



## Long Range Program Plan

September 30, 2005

Fiscal Years 2006-2007 through 2010-2011



Shelly Brantley,  
Director

Jeb Bush,  
Governor

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## Mission Statement

The primary mission of the agency is to support persons with developmental disabilities in living, learning, and working, in all aspects of community life.

# Agency Goals, Objectives, Outcomes, and Performance Projections

## Home and Community Based Services

**Goal:**

Improve the quality of life of all persons with developmental disabilities by the development and implementation of community-based residential placements, services, and treatments (FS 393.062) (Home and Community Services).

**Objective:**

Ensure that persons with developmental disabilities receiving services achieve the seven foundation outcomes of personal Outcome Measures:

- is free from abuse and neglects,
- is safe,
- is connected to natural supports networks,
- is treated fairly,
- has the best security,
- exercises his or her rights, and
- has the best possible health.

**Outcome:**

The percent of persons receiving services who meet the seven foundation outcomes of the personal Outcome Measures.

Percent of People Achieving the Seven  
Foundation Personal Outcome Measures

<b>Baseline</b>					
<b>FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
<b>8.5%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>

**Objective:**

Increase the number of people with developmental disabilities who are actively employed in their community by providing services and supports to facilitate their employment.

**Outcome:**

The percent of people who are employed in integrated settings.

Percent of People Employed in Integrated Settings

<b>Baseline</b> FY 2004/2005	FY 2006/2007	FY 2007/2008	FY 2008/2009	FY 2009/2010	FY 2010/2011
21.0%	31.0%	31.0%	31.0%	31.0%	31.0%

**Objective:**

Increase the number of people served in community settings through the Medicaid Home and Community Based Services Waiver (HCBS), and the Family and Supported Living Waiver (FSL), and reduce the number of persons on the waitlist for waiver services through the continued implementation of utilization review and cost control measures.

**Outcome:**

The number of people served in the community (not in private ICF/DDs.)

Number of People Served in Community Settings  
Not in Private Intermediate Care Facilities (ICF/DDs)

<b>Baseline</b> FY 2004/2005	FY 2006/2007	FY 2007/2008	FY 2008/2009	FY 2009/2010	FY 2010/2011
42,452	45,521	46,658	47,583	48,333	48,937

(This is a count of unique eligible program participants\* living in a community setting, including waitlist individuals. Of these, 14,581 did not receive waiver or general revenue services in FY 2004/2005.)

\* "eligible program participants" are those who meet criteria for agency services under F.S. 393, but may not necessarily be Medicaid eligible or potential waiver enrollees.

**Objective:**

Increase the number of people with developmental disabilities that live independently in homes of their own within their communities.

**Outcome:**

The number of persons with disabilities served in supported living.

Number of Persons with Disabilities  
Served in Supported/Independent Living

<b>Baseline</b>					
<b>FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
4,571	5,066	5,259	5,423	5,564	5,689

\* Performance for this measure exceeded the approved standard.

## Developmental Services Public Facilities

### Goal:

Improve the quality of life of people with developmental disabilities living in Developmental Services Institutions.

### Objective:

Maintain a safe environment for people living in Developmental Services Institutions.

### Outcome:

Annual number of significant reportable incidents per 100 persons with developmental disabilities living in Developmental Services Institutions.

Annual Number of Significant Reportable Incidents per  
100 Persons Living in Developmental Services Institutions

<b>Baseline</b>					
<b>FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
24.73	21	21	21	21	21



**Objective:**

Ensure that developmentally disabled persons receiving services in Developmental Services Institutions achieve the seven foundation outcomes of personal Outcome Measures:

- is free from abuse and neglects,
- is safe,
- is connected to natural supports networks,
- is treated fairly,
- has the best security,
- exercises his or her rights, and
- has the best possible health.

**Outcome:**

The percent of persons receiving services who meet the seven foundation outcomes of the personal Outcome Measures.

Percent of People Achieving the Seven Foundation Personal Outcome Measures

<b>Baseline FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
<b>6.96%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>

**Objective:**

To provide competency restoration and habilitative training in a secure setting to adults found incompetent to proceed to trial on felony charges.

**Outcome:**

Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program.

Number of Adults Found Incompetent to Proceed Served in the Mentally Retarded Defendant Program

<b>Baseline</b>					
<b>FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
<b>301</b>	<b>310</b>	<b>310</b>	<b>310</b>	<b>310</b>	<b>310</b>

\* Performance for this measure exceeded the approved standard.

**Objective:**

Reduce reliance on public institutions for Long Term Care services.

**Outcome:**

Number of adults receiving services in developmental services institutions.

Number of People Served in Developmental Services Institutions

<b>Baseline</b>					
<b>FY 2004/2005</b>	<b>FY 2006/2007</b>	<b>FY 2007/2008</b>	<b>FY 2008/2009</b>	<b>FY 2009/2010</b>	<b>FY 2010/2011</b>
<b>1,298</b>	<b>1,148</b>	<b>1,088</b>	<b>1,028</b>	<b>968</b>	<b>908</b>

\* Performance for this measure exceeded the approved standard.

# Linkage to Governor's Priorities

## Strengthening Florida's Families

**Governor's Priority: Help the most vulnerable among us.**

Agency Goals:

(1) Improve the quality of life of all persons with developmental disabilities by the development and implementation of community-based residential placements, services, and treatments (FS 393.062) (Home and Community Services).

(2) Improve the quality of life of people with developmental disabilities living in Developmental Services Institutions.

The Agency for Persons with Disabilities is embarking on several initiatives to improve the quality of life for the people we serve. The efforts listed below will promote positive outcomes for consumers consistent with the Governors' priorities and the agency mission.

