

Mississippi Deaf-Blind Project Management by Objectives (2008-2013)

This document provides an example of how Mississippi project staff keep track of details about activities associated with their grant objectives (only one objective is shown). The tables are intended to be reviewed monthly.

Objective 1.0: Identify and maintain Deaf-Blind registry, census reporting, and needs assessment for state and national planning and evaluation purposes

1.1 Collaborate with Part C, B, Mental Health, medical facilities, and others to identify individuals who are Deaf-Blind

1.1a Disseminate information about the best practices, resources, service and technical assistance offered by MSDB.

Activities	Resources/People Involved	Completed Tasks	Next Steps/Future Plans	Expected Outcomes
1. Identify the contact person for agencies, service providers, organizations and medical facilities to disseminate identification, referral and registry information, and technical assistance services.				# of contacts
2. Revise and disseminate project awareness brochures to all Health District Offices, Mental Health Diagnostic and Evaluation Centers, major medical facilities, and LEA's.				# disseminated
3. Submit informational articles in agency and parent support organization newsletters.				# of articles
4. Place project information in State Directories.				# of directories
5. Present poster sessions at relevant state workshops.				# of workshops
6. Place informational Focus Flyers and other resources relevant to deaf-blindness and referral request on the current web-site.				Completed website

1.1b Assist in identifying infants, toddlers, school-age and transition-age students who are Deaf-Blind.

Activities	Resources/People Involved	Completed Tasks	Next Steps/Future Plans	Expected Outcomes
1. Send child find information to local education agencies and other agencies providing services to individuals with disabilities.				# of packets
2. Promote uniform definition of deaf-blindness in state for accurate census data collection.				# of promotions
3. Send Registry Referral Packet to families and related agencies				# of packets
4. Obtain parent consent for hearing and vision assessment.				# of consents
5. Develop and send Deaf-Blind Information Packets to families upon registry.				# of packets Eval – Satis.
6. Coordinate with agencies to locate local and state resources and supports for appropriate diagnostic information needed for registry placement.				# of contacts
7. Assist in the coordination of appropriate assessments.				# of assess.

1.1c Strengthen a coordinated interagency referral process.

Activities	Resources/People Involved	Completed Tasks	Next Steps/Future Plans	Expected Outcomes
1. Follow federal and state policies and procedures for referrals.				# of referrals
2. Provide a systematic procedure to send/accept referrals to/from Departments of Health, Mental Health, Education, National Family Association for Deaf-Blind and other relevant organizations.				# of referrals
3. Send placement/non-placement confirmation/referrals to parents and referral agency.				# of placements
4. Follow project process for new registrants.				# followed

1.2 Maintain Deaf-Blind registry and conduct annual census

1.2a Maintain ongoing registry through collaboration and dissemination activities.

<i>Activities</i>				
1. Establish systematic procedure for gathering accurate diagnostic vision, hearing and demographic data in a timely manner.				# of diagnoses
2. Contact family by phone to introduce project.				# of contacts
3. Send verification of placement/non-placement to families and service providers.				# of verifica.
4. Add to computerized data base.				# added
5. Add families and service providers to mailing list for Focus Flyers and other resources.				# added

1.2b Conduct annual census and submit results to federal agencies.

<i>Activities:</i>				
1. Send updated census: individualized forms to agencies providing services.				# sent
2. Revise computerized registry data base for updated information.				# updated
3. Notify referring agency and family of individuals added/removed from registry based on eligibility.				# added / removed
4. Provide information to families if they change placement, relocate in/out of state.				# contacted

1.3 Coordinate and disseminate annual needs assessment to families, services providers, and administrators at relevant state agencies/organizations.

<i>Activities:</i>				
1. Identify relevant state agencies/organizations linked to services for children with disabilities.				# identified
2. Participate in interagency/agency advisory committee connected to services for children with disabilities (0-22)				# of committees

3. Develop systems to cost effectively conduct assessment of family support needs and service provider needs (professionals and paraprofessionals) for information and training.					Completed assess.
4. Continue utilization of Advisory Committee participants for state wide family and service provider needs identification.					Completed A.C. meetings
5. Disseminate results of needs assessment to relevant agencies/organizations for individual and joint planning purpose.					Completed dissemin.
2. Coordinate training events with families, agencies, and federally funded programs.					# coordinated
3. Utilize trained participants to coordinate technical assistance and information dissemination activities at the local level.					# of participants
4. Coordinate project technical assistance and information dissemination with relevant agencies/organizations programs for non-duplication of services.					# coordinated
5. Develop and implement documentation system for reporting evaluation of services.					Completed system
6. Develop and maintain statewide listing of relevant workshop, seminars, and consumer networking opportunities for families and service providers utilizing the web-site.					Completed website