

**INDIANA INCLUSION COUNCIL  
2011-2013 Work Plan**

**GOAL AREA #1: Promotion and Public Relations**

<b>1.1 Market or promote opportunities with National Service. --- 4.14</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Create a marketing plan.		
b. Evaluate current promotional materials and developed new materials to fill gaps and make recommendations to the full council		
e. Evaluate traditional media avenues. Use them for promotion (i.e., newsletters, press releases mailings, etc.). Make recommendations to full Council		
f. Evaluate "new" media outlets (i.e., social media, web blasts, e-newsletters, etc.). Make recommendations to full Council.		
g. Implement the marketing plan.		
h. Council members distribute materials to partner organizations.		
i. Include concepts of accessibility and inclusion in advertising NS to existing and potential sites and members. -- 4.00		
j. Establish a working relationship with the Leader Corps.		
<b>1.2 Disseminate information to potential "hubs" of organizations that serve people with disabilities (e.g., NSIP partners, the Arc network, the Network of CILs) and connect with those groups to disseminate further --- 4.00</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Identify potential "hubs"		
b. Develop a database of key people and information, including email and website addresses.		
c. Determine best methods and appropriate materials to disseminate.		
d. Does grassroots marketing like personal visits to sites.		
e. Perform informational meetings in person or webinars about the benefits of service.		

<b>1.3 Make presentations on behalf of the Council's mission at appropriate forums. --- 3.43</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Research specific conferences and meetings and their timeliness.		
b. Submit proposals to present at appropriate conferences. --- 3.29		
c. Recruit committee members to staff events.		
d. Host exhibits and display booths at various disability-related and non-disability conferences. --- 3.43		
e. Utilize former and current members to make presentations (success stories).		
<b>1.4 Highlight and recognize organizations that are doing inclusion well. --- 2.86</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Develop a "product" highlighting achievements of people with disabilities in National Service. --- 3.14		
b. Develop multiple outreach materials or products (e.g., media releases, brochures, social media) of success stories that appear in different places. --- 2.86		
c. Develop an award category for exemplary inclusive sites. --- 2.29		
d. Spotlight sites and members in newsletters, website, and through social media.		

**GOAL AREA #2: Governance and Operations**

<b>2.1 Gain clarity about our "realm of influence" (authority). --- 4.86</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Contact NSIP/CNCS to discuss direction and "realm of influence" for Indiana.		
b. Identify what we can create that will become guidelines for other NS programs.		
c. Set a time to discuss with AC, SC, L&S offices so we are all on the same page and they are aware of IIC and its role.		
d. Establish a sustainability plan.		
<b>2.2 Develop an accountability system to evaluate Council progress --- 3.71</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Develop and use a logic model		
b. Create a workflow/scope chart that indicates Goal Areas, Objectives, Activities, target completion dates, and who is responsible.		
c. Structure meeting agendas to include progress on goal areas.		
d. Conduct an annual self and program evaluation		
<b>2.3 Foster active involvement of council members.</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Meet quarterly in person.		
b. Establish a yearly meeting schedule and post on website.		
c. Rotate location and facilitation of meetings including a minutes-taker		
d. Send out agenda at least one week ahead of time and post on website.		
e. Send minutes from meeting within one week and post on website.		
f. Seek council volunteers to make presentations, work at booths during conferences, meet with and inform potential partners.		
g. Assign members to carry out agreed upon activities/responsibilities.		
h. Conduct periodic telephone conferences as situations arise (e.g., committee meetings, essential updates, etc.).		
i. In between meetings, collect updates and disseminate to council members.		

<b>2.4 Foster collaborations with relevant organizational partners --- 4.14</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Make presentations to explain the IIC to relevant state level groups/councils and seek advice about recruitment and promotion.		
b. Invite state level groups/councils to our meetings.		
c. Add partners to mailing lists.		
<b>2.5 Add stakeholders to become IIC members --- 3.57</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Establish a membership committee to be responsible for this activity.		
b. Establish a membership term.		
c. Establish an application process.		
d. Review and recommend applicants for council approval.		
e. Keep an ongoing list of potential members.		
f. Annually (every April) advertise the availability of a seat on the IIC.		

**GOAL AREA #3: Assure that all programs are accessible and inclusive**

**3.1 Determine qualifications and benchmarks for National Service programs. --- 4.29**

<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Review results of the Accessibility Checklist which evaluates current program's inclusion and accessibility.		
b. Make recommendation based on the findings for minimum qualifications for new sites.		
c. For existing sites, make benchmark recommendations for improving accessibility and inclusion when sites are not compliant.		

**3.2 Develop an accessibility screening system for applicant NS sites. --- 3.71**

<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Develop and implement a user friendly assessment tool based on the audit tool which is shorter than the Accessibility Checklist based on input from existing sites and the Council.		
b. Request accessibility and inclusion plan in the grant application process. Maybe a self-evaluation tool submitted with grant.		
c. Deny sites that do not have a satisfactory level of accessibility and inclusion for hosting AmeriCorps members.		