- Five Year Employment Initiative

Through this effort the program will reaffirm and vastly expand its emphasis on employment as a priority service outcome. In order to affect a major shift in traditional service structures, the agency is establishing two strategies. The first is to divert 25 percent of people receiving Adult Day Training services into competitive employment opportunities in a five year period of time. The second is to serve 50 percent of working aged program participants in community based employment sites. These objectives are part of a larger strategy to greatly expand community

based employment options and the development of self-employment opportunities.

- **Emphasis on Supported Living**

Supported living has emerged as the fastest growing residential option in Florida and across the country. Through supported living arrangements and services, many individuals, even those with severe disabilities, are enabled to live in their own homes, gain control of their lives and become part of their communities. As a part of the "Navigating the Developmental Disabilities Program" initiative, individuals are provided with information about supported living as an option for residential supports. FY 2005/2006 enrollment efforts in the Home and Community Based Services and Family and Supported Living waivers will offer the supported living option to adults that are on the waitlist or are being discharged from an institution, and who desire to live in a home of their own in the community.

- **Zero Tolerance Initiative**

This initiative represents an aggressive and proactive multi-pronged approach to dealing with the national problem of sexual violence against individuals with developmental disabilities. The Zero Tolerance Initiative is carried out in partnership with service providers, family members, consumers, and other stakeholders within the disability community. A number of Zero Tolerance related activities and events have taken place over the past year involving training and education efforts, monitoring and quality assurance activities, and including changes to administrative rules, operating procedures, and Florida Statutes. These continuing activities are intended to prevent incidences of sexual violence against this vulnerable population and facilitate quicker identification of potentially abusive situations when they do arise, thereby improving the quality of life of Floridians while reducing violent crime.

- **Movement Toward an Outcome Based Service Delivery System**

The Agency, in conjunction with AHCA, has contracted with the Delmarva Foundation to establish a consistent and uniform statewide quality

assurance program for persons with developmental disabilities. Delmarva conducts reviews of individuals with developmental disabilities and providers of waiver services to assess the efficiency and quality of services and supports and evaluates provider performance in delivering services and supports to assist consumers in achieving personal goals. At least ten orientation/training sessions are held annually around the state to provide information concerning the statewide quality assurance program. Delmarva sponsors a web-based training system that offers training opportunities to service providers and families. Delmarva has also developed some publications, a "Consumer Resource Toolkit", "The Road Map", and "My Personal Compass", to assist in consumer education. Delmarva is responsible for facilitating interaction and project results with and between agency central office staff, agency area offices staff, and other stakeholder groups, as well as the Interagency Quality Council (IQC) that was formed by the Legislature to oversee the project. This initiative aims to improve the quality of life of Floridians with developmental disabilities while providing data to the program on the services and providers with the highest achievements in promoting service outcomes.

In October 2004 the Agency for Persons with Disabilities was awarded a federal Real Choice Systems Change Grant focusing on Quality Assurance and Quality Improvement of the service system. The grant is a three year project, directed at implementing quality management structures consistent with the principles of self-determination and achieving quality of life outcomes desired by each person receiving services. APD is partnering with the Agency for Health Care Administration, Delmarva Foundation and the Council in Quality and Leadership to achieve grant goals and objectives. The focus of Florida's initiative will be to enhance the use of data from our quality assurance activities and realign district functions to build quality improvement and management capacities throughout the service system. This effort will improve abilities at all levels of the system, including local service providers and stakeholders, area operational management, and state level policy and funding partners. The project will specifically target Quality Improvement (QI) and ongoing Quality Management for

organizational change that supports self-determination and meeting customer expectations for outcomes in their lives.

- **Brown v. Bush Settlement**

The State has entered into a settlement agreement with the plaintiffs in the Brown versus Bush class action lawsuit which will provide greater access to community based services for persons currently living in state operated ICF/DD facilities. This settlement, approved by the court on August 11, 2005, will assist in moving 300 residents to Home and Community-based Services over a period of five years, and continues the reduced reliance on public facilities for Long Term Care.

- **Statewide Initiative on Protecting Legal Rights**

This initiative seeks to identify the legal status of all consumers, as well as raise awareness among the public and the legal community about the legal decision-making options that are available to assist persons with disabilities. These decision-making options include advance directives, power of attorney, living will, health care surrogate, client advocate, co-signer on bank account, representative payee, and guardians advocate. This initiative does not exclude information about guardianship, but clearly presents the various decision-making options available through Florida law, as well as the various types of guardianship that are addressed by Chapter 744, F.S.

Raising the awareness of all stakeholders is paramount to this initiative's success. Therefore staff is continually developing and disseminating information via brochures, newsletter articles, annual publications, training modules as well as conference presentations.

The agency is working to identify each client's current legal status and legal representative. To facilitate this objective, a legal section has been integrated into the "Individual Cost Guidelines (ICG)" needs assessment tool. Data is collected on all consumers under the HCBS and FSL waivers via the ICG. APD is working directly with AHCA staff to capture and maintain the legal status and legal representative information for individuals residing in long term care facilities, as these individuals are not assessed using the ICG. A mechanism to capture this same information about people on the Agency's waitlist is in

development.

A policy addressing the protection of APD clients' legal rights is in development. Potential policy areas include agency staff responsibility to report situations in which a conflict of interest may occur involving a client's legal representative, the legal decision-making authority documentation that should be included in a client's central file, and the actions that should be taken when a client's legal decision-maker dies or is no longer able to serve the client.

# Trends and Conditions Statement

The 2004 Legislature and Governor Bush passed legislation creating the Agency for Persons with Disabilities effective October 1, 2004. The Agency is comprised of the Developmental Disabilities program (originally a program within the Department of Children and Families), including both Institutional and community based services provided pursuant to Chapter 393 of the Florida Statutes. In FY 2004/2005 the Agency assumed responsibility for the provision of services for persons with developmental disabilities. The following narrative is reflective of the trends and conditions impacting the program.

