionalization.</p>		
<p>Short-term Goal: Administer an IFSP-Funding Program that incorporates input from families and individuals and is responsive to their needs.</p>		
<p>Outcome Targets: 80% of people who complete an IFSP Satisfaction Survey indicate high satisfaction with funding. 80% of Satisfaction Survey respondents indicate knowledge of or utilization of resources other than IFSP-Funding to meet their needs.</p>		<p>FY 2021 Outcome Update: No Funding cycle occurred, so no Satisfaction Survey could be created. IFSP also intends to reassess the feasibility of the outcome target for this goal.</p>
<p>Outcome Indicators: Annual Satisfaction Survey, DD Waiver Waiting List data, IFSP-Funding Application data</p>		
Activities	Outputs/Timeframe	FY 2021 Output Update
<p>DBHDS staff will work with the IFSP State Council to review and identify priority populations/priority needs for the annual IFSP-Funding program.</p>	<ul style="list-style-type: none"> • IFSP Staff will create a plan to establish priorities on an annual basis. - 6 months before funding period opens • IFSP State and Regional Councils participate in a work session on funding priorities. - Annually, 4 months before funding period opens • IFSP Staff will develop a summary of needs and demographic characteristics of applicants to be included on the annual funding summary. 	<ul style="list-style-type: none"> • Because no funds were distributed in FY 2021, IFSP could not conduct the Annual Satisfaction Survey. Instead, a Survey of Needs was developed and distributed as part of the FY 22 Annual Notification Message to People on the Waiver Waiting List to the entire population of individuals on the WWL. However, only 147 respondents completed the survey, so IFSP does not find the results to be truly representative of people on the WWL. These survey questions were presented at the June 2021 State Council meeting, and Councilmembers provided input as shown in <i>the State Council Minute Archives</i> in Appendix F. • DBHDS was given authority to promulgate emergency regulations for the 2022 General Assembly session. Budget language is expected to be approved in April 2022 when session concludes. <p>The ongoing goal to have new regulations enacted for the FY 2020 funding period was not met. As of February 2022, DBHDS has begun drafting new regulations to enact the Prioritization Model, which is expected to be approved in FY 23.</p>
<p>Review and amend the existing IFSP regulations and policies to align with the IFSP State Council’s annual priorities, and improve access for individuals and families.</p> <p>Develop administrative policies and procedures that support the IFSP State Council’s established priorities.</p>	<ul style="list-style-type: none"> • DBHDS Staff will develop revised program regulations and guidelines that are informed by input from the State Council, IFSP Applicant Satisfaction Surveys, and stakeholder input. 	
<p>Create contingencies to support emergency needs.</p> <p>Review models of emergency funding (i.e., % of total IFSP funds or a set amount of funds annually reserved for emergencies), and what happens if those funds are not used.</p> <p>Develop policies and materials explaining emergency funds.</p>	<ul style="list-style-type: none"> • The new IFSP-Funding Portal application system will be added in WaMS in FY 2023. • The use of the Prioritization criteria has been pushed into FY 2023 due to the FY 2022 failures of the IFSP Portal. • The plan for the Prioritization development will begin Qtr. 4 of FY 2022 and is expected to be operational for the Qtr. 2 FY 2023 Funding cycle. 	

Goal One: Ensure that the Individual and Family Support Program (IFSP) Funding serves individuals with developmental disabilities and their families by braiding and blending resources to focus on the needs of the whole person with emphasis on prioritizing those with the greatest needs and most at risk of institutionalization.

Short-term Goal: Leverage IFSP-Funding Application process to connect families with additional resources.

Outcome Targets: 10% reduction in the number of returning applicants who indicate no connections to resources in annual Satisfaction Survey.

FY 2022 Outcome Update: IFSP will need to integrate measurement of this outcome into the Annual Satisfaction Survey. IFSP also intends to reassess the feasibility of the outcome target for this goal.