**3.3 Develop an audit tool (checklist) to assess existing NS programs and sites for inclusion. --- 3.43**

<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Identify priority items to be included in an audit (based on council's values).		
b. Develop/revise the tool or checklist.		
c. Conduct a field test of the tool.		
d. Implement use of tool across NS programs.		
e. Solicit feedback on use of the tool (to be included in the tool)		
f. Analyze results and provide results to council.		
g. Provide feedback/suggestions to NS programs.		
h. Identify exemplary sites for recognition and promotion.		
i. Conduct random audits of organizations to assess inclusion. --- 2.71		

<b>3.4 Establish a system to identify numbers of people with disabilities in Indiana National Service programs. --- 3.43</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Confirm the ability to add an optional question regarding disability on the member contract/entrance survey.		
b. Add an optional question regarding disability.		
c. Request AmeriCorps State Program Directors to submit quarterly numbers of members with disabilities to OFBCI.		
d. Collaborate with other NS programs to figure out how we can obtain numbers on members with disabilities.		
e. Identify benchmarks for growth in number of people with disabilities applying and becoming members.		
f. Place a review of the numbers on the quarterly agenda.		
g. Provide periodic feedback to NS programs based on quarterly/annual numbers.		
<b>3.5 Collect self-evaluations of participants with disabilities who are engaged in National Service programs. --- 3.43</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Create an online survey (with accommodations) to annually evaluate their service experience and make suggestions on how that experience can be more inclusive, supportive, etc.		
b. Distribute the survey to national service participants with disabilities.		
c. Analyze results and present report to council.		
d. Incorporate results into federal progress report.		
e. Generate suggestions/feedback for programs based on results of surveys.		

**GOAL AREA #4: Training and Support to Sites**

**4.1 Encourage current and future NS programs and sites to be more inclusive and accessible. --- 4.43**

Activities	Target Date	Who's Responsible
a. Provide training to national service program directors about how to be inclusive and how to recruit people with disabilities. --- 4.14		
b. Determine current measures implemented by NS programs and sites geared toward accessibility and inclusion.		
c. Identify measures implemented by councils and NS programs in other states and determine feasibility of implementation in Indiana.		
d. Provide trainings and/or materials regarding inclusion best practices and resources for implementation/funding for accommodations.		
e. Invite NS programs with exemplary inclusion practices to host discussions with current/future sites.		
f. Create a matching incentive (grant, funding, etc.) for sites to do program/inclusion development, feasibility studies and/or assess current inclusion practices.		
g. Include concepts of accessibility and inclusion in advertising National Service to new sites. --- 4.00		
h. Create and maintain a resource library with specific documents and materials regarding regulations, accommodations, inclusion, disabilities, and precedents, perhaps an online resource bank.		

**4.2 Provide technical support about how to write inclusive service descriptions for current programs and for use in new applications. --- 3.86**

Activities	Target Date	Who's Responsible
a. Highlight key terminology and best practices used by CNCS.		
b. Provide clear instruction as to what issues of accessibility need to be addressed in the service description and what requirements of service are (e.g. driving required, manual labor, etc.).		
c. Clearly define what is considered a reasonable accommodation and what is required of sites under ADA regulations and CNCS guidelines.		

d. Create a document that provides guidance as to the aforementioned areas of concern to be distributed to current and future sites. (e.g. sample descriptions lifted from NSIP)		
e. Build a resource coalition of experts in best practices in ADA regulations, inclusion, accessibility, and reasonable accommodation that are accessible to project sites (e.g. collaborate with ADA-Indiana).		
<b>4.3 Review reasonable accommodation applications for funding and make recommendations. --- 3.29</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Consult NSIP and other state council's to determine what precedents exist regarding particular requests.		
b. Engage experts in best practices in the discussion and recommendation process regarding accommodation applications.		
c. Maintain current information and resources regarding ADA, NSIP, and state regulations as well as information and documents regarding various disabilities.		

**GOAL AREA #5: Recruitment**

<b>5.1 Identify potential "hubs" and connect with those groups to become national service programs (e.g., the Arc network, the Network of CILs). --- 4.00</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Contact existing partner organizations serving people with disabilities to identify organizations with whom they work.		
b. Consult the current NSIP partners and solicit their participation and input.		
c. Identify state agencies that work with organizations serving people with disabilities to determine organizations with whom they partner/collaborate/network to further develop interagency cooperation and integrate contacts for further development.		
d. Contact existing national service programs and identify agencies/organizations with whom they presently having working relationships.		
e. Make consumer driven organizations (e.g. CIL's, Key Consumer) more aware of National Service opportunities so that they can become participants. --- 3.71		
<b>5.2 Partner with college Disability Services offices. --- 3.29</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Develop collaboration plan for contact and dissemination of pertinent information.		
b. Identify and contact Disability Services offices at all public Indiana colleges and universities.		
c. Identify and contact Disability Services offices at all private and for-profit colleges and universities.		
d. Provide information for and/or participation in student activities/opportunity events to make students aware of National Service opportunities.		
e. Solicit feedback and information from Disability Services offices regarding the needs and trends of students with disabilities on their campuses.		

<b>5.3 Promote National Service as a step towards employment for people with disabilities. --- 3.14</b>		
<b>Activities</b>	<b>Target Date</b>	<b>Who's Responsible</b>
a. Highlight the skills and projects included in National Service.		
b. Promote opportunities for professional and personal development derived from service.		
c. Participate in employment/job fairs and other recruitment events.		
d. Highlight the education award as an opportunity for loan repayment, vocational training, and higher education as a building block toward further credentials.		
e. Make frequent contact and participation with organizations serving people with disabilities to promote National Service on an ongoing basis.		
f. Highlight that National Service is a wonderful addition to resumes and portfolios and it reflects a commitment to the community.		
g. Highlight National Service opportunities that exist across a wide range of sectors- from child care to economic development to education.		
h. Contact and establish relationships with high school transition committees.		