## Primary Responsibilities

The Agency for Persons with Disabilities serves individuals with mental retardation, autism, cerebral palsy, Prader Willi Syndrome, and spina bifida as defined in chapter 393, F.S. Section 393.062, F.S., directs the program to give priority to the development of community based residential and treatment programs for people with developmental disabilities, which enables individuals to achieve their greatest potential for independent and productive living. A primary goal of the agency is to improve the quality of life for people with developmental disabilities by assisting people to live and work in the most integrated settings possible in their community while avoiding unnecessary placement in an institution.

Services provided to individuals with developmental disabilities under the auspices of the agency are completely privatized, with the exception of forensic services (through the Mentally Retarded Defendant Program) and three state-owned and operated Developmental Services Institutions (DSIs) throughout the state. The agency has completed its five year plan for closure of the Community of Landmark facility in Opa-Locka, and has discharged all residents as of July 2005.

Once a person is determined eligible for the Developmental Disabilities Program, he or she may choose to apply for Medicaid. This determination impacts the type of services and supports available. Persons with developmental



disabilities, who are Medicaid eligible, are eligible to receive community-based services under the Medicaid HCBS waiver, the Family and Supported Living waiver, or institutional placement (public or private Intermediate Care Facilities for the Developmentally Disabled (ICF/DD) programs.)

The Home and Community-Based Services (HCBS) waiver program, funded by a combination of federal and general revenue dollars, is the largest funding source for the DD Program. This program enables individuals to live with their family, in their own home, or in other community settings, and to receive support services in the community thus avoiding unnecessary placement in an institution. Redesign of the Developmental Disabilities Program, completed in 2003, provided a more consumer-driven system, which provides individual consumer budgets, flexible services, fair and equitable rates, direct provider billing, and a revised assessment tool.

The Family and Supported Living (FSL) waiver program, also funded by a combination of federal and general revenue dollars, enables an individual to live in a community setting while receiving support services thus avoiding unnecessary placement in an institution. The FSL waiver program differs from the HCBS waiver program in that the yearly dollar amount per person for services is capped, and the array of services is specific in scope.

Supports and services available under the waivers are based upon individual needs. Individuals may receive these services in their own homes, family homes, or, if enrolled in the HCBS waiver, in other licensed residential settings such as group homes or foster care facilities. The most common services available under the waivers are work related training and employment, environmental/adaptive equipment, individual/family supports, and residential habilitation.

Florida is also part of a national movement to serve people with developmental disabilities in community-based settings rather than in large congregate settings. Florida Statutes and the settlement agreement in the Brown v. Bush lawsuit direct the agency to divert people from institutions, to give priority to community-based residential placements, and to focus on programs that prevent or reduce the severity of developmental disabilities. The agency continues this commitment to serve people in inclusive settings with the

announcement of the planned closure of Gulf Coast Center in Fort Myers, scheduled to begin in FY 2005/2006 and to be completed by June 30, 2010.

## Selection of Priorities

The 2002 and 2003 Legislatures directed the Department of Children and Families, through proviso language, to redesign the Developmental Disabilities Program and to serve additional consumers through the Home and Community Based Medicaid Waiver Program. The involvement of a variety of stakeholder groups in this redesign process has helped to shape the priorities for the agency. The 2004 Legislature directed the continuation of the redesign and the expanded use of the Supported Living waiver. Now, as an agency separate from the Department of Children and Families, this direction provides guidance for selecting the priority areas for the Agency for Persons with Disabilities.

## Addressing Our Priorities over the Next Five Years

The Agency for Persons with Disabilities assesses and identifies critical issues affecting the program. These issues are addressed through a business planning process that includes district action plans and Legislative budget requests to address critical issues.

A stakeholder group, including people with developmental disabilities, advocates, family members, service providers and the Family Care Councils provided input to the central office on critical priorities for the program.

Primarily, the Agency for Persons with Disabilities develops priorities that will improve the quality of life for people with developmental disabilities, increase the consumer's choice and control over services, and provide services in community based settings.

Concurrent with creation of the Agency for Persons with Disabilities was the creation of the Governor's Developmental Disabilities Blue Ribbon Task Force, pursuant to Executive Order Number 04-62. The task force was chaired by Nila Benito, with membership comprised of individuals with disabilities and their

families, advocacy groups, private service providers and representatives of the Department of Education, Department of Vocational Rehabilitation, the Agency for Health Care Administration and Department of Elder Affairs. This task force was charged with the responsibility to develop a recommended plan of action for expanding and improving inclusive community living options, coordinating the provision of transition services for students with developmental disabilities as they leave school and seek employment, and to improve opportunities for competitive, inclusive employment. The task force began meeting on a monthly basis in June 2004, and submitted its final report to the Governor on December 15, 2004.

The Blue Ribbon Implementation Working Group, formed by recommendation of the Blue Ribbon Task Force, and comprised of representatives appointed by agency heads and organization leaders, aims to assure coordinated implementation of the 86 Blue Ribbon Task Force recommendations to ensure inclusive community living, effective transition services, and competitive, integrated employment for individuals with developmental disabilities. The Blue Ribbon Implementation Working Group publishes semi-annual reports regarding this objective.

## Justification of Revised or New Programs and/or Services

### **Priority: Enroll and Serve Additional People on the Medicaid Home and Community Based Services, and Family and Supported Living waiver Programs**

As of July 1, 2005:

- 24,035 people were enrolled in the Developmental Services Home and Community-Based Services (HCBS) Medicaid waiver program;
- 3,227 licensed beds serve people in public and private Intermediate Care Facilities for the Developmentally Disabled (ICF/DD). 1,159 beds are in public facilities (DSIs) and 2,068 beds are in private provider facilities of institutional care,

- 236 forensic beds in the Developmental Services Institutions serve people who have been committed by the courts,
- 14,629 people were on a waiting list for Medicaid waiver services,
- 310 people on the waiver services waitlist were offered up to \$3,000 of support to meet short term and one time needs during FY 2004/2005, and
- 211 people on the waiver services waitlist were offered up to \$7,000 for Supported Employment services and supports during FY 2004/2005.