Outcome Indicators: IFSP-Funding Program Satisfaction Survey, Annual IFSP-Funding Applications

Activities	Outputs/Timeframe	FY 2022 Output Update
<p>Create a plan for collecting additional data that can be requested during the IFSP-Funding Application (e.g., asking about uses of other services like Crisis Services, EMS, and Medical/Health).</p>	<ul style="list-style-type: none"> • DBHDS developed summary document with analysis of FY 2019 IFSP-Funding Applications and FY 2019 Satisfaction Survey to identify questions for FY 2020. - Summer 2019 • Revise FY 2020 IFSP-Funding Application to have more specific questions about needs. - Fall/ Winter 2019 • DBHDS will coordinate internal efforts to utilize the DD Waiver Waiting List Attestation process to collect additional data on need for those currently on the DD Waiver Waiting List. - January 2019 	<ul style="list-style-type: none"> • Because no funds were distributed in FY 2021, IFSP could not conduct the Annual Satisfaction Survey. Instead, a Survey of Needs was developed and distributed as part of the FY 22 Annual Notification Message to People on the Waiver Waiting List to the entire population of individuals on the WWL. However, only 147 respondents completed the survey, so IFSP does not find the results to be truly representative of people on the WWL. These survey questions were presented at the June 2021 State Council meeting, and Councilmembers provided input as shown in the <i>State Council Minute Archives</i> in Appendix F.
<p>Utilize the information from enhanced data collection to identify unmet supportive service needs and identify possible IFSP enhancements to address the needs.</p>	<ul style="list-style-type: none"> • DBHDS will develop a summary of supports and services requested in IFSP-Funding Applications. - Annually • DBHDS will produce a summary of the IFSP-Funding Satisfaction Survey. – Annually • SeniorNavigator developed articles and resources to highlight topics identified as unmet needs per IFSP-Funding Application request. - As needed starting Fall 2018/quarterly • IFSP Regional Council developed annual activities to get additional supports to address unmet supports and needs. - Spring 2019 	

Goal One: Ensure that the Individual and Family Support Program (IFSP) Funding serves individuals with developmental disabilities and their families by braiding and blending resources to focus on the needs of the whole person with emphasis on prioritizing those with the greatest needs and most at risk of institutionalization.

Short-term Goal: Streamline IFSP-Funding process to better rely on technology and efficiency.

Outcome Targets: 100% of all applications accepted by the online application portal. 20% reduction in total calls and emails seeking assistance with completing the IFSP-Funding Application. 80% of in-person funding outreach training events targeted toward individuals and families with language barriers, limited technology access, and/or geographic areas with lower application rates.

FY 2022 Outcome Update: While all IFSP-Funding applications were submitted via the IFSP Portal for FY 2022, the site experienced multiple system failures, making it difficult to measure this outcome effectively.

Outcome Indicators: IFSP Call Log, email assistance form tickets via Survey Monkey, SeniorNavigator Call Logs, Training Logs

Activities	Outputs/Timeframe	FY 2022 Output Update
<p>Map out IFSP-Funding process and include timelines, milestones, and outcomes including addressing the following:</p> <ul style="list-style-type: none"> • partnerships to increase access and efficiencies, • bankcard/ EFT, • online application, and • IFSP-Funding program receipt process and notifications. 	<ul style="list-style-type: none"> • DBHDS developed IFSP-Funding Application process map completed prior to application release. - Annually • DBHDS developed annual schedule of the funding process presented to the IFSP Council prior to application release. - Annually • DBHDS developed annual fact sheets to assist families and individuals who are seeking assistance. – Annually • At least one training/outreach event linked to the IFSP-Funding Application that assist the public with applying for IFSP Support in each of the 5 DBHDS regions. • SeniorNavigator assistance call log summary corresponding with specific applications milestones (application registration, application submission, receipt submission, and card issuance). 	<ul style="list-style-type: none"> • IFSP completed all of the outputs in this area and copies of the material are available in Appendix A. • DBHDS developed revised the IFSP-Funding Application for FY 2022 with additional changes, including a new Eligibility Checker. • Because no funds were distributed in FY 2021, IFSP could not conduct the Annual Satisfaction Survey. Instead, a Survey of Needs was developed and distributed as part of the FY 22 Annual Notification Message to People on the Waiver Waiting List to the entire population of individuals on the WWL. However, only 147 respondents completed the survey, so IFSP does not find the results to be truly representative of people on the WWL. These survey questions were presented at the June 2021 State Council meeting, and Councilmembers provided input as shown in the <i>State Council Minute Archives</i> in Appendix F.
<p>Integrate Prioritization and outreach of the IFSP-Funding process into the application.</p> <p>Application technology enhancements including identifying supplemental application questions that collect additional information that may indicate needs.</p>	<ul style="list-style-type: none"> • DBHDS developed FY 2018 Satisfaction Survey with summary report. - Annually 	

Goal One: Ensure that the Individual and Family Support Program (IFSP) Funding serves individuals with developmental disabilities and their families by braiding and blending resources to focus on the needs of the whole person with emphasis on prioritizing those with the greatest needs and most at risk of institutionalization.

Short-term Goal: Develop a formal feedback process for stakeholders to report satisfaction with the IFSP-Funding Program and to recommend improvements and changes.