## Justification of Final Projection for each Outcome

**The 2003 Legislature approved the following outcome measures for determining effectiveness in the Home and Community-Based Services Program:**

"Percent of persons receiving services who meet the seven foundation outcomes from the Personal Outcome Measures"

The seven foundation outcomes measure the extent to which a person is free from abuse and neglect, is connected to natural support networks, is safe, has the best security, exercises his or her rights, and has the best possible health. These measures, developed by the Council on Quality Leadership, are considered foundational in a set of 25 measures for people with developmental disabilities. The outcome-measured data will be gathered by using sampling techniques valid for statewide interpretation. Personal Outcome Measures are used routinely by support coordinators in the field as they develop support plans with individual consumers. The standard set by the Legislature for this outcome is for 15% of the individuals being served in the community to have achieved the seven foundation outcomes. FY 2004/2005 performance for this measure was 8.5%. The agency has put in place an array of support services for achievement of all seven of these outcomes. However, personal choice and functional limitations can impact the measurement of one or more outcomes. Each district

office has a quality improvement section to work in conjunction with the private quality assurance function. The program is also emphasizing the inclusion of POM information in service planning to enhance individual outcomes.

"Number of people who are employed in integrated settings"

This outcome measures the effect of the program in assisting working individuals with disabilities to be employed in normal work settings that are not exclusive to people with developmental disabilities (integrated settings.) The standard set by the Legislature for this measure is that 31% of the people who are employed will be in integrated settings. FY 2004/2005 performance for this measure indicates that 21% of people employed were working in integrated settings. Employment in integrated settings is an individual choice, which may be facilitated by program services. However, developmental disabilities programs in nearly half the other states in the nation have recently witnessed a decline in the number of people served in supported employment. This national trend illustrates the challenges faced by supported employment initiatives in the United States. The agency is in the second year of conducting a five-year employment initiative to encourage consumer choice of integrated employment. The agency is taking steps to implement this initiative, which include setting employment goals for area offices and requiring monthly reporting of employment data from area offices. For data consistency, the agency is developing a recommendation to change this activity definition to conform to the definition used by the five-year Employment initiative.

"Number of people served in the community (not in private ICF/DDs)"

This output measure is a count of unique eligible program participants<sup>1</sup> living in a community setting, including waitlist individuals. The number of people served in the community does not include those served in private Intermediate Care Facilities (ICF/DDs). The standard set by the Legislature for this measure is that 43,990 people should be served in the community. FY 2004/2005 performance for this measure indicates that 42,452 people were served in the community. Of these, 14,581 did not receive waiver nor general revenue services

in FY 2004/2005. Prior years' growth rates were used to project performance. The client population growth rate over the last 5 years has been declining, and would most appropriately be described as an exponential decay in growth rate.

<sup>1</sup>("eligible program participants" are those who meet criteria for agency services under F.S. 393, but may not necessarily be Medicaid eligible or potential waiver enrollees.)

## "Number of persons with disabilities served in supported living"

Supported living is a service that provides supports to individuals who live independently with supports in the community in their own homes. This service helps integrate individuals into their community, enabling them to become full participants in community life. The standard for this measure is that 3,600 people should be in supported living. FY 2004/2005 performance on this standard was 4,571 people received supported living services. Performance for this measure exceeded the approved standard. Supported living is a desirable outcome for many program participants as it is the most independent residential setting. National research has consistently found that people living in supported living settings enjoy a higher quality of life. Recent expansion of the Family and Supported Living waiver has facilitated an increase in supported living service recipients. FY 2005/2006 enrollment efforts in the Home and Community Based Services and Family and Supported Living waivers will offer the supported living option to adults who are on the waitlist or who are being discharged from an institution, and who desire to live in homes of their own in the community.

**The 2003 Legislature approved the following outcome measures for determining effectiveness in the Developmental Services Public Facilities:**

"Annual number of significant reportable incidents per 100 persons with developmental disabilities living in developmental services institutions"

This measure counts the number of significant reportable incidents per 100 people living in developmental services institutions that occur in one year. Significant reportable incidents include unauthorized absences, injuries requiring medical care, attempted suicides, resident deaths, non-consensual sex, etc. The standard for this measure is that no more than 21 significant reportable incidents per 100 people served in developmental service institutions should occur per year. FY 2004/2005 performance on this standard indicates that 24.73 significant reportable incidents per 100 people occurred. Closure activities of the Community of Landmark and Gulf Coast facilities have created higher than desired significant reportable event rates. The Community of Landmark facility has been closed, and the Gulf Coast Center facility is in its first year of a five-year closure plan. The agency is implementing a reduction in population of state facilities consistent with the Brown v. Bush settlement agreement and is moving residents to less restrictive more integrated and cost effective settings.

"Percent of persons receiving services who meet the seven foundation outcomes from the Personal Outcome Measures"

The seven foundation outcomes measure the extent to which a person is free from abuse and neglect, is connected to natural support networks, is safe, has the best security, exercises his or her rights, and has the best possible health. This outcome measure is similar to its counterpart in the Home and Community Services program. The standard set by the Legislature for this outcome is for 15% of the individuals being served in developmental services institutions to have achieved the seven foundation outcomes. FY 2004/2005 performance for this measure was 6.96%. Segregated settings such as state institutions are inherently less suited to high achievement in this measure as congregate living does not facilitate the consumers preference in many areas. As

an example, a person in a state facility may not be readily connected to natural supports such as family since they are restricted to living in the areas where state facilities are located. It is important to note that the facilities have made significant improvement in this measure since inception. The implementation of legislative and policy changes relating to the sexual abuse of persons with disabilities will positively impact the performance of this measure by creating another means of ensuring resident safety and freedom from abuse. The agency is implementing the reduction in population of state facilities consistent with the Brown v. Bush settlement agreement and is moving residents to less restrictive more integrated and cost effective settings.

"Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program"

This output measure is a count of adults with mental retardation that are found incompetent to proceed to trial after allegedly committing and being charged with a felony offense. These individuals are ordered by the judicial system to receive competency training and custodial care through the Mentally Retarded Defendant Program (MRDP). The standard set by the Legislature for this measure is that 290 people should be served through MRDP. FY 2004/2005 performance for this measure indicates that 301 people were served through MRDP. Performance for this measure exceeded the approved standard. Program Growth in the Mentally Retarded Defendant Program and step down facilities has permitted the department to meet demand for this court ordered service. The number of adults found incompetent to proceed to trial is a factor not within the agency's control.

"Number adults receiving services in developmental services institutions"

This output measure is a count of individuals served in developmental services institutions (DSIs.) The standard set by the Legislature for this measure is that 1,165 people should be served through MRDP. FY 2004/2005 performance for this measure indicates that 1,298 people were served in DSIs. Performance



for this measure exceeded the approved standard. The closure of the Community of Landmark facility has reduced the number of persons living in state facilities, and the five-year plan to close the Gulf Coast Center facility (now in its first year of implementation) will continue to reduce the number of persons living in state facilities, in concurrence with the Brown v. Bush Settlement agreement. Offsetting the reductions realized by the closures of the Community of Landmark and Gulf Coast Center facilities is the increase in demand and capacity for forensic residents, which should somewhat reduce the rate of population decline in the next several years.

## Potential Policy Changes Affecting the Budget Request

The Agency for Persons with Disabilities will propose the following LBR issues as a part of the overall funding request for FY 2006/2007. These issues, once funded, will assist in achieving the program mission and goals.

### Annualization of 360 Fiscal Year 2005/2006 Crisis Cases

Additional funds needed to fund 12 full months of service for crisis individuals phased-in to service during FY2005/2006.

### Maintenance and Repairs for DSI Facilities

Essential maintenance and repairs for publicly owned developmental services institutions.

### Annualization of 90 Fiscal Year 2005/2006 Community Placements

Transition of ninety individuals from DSIs to community settings, in compliance with the Brown v. Bush settlement, at an estimated \$85,000 average annual cost, less FY2005/2006 phased-in base. Funding is to be moved from the DSI budget entity to the Program Management and Compliance, and Waiver budget entities.

### DSI Reduction Issue

Corresponding reduction issue from the institutions for the Brown v. Bush Transition issue (previous issue above).

## Policy Changes Which Would Require Legislative Action

(none)

### Task Forces/Studies

#### **Governors Blue Ribbon Developmental Disabilities Task Force**

Authority: Executive Order # 04- 62

Effective July 1, 2004, the Developmental Disabilities Program became the Agency for Persons with Disabilities. The creation of the new agency, mandated by the 2004 Florida Legislature, will be fully implemented by October 1, 2004. Concurrent with this transformation was the creation of the Governor's Developmental Disabilities Blue Ribbon Task Force with membership comprised of individuals with disabilities and their families, advocacy groups, private service providers and representatives of the Department of Education, Department of Vocational Rehabilitation, the Agency for Health Care Administration and Department of Elder Affairs. This task force was charged with the responsibility of developing a recommended plan of action for expanding and improving inclusive community living options, coordinating the provision of transition services for students with developmental disabilities as they leave school and seek employment, and improving opportunities for competitive, inclusive employment. The task force began meeting on a monthly basis on June 28 and submitted its final report to the Governor on December 15, 2004.

The Blue Ribbon Implementation Working Group, formed by the recommendation of the Blue Ribbon Task Force, and comprised of representatives appointed by agency heads and organization leaders, aims to assure coordinated implementation of the 86 Blue Ribbon Task Force recommendations to ensure inclusive community living, effective transition services, and competitive, integrated employment for individuals with developmental disabilities. The Blue Ribbon Implementation Working Group publishes semi-annual reports regarding this objective.

**LRPP Exhibit I: Agency Workforce Plan**

<b>Fiscal Years</b>	<b>Total FTE Reductions</b>	<b>Description of Reduction Issue</b>	<b>Positions per Issue</b>	<b>Impact of Reduction</b>
FY 2006/2007	0	There are no FY 2006-2007 reductions planned since the new agency is in an initial growth stage and is currently working to meet staffing infrastructure requirements.	0	N/A
FY2007/2008	60	The Brown v. Bush settlement agreement requires the closure of the Gulf Coast Center in Fort Myers, with substantial FTE reductions occurring beginning in FY 2007/2008, provided sufficient legislative authority to move residents to home and community	60	Currently unknown
<b>Total:</b>	<b>0</b>			

**LRPP Exhibit II - Performance Measures and Standards**

**Department: AGENCY FOR PERSONS WITH DISABILITIES**

67000000 Agency for Persons with Disabilities  
 67010000 Home and Community Services

Approved Performance Measures (Words)	Approved Prior Year Standards FY 2004-05 (Numbers)	Prior Year Actual FY 2004-05 (Numbers)	Approved Standards for FY 2005-06 (Numbers)	Requested FY 2006-07 Standard (Numbers)
Percent of persons receiving services who meet the seven foundation outcomes of the personal Outcome Measures (free from abuse and neglect, safe, connected to natural support networks, treated fairly, etc.)	15%	8.5%	15%	15%
Percent of people who are employed in integrated settings	31%	21%	31%	31%
Number of people served in the community (not in private ICF/DDs)	43,990	42,452	43,990	45,521
Number of persons with disabilities served in supported living	3,600	4,571	3,600	5,066