Outcome Targets: 20% response rate on annual survey with over 85% of respondents indicating satisfaction with IFSP-Funding Program.

FY 2022 Outcome Update: IFSP met this target in FY 2019 with a response rate of 27% with 815 respondents. IFSP also intends to reassess the feasibility of the outcome target for this goal.

Outcome Indicators: Annual Satisfaction Surveys

Activities	Outputs/Timeframe	FY 2022 Output Update
Implement annual Satisfaction Surveys of individuals receiving funds.	<ul style="list-style-type: none"> • DBHDS developed Satisfaction Survey of IFSP-Funding applicants. • DBHDS developed IFSP-Funding Program summary. - Annually, no later than 4 months after the application closes 	<ul style="list-style-type: none"> • Because no funds were distributed in FY 2021, IFSP could not conduct the Annual Satisfaction Survey. Instead, a Survey of Needs was developed and distributed as part of the FY 22 Annual Notification Message to People on the Waiver Waiting List to the entire population of individuals on the WWL. However, only 147 respondents completed the survey, so IFSP does not find the results to be truly representative of people on the WWL. These survey questions were presented at the June 2021 State Council meeting, and Councilmembers provided input as shown in the <i>State Council Minute Archives</i> in Appendix F.
Conduct annual analysis that includes an analysis of the take- up of IFSP-Funding Program of those on the DD Waiver Waiting List, to identify trends in who applies for the funds, annual rates of eligibility determinations, and trends in how funds are used.	<ul style="list-style-type: none"> • DBHDS developed annual IFSP-Funding Program summary. - No later than 4 months after the application closes 	
Create an annual public comment process for input on IFSP-Funding Program.	<ul style="list-style-type: none"> • DBHDS and IFSP State and Regional Councils developed strategy to gain public input online and in-person, virtually through Satisfaction Surveys, regionally convened meetings, and by webinars. - Annually 	
Provide an annual accounting of IFSP-Funding including breakdowns of direct assistance and administrative costs.	<ul style="list-style-type: none"> • DBHDS developed annual report detailing the funding programs expenditure. - Annually, no later than 4 months after the application closes 	

Goal Two: Create a robust and holistic state-level family support program model that furthers the goal of continued residence of an individual with developmental disabilities in his/her own home or the family home.		
Long-term Goal: Increase the availability of resources at the state and local level to address the needs of those in the target population.		
Short-term Goal: Create a uniform assessment process for identifying needs of individuals with DD and their families that categorizes individuals and families into the need categories.		
Outcome Targets: 50% of respondents to post-intervention survey from VCU F2F Network indicate some knowledge of family supports. 80% attendees of IFSP-sponsored community events indicate knowledge of resources and supports on post-event surveys. 80% of respondents of annual DD Waiver Waiting List Attestation form indicate knowledge of their regional IFSP Council.		FY 2022 Outcome Update: IFSP continues to work with VCU to collect data on this indicator. IFSP also intends to reassess the feasibility of the outcome target for this goal.
Outcome Indicators: VCU F2F Network post-engagement survey, summary of data from annual DD Waiver Waiting List Attestation process, retooled IFSP-Funding Application, post-event surveys for IFSP sponsored events, summary of local1 sponsored support programs		
Activities	Outputs/Timeframes	FY 2022 Output Update
Create a uniform assessment process for all programmatic components of IFSP to collect data that identifies individuals and families in the following categories: <ul style="list-style-type: none"> • Those who do not know of resources and are not connected but need a robust array of service/resource options, • Those with knowledge of resources and who are well connected, and • Those who know of resources but are not interested or are stable at this time. 	<ul style="list-style-type: none"> • VCU developed post-F2F Network intervention survey that collects data on the three categories of individuals/families. - Fall 2018 • Summary report from VCU F2F Network supports. - Quarterly • IFSP Regional Councils to incorporate the uniform assessment process into all community events to collect data on individual and family needs. - Nolater than January 2019 • DBHDS developed IFSP-Funding Application that captures data on unmet needs. - No earlier than FY 2020 funding cycle • Re-tool the annual DD Waiver Waiting List Attestation process to gather data on the three categories of individuals/families. - Spring 2019 	<ul style="list-style-type: none"> • The F2F Program’s FY 2021 quarterly data is included in Appendix D: Family and Peer Supports.
Collect information from the 40 CSBs/BHAs on locally funded family support programs operated by their agency to better understand what formal community sponsored supports already exist.	<ul style="list-style-type: none"> • IFSP Regional Councils summary documents with information on locally sponsored supports and support organizations (DBHDS recommends replicating the Northern region’s data collection). - Spring 2019. • DBHDS prepared summary of support needs by regions based on Satisfaction Survey responses and unmet need analysis. - Fall 2019 • DBHDS marketing strategy and materials that reflect the needs of individuals in each of the three categories and that integrates the work of SeniorNavigator, VCU F2F Network, and IFSP Regional Councils. - Starting in Fall 2018 and on-going 	
Catalog a list of organizations in Virginia who provide comprehensive supports to families and individuals with DD (i.e., information, referral, training, peer support, parent support, concrete services, and cash subsidies).	<ul style="list-style-type: none"> • SeniorNavigator audit of resources identified per region. – Annually 	