67030000 Developmental Services Public Facilities

Approved Performance Measures (Words)	Approved Prior Year Standards FY 2004-05 (Numbers)	Prior Year Actual FY 2004-05 (Numbers)	Approved Standards for FY 2005-06 (Numbers)	Requested FY 2006-07 Standard (Numbers)
Annual number of significant reportable incidents per 100 persons with developmental disabilities living in developmental services institutions	21	24.73	21	21
Percent of persons receiving services who meet the seven foundation outcomes of the Personal Outcome Measures (free from abuse and neglect, safe, connected to natural supports networks, treated fairly, etc.)	15%	6.96%	15%	15%
Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program	290	301	290	310
Number of adults receiving services in developmental services institutions	1,165	1,298	1,293	1,148

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities

**Program:** Home and Community Services

**Service/Budget Entity:** 67010000

**Measure:** Percent of persons receiving services who meet the seven foundational outcomes of the personal Outcome Measures: is free from abuse and neglect, safe, connected to natural supports, treated fairly, has best security, exercises rights, and has best possible health.

**Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure | <input type="checkbox"/> Revision of Measure |
| <input type="checkbox"/> Performance Assessment of <u>Output</u> Measure             | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                     |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
15%	8.5%	6.5%	- 43.3%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input type="checkbox"/> Other (Identify)            |  |

**Explanation:**

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems      |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster            |
| <input type="checkbox"/> Target Population Change                            | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |  |

**Explanation:** The agency has put in place an array of support services that support achievement of all seven of these outcomes. However, personal choice and functional limitations can impact the measurement of one or more outcomes.

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:** Each district office has a quality improvement section to work in conjunction with the private quality assurance function. The program is also emphasizing the inclusion of POM information in service planning to enhance individual outcomes.

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Home and Community Services  
**Service/Budget Entity:** 67010000  
**Measure:** Percent of people who are employed in integrated settings.

**Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure | <input type="checkbox"/> Revision of Measure |
| <input type="checkbox"/> Performance Assessment of <u>Output</u> Measure             | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                     |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
31%	21%	10%	- 32.3%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input type="checkbox"/> Other (Identify)            |  |

**Explanation:**

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems      |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster            |
| <input type="checkbox"/> Target Population Change                            | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |  |

**Explanation:** Employment in integrated settings is an individual choice, which may be facilitated by program services. However, developmental disabilities programs in nearly half the other states in the nation have recently witnessed a decline in the number of people served in supported employment. This national trend illustrates the challenges faced by supported employment initiatives in the United States.

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:** The agency is in the second year of conducting a five-year employment initiative to encourage consumer choice of integrated employment. The agency is taking steps to implement this initiative, which include setting employment goals for area offices and requiring monthly reporting of employment data from area offices. For data consistency, the agency is developing a recommendation to change this activity definition to conform to the definition used by the five-year Employment initiative.

*Office of Policy and Budget – July 2005*

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Home and Community Services  
**Service/Budget Entity:** 67010000  
**Measure:** Number of people served in the community (not in private ICF/DDs)

**Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure           | <input type="checkbox"/> Revision of Measure |
| <input checked="" type="checkbox"/> Performance Assessment of <u>Output</u> Measure | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                    |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
43,990	42,452	1,538	- 3.5%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input type="checkbox"/> Other (Identify)            |  |

**Explanation:**

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems      |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster            |
| <input type="checkbox"/> Target Population Change                            | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |  |

**Explanation:**

This is a count of unique eligible program participants<sup>1</sup> living in a community setting, including waitlist individuals. Of these, 14,581 did not receive waiver or general revenue services in FY 2004/2005. Prior years' growth rates were used to project performance. The client population growth rate over the last 5 years has been declining.

<sup>1</sup>("eligible program participants" are those who meet criteria for agency services under F.S. 393, but may not necessarily be Medicaid eligible or potential waiver enrollees.)

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:**

No action is needed.



## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Home and Community Services  
**Service/Budget Entity:** 67010000  
**Measure:** Number of persons with disabilities served in supported living

**Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure | <input type="checkbox"/> Revision of Measure |
| <input type="checkbox"/> Performance Assessment of <u>Output</u> Measure             | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                     |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
3,600	4,571	971	+ 27.0%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input checked="" type="checkbox"/> Other (Identify) |  |

**Explanation:** Supported living is a desirable outcome for many program participants as it is the most independent residential setting. Recent increased funding for and expansion of the Family and Supported Living waiver has facilitated an increase in supported living service recipients. FY 2005/2006 enrollment efforts in the Home and Community Based Services and Family and Supported Living waivers will offer the supported living option to adults who are on the waitlist or who are being discharged from an institution, and who desire to live in homes of their own in the community.

**External Factors** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster       |
| <input type="checkbox"/> Target Population Change                            | <input type="checkbox"/> Other (Identify)       |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |   |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |   |

**Explanation:**

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:**

No action is needed.  
 \* Performance for this measure exceeded the approved standard.

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Developmental Services Public Facilities  
**Service/Budget Entity:** 67030000  
**Measure:** Annual number of significant reportable incidents per 100 persons with developmental disabilities living in developmental services institutions.

**Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure | <input type="checkbox"/> Revision of Measure |
| <input type="checkbox"/> Performance Assessment of <u>Output</u> Measure             | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                     |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
21	24.73	3.73	+ 17.8%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input checked="" type="checkbox"/> Other (Identify) |  |

**Explanation:**

Closure activities of the Community of Landmark and Gulf Coast facilities have created higher than desired significant reportable event rates.

**External Factors** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster       |
| <input type="checkbox"/> Target Population Change                            | <input type="checkbox"/> Other (Identify)       |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |   |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |   |

**Explanation:**

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:**

The Community of Landmark facility has been closed, and the Gulf Coast Center facility is in its first year of a five-year closure plan. The agency is implementing the reduction in population of state facilities consistent with the Brown v. Bush settlement agreement and is moving residents to less restrictive more integrated and cost effective settings.

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Developmental Services Public Facilities  
**Service/Budget Entity:** 67030000

**Measure:** Percent of persons receiving services who meet the seven foundational outcomes of the personal Outcome Measures: is free from abuse and neglect, safe, connected to natural supports, treated fairly, has best security, exercises rights, and has best possible health.

**Action:**

- Performance Assessment of Outcome Measure       Revision of Measure  
 Performance Assessment of Output Measure       Deletion of Measure  
 Adjustment of GAA Performance Standards

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
15%	6.96%	8.04%	- 53.6%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Personnel Factors<br><input type="checkbox"/> Competing Priorities<br><input type="checkbox"/> Previous Estimate Incorrect<br><input type="checkbox"/> Other (Identify) | <input type="checkbox"/> Staff Capacity<br><input type="checkbox"/> Level of Training |
|--|---|

**Explanation:**

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable<br><input type="checkbox"/> Legal/Legislative Change<br><input type="checkbox"/> Target Population Change<br><input type="checkbox"/> This Program/Service Cannot Fix The Problem<br><input type="checkbox"/> Current Laws Are Working Against The Agency Mission | <input type="checkbox"/> Technological Problems<br><input type="checkbox"/> Natural Disaster<br><input checked="" type="checkbox"/> Other (Identify) |
|--|--|

**Explanation:** Segregated settings such as state institutions are inherently less suited to high achievement in this measure because congregate living does not facilitate consumers' preferences in many areas. For example, a person in a state facility may not be readily connected to natural supports, such as family, since they are restricted to living in the areas where state facilities are located. It is important to note that the facilities have made significant improvement in this measure since inception. The implementation of legislative and policy changes relating to zero tolerance of sexual abuse of persons with disabilities will positively impact the performance of this measure by creating another means of ensuring resident safety and freedom from abuse.

**Management Efforts to Address Differences/Problems** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Training<br><input type="checkbox"/> Personnel | <input type="checkbox"/> Technology<br><input checked="" type="checkbox"/> Other (Identify) |
|---|---|

**Recommendations:** The agency is implementing the reduction in population of state facilities consistent with the Brown v. Bush settlement agreement and is moving residents to less restrictive more integrated and cost effective settings.

*Office of Policy and Budget – July 2005*

## LRPP Exhibit III: PERFORMANCE MEASURE ASSESSMENT

**Department:** Agency for Persons with Disabilities  
**Program:** Developmental Services Public Facilities  
**Service/Budget Entity:** 67030000  
**Measure:** Number of adults found incompetent to proceed who are provided competency training and custodial care in the Mentally Retarded Defendant Program

**Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure           | <input type="checkbox"/> Revision of Measure |
| <input checked="" type="checkbox"/> Performance Assessment of <u>Output</u> Measure | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                    |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
290	301	11	+ 3.8%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors           | <input type="checkbox"/> Staff Capacity    |
| <input type="checkbox"/> Competing Priorities        | <input type="checkbox"/> Level of Training |
| <input type="checkbox"/> Previous Estimate Incorrect |  |
| <input checked="" type="checkbox"/> Other (Identify) |  |

**Explanation:**

Dedication of resources to the MRDP and step down facilities has enabled the agency to meet demand for this court ordered service.

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems      |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster            |
| <input type="checkbox"/> Target Population Change                            | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix The Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against The Agency Mission |  |

**Explanation:**

The number of adults found incompetent to proceed to trial is a factor not within the agency's control.

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendations:**

No action is needed.

\* Performance for this measure exceeded the approved standard.



## Glossary of Terms and Acronyms

**Activity:** A unit of work which has identifiable starting and ending points, consumes resources, and produces outputs. Unit cost information is determined using the outputs of activities.

**Actual Expenditures:** Includes prior year actual disbursements, payables and encumbrances. The payables and encumbrances are certified forward at the end of the fiscal year. They may be disbursed between July 1 and December 31 of the subsequent fiscal year. Certified forward amounts are included in the year in which the funds are committed and not shown in the year the funds are disbursed.

**ADT:** Adult Day Training

**Adult Day Training (ADT):** Training programs for adults with developmental disabilities, provided during day-time hours, for the purpose of learning particular life skills and activities.

**AHCA:** Agency for Health Care Administration

**Appropriation Category:** The lowest level line item of funding in the General Appropriations Act which represents a major expenditure classification of the budget entity. Within budget entities, these categories may include: salaries and benefits, other personal services (OPS), expenses, operating capital outlay, data processing services, fixed capital outlay, etc. These categories are defined within this glossary under individual listings. For a complete listing of all appropriation categories, please refer to the ACTR section in the LAS/PBS User's Manual for instructions on ordering a report.

**Baseline Data:** Indicators of a state agency's current performance level, pursuant to guidelines established by the Executive Office of the Governor in consultation with legislative appropriations and appropriate substantive committees.

**Budget Entity:** A unit or function at the lowest level to which funds are specifically appropriated in the appropriations act. "Budget entity" and "service" have the same meaning.

CIO: Chief Information Officer

CIP: Capital Improvements Program Plan

D3-A: A legislative budget request (LBR) exhibit which presents a narrative explanation and justification for each issue for the requested years.

Demand: The number of output units which are eligible to benefit from a service or activity.

Developmental Disability: Any of the 5 diagnosed conditions that are defined in Florida Statutes Chapter 393, which are spina bifida, autism, cerebral palsy, Prader-Willi syndrome and mental retardation.

DSIs: Developmental Services Institutions

Developmental Services Institutions (DSIs): Publicly owned facilities for the residential treatment and care of individuals with developmental disabilities

EOG: Executive Office of the Governor

Estimated Expenditures: Includes the amount estimated to be expended during the current fiscal year. These amounts will be computer generated based on the current year appropriations adjusted for vetoes and special appropriations bills.