Goal Two: Create a robust and holistic state-level family support program model that furthers the goal of continued residence of an individual with developmental disabilities in his/her own home or the family home.

Short-term Goal: Explore building an interactive web-based portal for families and individuals with information on existing local/regional/state organizations/agency resources.

Outcome Targets: In each region, at least 30% of Satisfaction Survey respondents have visited either Facebook, connected with SeniorNavigator, visited the DBHDS IFSP webpage, connected with VCU F2F Network, or attended a VCU F2F Network event. Of event attendees: at least 30% indicate having visited Facebook, SeniorNavigator, IFSP, or F2F Network. At least 50% of F2F Network Satisfaction Survey respondents indicate Center for Family Involvement F2F Network information is helpful.

FY 2022 Outcome Update: IFSP will continue to work with SeniorNavigator to develop satisfaction survey measures as data collection to support this measure. IFSP also intends to reassess the feasibility of the outcome target for this goal.

Outcome Indicators: IFSP Satisfaction Survey; Event Satisfaction Surveys; My Life, My Community web site statistics

Activities	Outputs/Timeframe	FY 2022 Output Update
<p>Draft a plan for the web platform that:</p> <ul style="list-style-type: none"> • Supports ensuring equal access to information, • Supports establishing quality standards for information, • Ensures uniform information for communities regardless of location, • Plans for multiple platforms for sharing information including web, phone, and in-person, and • Appropriately interfaces with the existing My Life, My Community webpage. 	<ul style="list-style-type: none"> • My Life, My Community Website published. - September 2018 • Develop a list of regular topics for feature on the My Life, My Community website after website re-launch. - Spring 2019 • Regular social media updates. - As needed 	<ul style="list-style-type: none"> • Updates and outcomes on the <i>My Life, My Community</i> website are included in <i>Attachment E: Senior Navigator Quarterly Data</i>.

Goal Two: Create a robust and holistic state-level family support program model that furthers the goal of continued residence of an individual with developmental disabilities in his/her own home or the family home.

Short-term Goal: Create an IFSP Community Coordination Program that can provide oversight of regional plans and efforts to implement the State IFSP Plan in the five DBHDS regions and create content for standard materials, protocols, and processes that can be used in communities across the state.

Outcome Targets: 100% of all IFSP Regional Councils have a local plan to address needs in their community and provide a progress updates every 2 months.

FY 2022 Outcome Update: In FY 21, the virtual Coordinated Council meeting format was adopted in lieu of regional work plans during COVID-19. As of October 2021, Regional Council activities have been paused due to staffing constraints.

Outcome Indicators: Regional Plan, Marketing Documents

Activities	Outputs/Timeframe	FY 2022 Output Update
<ul style="list-style-type: none"> • Provide oversight of regional plans and efforts to implement the State IFSP Plan in the five DBHDS regions. • Create content for standard materials, protocols, and processes that can be used in communities across the state. 	<ul style="list-style-type: none"> • IFSP Regional Council plans implemented within the first 2 months of Council terms starting. - Annually • Each region develops and implements a local mini-grant proposal to address locally identified priorities in Virginia’s Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities. - Annually starting Spring 2019 • One IFSP Regional Council sponsored family focused event on supports for families without a waiver and accompanying materials. - Starting Spring 2019 • IFSP Regional Council quarterly fillable report template developed by IFSP Regional Council in partnership with DBHDS for all regions to use on a quarterly basis. • Identification of one regional lead per year. • DBHDS and IFSP Regional Council developed marketing materials explaining how families can get supports without a waiver. - Developed prior to FY 2020 Funding Application release 	<ul style="list-style-type: none"> • IFSP Regional Council activity updates are included in <i>Appendix F: Council Narrative</i>. • IFSP intends to continue the Coordinated Council model once a new Community Coordinator is hired. IFSP also intends to convene the State Council in April 2022 to discuss and devise a workplan for reconstituting the Regional Councils.

Goal Two: Create a robust and holistic state-level family support program model that furthers the goal of continued residence of an individual with developmental disabilities in his/her own home or the family home.

Short-term Goal: Work to obtain additional financial, in-kind, and relational supports to address varying needs.

Outcome Targets: All 5 Councils will establish annual goals per their regional Work-Plans for addressing a locally identified gap that aligns with Virginia’s Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities and achieve 50% of their goals on an annual basis.

FY 2022 Outcome Update: IFSP Regional Councils continue to implement their established goals and IFSP expects to assess the 50 percent measure in the future.

Outcome Indicators: Council Work-Plans and progress reporting

Activities	Outputs/Timeframe	FY 2022 Output Update
<p>Identify areas where there are not resources available and develop a plan to build capacity and address the gap.</p>	<ul style="list-style-type: none"> • Summary document (by November 2019) that brings together various environmental scans including: <ul style="list-style-type: none"> ○ Providers ○ Employment ○ VCU F2F Network ○ Regional Quality Councils ○ State housing Council ○ Health • IFSP Regional Council created annual work-plans based on program data to determine where to focus outreach and engagement strategies. – Annually • Strategy document that identifies gaps and describes potential resources for obtaining additional financial or in-kind supports. 	<ul style="list-style-type: none"> • IFSP Regional Council activity updates are included as attachments to this plan in Appendix F: Council Narrative.

Goal Three: Families, individuals with DD and community agencies are knowledgeable about the Individual and Family Support Program through effective, coordinated, and comprehensive outreach.

Long-term Goal: Create a comprehensive communication plan that establishes communication priorities and strategies to address the needs of communities and organizations.

Outcome Targets: 90% of IFSP Stakeholder Satisfaction Survey respondents indicate an awareness of marketing materials and state that it was helpful.

FY 2022 Outcome Update: IFSP will need to review and update Satisfaction Survey tools, since current measure does not support data collection to assess this measure. IFSP also intends to reassess the feasibility of the outcome target for this goal.

Outcome Indicators: Stakeholder Satisfaction Survey

Activities	Outputs/Timeframe	FY 2022 Output Update
<ul style="list-style-type: none"> • Develop a comprehensive list of entities that should be outreached. • Draft a strategy for sharing general information with partners and stakeholders (including outreach at local and state events and conferences). • Create partnerships with schools to provide informational marketing materials that can be distributed to families at Individualized Education Program meetings. • Develop educational materials that build on existing marketing material (including creating materials where they do not exist and the use of traditional and social media) that targets institutions and communities. 	<ul style="list-style-type: none"> • DBHDS compiled list of stakeholders. - January 2019 • DBHDS developed marketing strategy. - Spring 2019 • Develop a marketing piece for schools in collaboration with school director of communication/Dir. of Family Engagement/SPED Dir/DOE for higher level. - Spring 2019 • DBHDS developed brochure for IFSP outreach by September 2019. • Marketing and communication plan for families and institutions/communities/organizations. • Single point of information established by SeniorNavigator through My Life, My Community. - Fall 2018 • DBHDS developed educational materials for families. - Ongoing • DBHDS developed educational materials for institutions/communities/organizations. - Ongoing • Regional IFSP Work-Plans that include activities on outreaching and partnering with local CSB's as part of local activities. • IFSP Regional Council guided/DBHDS developed marketing materials based on SeniorNavigator resources. - As needed 	<ul style="list-style-type: none"> • IFSP has developed a communication plan, included in <i>Appendix B: Communication</i>. These items are all met, except for the Satisfaction Survey, though Question 4 of the Fall 2021 Survey of Need (<i>Appendix A: Funding Program</i>) may address the helpfulness of marketing items.

Goal Three: Families, individuals with DD and community agencies are knowledgeable about the Individual and Family Support Program through effective, coordinated, and comprehensive outreach.

Short-term Goal: Increase awareness about family supports and IFSP.

Outcome Targets: 90% of people on the DD Waiver Waiting List indicate awareness of IFSP and supports.

FY 2022 Outcome Update: IFSP will need to review and assess data collection tools since current measure does not support data collection to assess this measure. IFSP also intends to reassess the feasibility of the outcome target for this goal.

Outcome Indicators: Marketing materials, My Life, My Community Statistics, Annual DD Waiver Waiting List Attestation form

Activities	Outputs/Timeframe	FY 2022 Output Update
<ul style="list-style-type: none"> • Draft a strategy for sharing information with families based on their connectedness to resources, including aligning notifications of IFSP funds with communications to families upon placement on the DD Waiver Waiting List. • Review and assess the idea of a single point of information and referral clearinghouse using the “No Wrong Door” model and develop a blueprint for implementing the model. • Develop community ambassadors that can serve as peer support providers for families and individuals who are not connected to services and/or resources. • Develop educational materials for families with an emphasis on incorporating existing partners’ marketing materials, creating new materials for families if other resources do not exist, and developing social media strategies to engage families. • Coordinate communication updates with My Life, My Community webpage. 	<ul style="list-style-type: none"> • DBHDS developed marketing piece for “What to Do While Waiting”. - April 2019 • IFSP State Council assessment of “No Wrong Door” and develop a strategy to leverage resources. - Spring 2019 • DBHDS developed web updates monthly. • DBHDS developed Marketing and Communication plan for families and institutions/communities/organizations. - No later than Spring 2019 • SeniorNavigator single point of information through My Life, My Community. - Fall 2018 • Community ambassador training model. - Ongoing • DBHDS developed educational materials for families. - Ongoing • DBHDS developed educational materials for institutions/communities/organizations. - Ongoing • NEW June 2020- Collect data and update the IFSP State Council on the number of individuals and families that receive direct family and/or peer mentoring support 	<ul style="list-style-type: none"> • IFSP has developed a communication plan, included in <i>Appendix B: Communication</i>. • IFSP has initiated partnerships with VCU’s CFI to provide Family to Family peer mentoring. Outcome data from VCU is included under <i>Appendix C: Family and Peer Supports</i>. • IFSP has also initiated a contract with The Arc of Virginia to support The Arc’s sponsored self-advocacy network, and to create a direct service peer to peer support program. Outcome data from The Arc is included <i>Appendix C: Family and Peer Supports</i>. • IFSP continues its relationship with SeniorNavigator to provide a single point of entry through the My Life, My Community website. Outcome data from SeniorNavigator is included in <i>Appendix E: SeniorNavigator Quarterly Data</i>.

Goal Four: Administer a transparent and effective Family and Individual Support Program that seeks to incorporate the input of individuals with disabilities and families to ensure access to supports to all Virginians regardless of their DD Waiver Waiting List status.

Long-term Goal: Operate Virginia’s Individual and Family Support Program activities in order to maximize community input, demonstrate transparency, increase access and encourage accountability. Foster regional coordination to increase the number and types of supports to families and individuals.

Short-Term Goal: Establish an IFSP State Council that advises DBHDS on the priorities and operation for Virginia’s Individual and Family Support Program.

Outcome Targets: At least one self-advocate is appointed to the IFSP State Council. 90% of the State Council attends all regularly scheduled State Council meetings. 100% of IFSP State Council Members support IFSP Regional Council activities.

FY 2022 Outcome Update: Based on IFSP’s State Council attendance in FY21, the outcome target was met. IFSP continues to work to recruit self-advocates for participation on the IFSP State Council, primarily through IFSP’s relationship with The Arc of Virginia; this outcome target was also met for FY 22.

Outcome Indicators: Meeting summaries, attendance rosters, meeting agendas, IFSP charter, Virginia’s Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities updates

Activities	Outputs/Timeframe	FY 2022 Output Update
<ul style="list-style-type: none"> • Establish a State IFSP Council that is inclusive and emphasizes individual and family leadership. • Recruit, identify, and select members from across the state with emphasis on diversity of experiences- including those who are self-advocates, family caregivers, community stakeholders, and support providers. • Develop a governance structure for the IFSP State Council that details the expectations and authority of the Council. • Establish, approve, and regularly update and review Virginia’s Plan for Individual and Family Support for success towards meeting the identified goals and objectives. 	<ul style="list-style-type: none"> • Partner with VCU F2F Network to identify self-advocates and families that may be interested in serving on the IFSP State Council. • Partner with VCU F2F Network to provide at least one IFSP F2F Network co-sponsored event with the goal of increasing the capacity of family members to provide leadership on administration of IFSP. - Annually • IFSP State Council recruitment and selection members by October 2018 with appointment letters by January of 2019. • IFSP State Council review and update IFSP State Council Charter on annual basis. - Starting October 2018 • IFSP State Council overhaul of Virginia’s Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities. - Every three years • IFSP State Council meetings. – Quarterly 	<ul style="list-style-type: none"> • Information on the IFSP State and Regional Council activities are included in the attached document titled <i>Appendix F: Council Narrative</i>. • Two self-advocates from The Arc of Virginia’s self-advocacy alliance were appointed to the IFSP State Council in January 2022. One of these self-advocates is also a trained peer mentor through The Arc’s partnership with DBHDS.

Goal Four: Administer a transparent and effective Family and Individual Support Program that seeks to incorporate the input of individuals with disabilities and families to ensure access to supports to all Virginians regardless of their DD Waiver Waiting List status.

Short Term Goal: Foster regional coordination to increase the number and types of supports to families and individuals.

Outcome Targets: At least one self-advocate participates in IFSP Regional Council activities. All IFSP Regional Councils develop and implement a local work-plan on an annual basis; IFSP Regional Councils include membership that is more than DBHDS appointed membership.

FY 2022 Outcome Update: IFSP continues to work to recruit self-advocates for participation on the IFSP State Council, primarily through IFSP's relationship with The Arc of Virginia; this outcome target was met for FY 22.

Outcome Indicators: Meeting summaries, attendance rosters, regional membership rosters, meeting agendas, IFSP Regional Council Charter, annual IFSP Regional Council Work-Plans and updates

Activities	Outputs/Timeframe	FY 2022 Output Update
<ul style="list-style-type: none"> Establish IFSP Regional Councils that works with the IFSP State Council to increase regional supports for individuals and families. Recruit, identify, and select members from across the five DBHDS designated regions to represent a regional perspective as an IFSP Regional Council members. Develop a governance structure for the IFSP Regional Council that details the expectations of Regional Council members and their responsibilities to support local coalition development. Identify smaller regional subdivisions for planning and coordinating activities. 	<ul style="list-style-type: none"> DBHDS facilitated training on family support and the role of families in leadership. - September 2018 DBHDS recruits and selects members for the IFSP Regional Councils by October 2018 with appointment letters by January 2019. IFSP State and Regional Council review and update charter on annual basis starting January 2019. Each of the five IFSP Regional Councils develops and implements a local Regional Work-Plan. - Annually IFSP Regional Councils convene general community meetings. - Bi-monthly 	<ul style="list-style-type: none"> Update on the IFSP State and Regional Council activities provided in <i>Appendix F: Council Narrative</i>. Two self-advocates from The Arc of Virginia's self-advocacy alliance were appointed to the IFSP State Council in January 2022. One of these self-advocates is also a trained peer mentor through The Arc's partnership with DBHDS. IFSP is the lead on an interagency effort as part of a Community of Practice (CoP) to better align the implementation of the IFSP State Plan with the efforts of multiple stakeholders. The My Life, My Community website was updated in May 2021 to include information based on the site visitor's life stage; this was shared at the June 2021 State Council meeting. Information about the CoP is included in this document as an <i>Attachment D: Programmatic Overview Documents</i>.
<ul style="list-style-type: none"> Support the implementation of Virginia's Individual and Family Support Virginia's Individual and Family Support State Plan for Increasing Support for Virginians with Developmental Disabilities for Increasing Support for Virginians with Developmental Disabilities. Regularly seek input from stakeholders on DBHDS's administration of IFSP and all of its components including the funding program and the planning and coordination activities. Establish annual work-plans and benchmarks for DBHDS activities and programs. Regularly evaluate DBHDS IFSP activities and provide information to the public on outcomes. Develop policies and procedures that support program operations and regularly review them to identify areas for improvements. 	<ul style="list-style-type: none"> Annual DBHDS Work-Plan with priorities and targets for the fiscal year. Annual DBHDS analysis of DBHDS Satisfaction Survey results and action plan based on input. Quarterly updates to the Virginia Board for People with Disabilities on IFSP. Business rules for the IFSP-Funding Program documented and all staff and partners are appropriately trained. - Annually, prior to Funding Program Announcement DBHDS liaison with Governor's Olmstead Advisory Board, Virginia Board for people with Disabilities, No Wrong Door, and other state initiatives as needed to identify ways to integrate IFSP into on-going larger policy discussions about supporting individuals and families. - Ongoing 	

**IFSP FY 2020 Annual Update
Attachments**

Appendix A: Funding Program Summary

Appendix B: Communications Update

Appendix C: Family to Family Supports

Appendix D: Programmatic Overview Documents

Appendix E: SeniorNavigator Quarterly Data

Appendix F: Council Narrative

Appendix A: Funding Program Summary

FY 2022

- IFSP-Funding Program Guidelines and FAQs
- IFSP-Funding Announcement Archives
- IFSP-Funding Portal User Guide
- IFSP-Funding Program Timeline
- IFSP-Funding Application Training Video
- IFSP-Funding Application Quick Tips
- IFSP-Funding Training for Support Coordinators Case Managers
- IFSP Data Breach Information Page - DBHDS website

Appendix B: Communications

- Beyond IFSP-Funding - December 2021
- Annual Notification for Individuals on WWL FY22 Update and Quantity Details 2.14.21
- FY 22 Annual Notification Cover Letter 8.23.21
- FY 22 Annual Notification Message Electronic - Providers 9.10.21
- FY 22 Annual Notification Message Electronic - Public 9.10.21
- FY 22 Annual Notification WWL and Survey Postcard 8.23.21
- Accessing the Waiver Waitlist Forms Quick Tips
- FY 22 First Steps Cover Letter Dev Peds - November 2021
- IFSP Archives
- IFSP Communications Advisory Group - 062821 Notes
- IFSP Communications Advisory Group - 121721 Notes
- IFSP Communications Advisory Group Proposal
- IFSP Communications Plan FY 2022 1.4.22
- IFSP Digest and Regional Resource List 7.8.21
- IFSP First Steps September 2021 (English)

Appendix C: Family and Peer Supports

The following contains quarterly reports and promotional items provided by the VCU Center for Family Involvement (CFI) for the F2F Program and LEAP:

- CFI Data Report Jan March 2021
- CFI Data Report April June 2021
- CFI Data Report July Sept 2021
- CFI Data Report Dec 2021
- DBHSD F2F and P2P Report Jan 2021 to March 2021
- DBHDS F2F and P2P Report April 2021 to June 2021
- DBHDS F2F and P2P Report July 2021 to September 2021
- DBHDS F2F and P2P Report October 2021 to December 2021
- LEAP Quarterly Report October – December 2021
- Family to Family Network of VA Brochure – 7-15

The following contains contract agreements, modifications, and renewals for VCU CFI (F2F and LEAP):

- 720-4671 MOA
- 720-4671 Contract Modification (No Cost Extension)
- 720-4671 Contract Modification 01
- 720-4671 Contract Modification 02
- 720-4671 Contract Modification 03
- 720-4671 Contract Modification 04
- 720-4671 Contract Renewal 1 of 4
- 720-4671 Contract Renewal 2 of 4
- 720-4671 Contract Renewal 3 of 4

The following contains quarterly reports provided by The Arc of Virginia:

- Jan. – March 2021 PM Quarterly Program Report
- April – June 2021 PM Quarterly Program Report
- July – Sept. 2021 PM Quarterly Program Report
- Oct. – Dec. 2021 PM Quarterly Program Report

The following contains contract agreements, modifications, and renewals for The Arc of Virginia:

- 720-4798 Contract
- 720-4798 Contract Modification 01
- 720-4798 Contract Renewal – 1 of 3, Modification 02

Appendix D: Programmatic Overview Documents

- Departmental Instruction DI113
- Virginia Community of Practice Application

Appendix E: SeniorNavigator Quarterly Data

The following contains quarterly reports provided by SeniorNavigator:

- MyLifeMyCommunityVirginia Stats Quarterly Report 1.1.2021 - 3.31.2021
- MyLifeMyCommunityVirginia Stats Quarterly Report 4.1.2021 - 6.30.2021
- MyLifeMyCommunityVirginia Stats Quarterly Report 7.1.2021-9.30.2021
 - Email to DBHDS Re: Quarterly Report for MLMC Website and Caller Center (3rd Quarter)
- MyLifeMyCommunityVirginia Stats Quarterly Report 10.1.2021 - 12.31.21

The following contains contract agreements, modifications, and renewals for SeniorNavigator:

- 720-4632 Contract Award
- 720-4632 Contract Modification - 01
- 720-4632 Contract Modification - 02
- 720-4632 Contract Modification - 03
- 720-4632 Contract Modification 06 to include BAA
- 720-4632 Contract Modification – 07
- 720-4632 Contract Renewal 1 of 4
- 720-4632 Contract Renewal 2 of 4
- 720-4632 Contract Renewal 3 of 4, Modification 04
- 720-4632 Contract Renewal 4 of 4, Modification 05
- 720-4632 Sole Source signed by Commissioner

Appendix F: Council Narrative

- 2021 Regional Council Activities Summary
- 2022 IFSP State Council Process Summary
- All Councils Roster
- 2022 Self-Paced Orientation
- IFSP State Council Charter 10.1.2021
- Council Toolbox, v. 2.1.2021
- IFSP Archives
- IFSP State Council Minutes
- March 2021 CC Flyer
- May 2021 CC Flyer
- Sept. 2021 CC Flyer