FCO: Fixed Capital Outlay

FFMIS: Florida Financial Management Information System

Fixed Capital Outlay: Real property (land, buildings including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use. Includes furniture and equipment necessary to furnish and operate a new or improved facility.

FLAIR: Florida Accounting Information Resource Subsystem

F.S.: Florida Statutes

FSL: Family and Supported Living

FTE: Full time equivalent position

GAA: General Appropriations Act

GR: General Revenue Fund

HCBS: Home and Community-Based Services

ICF/DD: Intermediate Care Facility/Developmental Disabilities.

Intermediate Care Facility/Developmental Disabilities: Privately owned facilities for the residential treatment and care of individuals with developmental disabilities.

Indicator: A single quantitative or qualitative statement that reports information about the nature of a condition, entity or activity. This term is used commonly as a synonym for the word “measure.”

Information Technology Resources: Includes data processing-related hardware, software, services, telecommunications, supplies, personnel, facility resources, maintenance, and training.

Input: See Performance Measure.

IQC: Interagency Quality Council

IT: Information Technology

Judicial Branch: All officers, employees, and offices of the Supreme Court, district courts of appeal, circuit courts, county courts, and the Judicial Qualifications Commission.

LAN: Local Area Network

LAS/PBS: Legislative Appropriations System/Planning and Budgeting Subsystem.  
The statewide appropriations and budgeting system owned and maintained by the Executive Office of the Governor.



LBC: Legislative Budget Commission

LBR: Legislative Budget Request

**Legislative Budget Commission:** A standing joint committee of the Legislature. The Commission was created to: review and approve/disapprove agency requests to amend original approved budgets; review agency spending plans; and take other actions related to the fiscal matters of the state, as authorized in statute. It is composed of 14 members appointed by the President of the Senate and by the Speaker of the House of Representatives to two-year terms, running from the organization of one Legislature to the organization of the next Legislature.

**Legislative Budget Request:** A request to the Legislature, filed pursuant to section 216.023, Florida Statutes, or supplemental detailed requests filed with the Legislature, for the amounts of money an agency or branch of government believes will be needed to perform the functions that it is authorized, or which it is requesting authorization by law, to perform.

L.O.F. : Laws of Florida

**Long-Range Program Plan (LRPP):** A plan developed on an annual basis by each state agency that is policybased, priority-driven, accountable, and developed through careful examination and justification of all programs and their associated costs. Each plan is developed by examining the needs of agency customers and clients and proposing programs and associated costs to address those needs based on state priorities as established by law, the agency mission, and legislative authorization. The plan provides the framework and context for preparing the legislative budget request and includes performance indicators for evaluating the impact of programs and agency performance.

**Long Term Care:** Care, provided on an ongoing basis in a residential setting such as a developmental services institution, for a person with a developmental disability.

MAN: Metropolitan Area Network (Information Technology)

NASBO: National Association of State Budget Officers

Narrative: Justification for each service and activity is required at the program component detail level. Explanation, in many instances, will be required to provide a full understanding of how the dollar requirements were computed.

Nonrecurring: Expenditure or revenue which is not expected to be needed or available after the current fiscal year.

OPB: Office of Policy and Budget, Executive Office of the Governor

OPS: Other Personal Services

Outcome: See Performance Measure.

Output: See Performance Measure.

Outsourcing: Describes situations where the state retains responsibility for the service, but contracts outside of state government for its delivery. Outsourcing includes everything from contracting for minor administration tasks to contracting for major portions of activities or services which support the agency mission.

PBPB/PB2: Performance-Based Program Budgeting

Pass Through: Funds the state distributes directly to other entities, e.g., local governments, without being managed by the agency distributing the funds. These funds flow through the agency's budget; however, the agency has no discretion regarding how the funds are spent, and the activities (outputs) associated with the expenditure of funds are not measured at the state level. NOTE: This definition of "pass through" applies ONLY for the purposes of long-range program planning.

Performance Ledger: The official compilation of information about state agency performance-based programs and measures, including approved programs, approved outputs and outcomes, baseline data, approved standards for each performance measure and any approved adjustments thereto, as well as actual agency performance for each measure.

**Performance Measure:** A quantitative or qualitative indicator used to assess state agency performance.

- Input means the quantities of resources used to produce goods or services and the demand for those goods and services.
- Outcome means an indicator of the actual impact or public benefit of a service.
- Output means the actual service or product delivered by a state agency.

**Policy Area:** A grouping of related activities to meet the needs of customers or clients which reflects major statewide priorities. Policy areas summarize data at a statewide level by using the first two digits of the ten-digit LAS/PBS program component code. Data collection will sum across state agencies when using this statewide code.

**Primary Service Outcome Measure:** The service outcome measure which is approved as the performance measure which best reflects and measures the intended outcome of a service. Generally, there is only one primary service outcome measure for each agency service.

**Privatization:** Occurs when the state relinquishes its responsibility or maintains some partnership type of role in the delivery of an activity or service.

**Program:** A set of services and activities undertaken in accordance with a plan of action organized to realize identifiable goals and objectives based on legislative authorization (a program can consist of single or multiple services). For purposes of budget development, programs are identified in the General Appropriations Act by a title that begins with the word "Program." In some instances a program consists of several services, and in other cases the program has no services delineated within it; the service is the program in these cases. The LAS/PBS code is used for purposes of both program identification and service identification. "Service" is a "budget entity" for purposes of the LRPP.

**Program Purpose Statement:** A brief description of approved program responsibility and policy goals. The purpose statement relates directly to the agency mission and reflects essential services of the program needed to accomplish the agency's mission.

**Program Component:** An aggregation of generally related objectives which, because of their special character, related workload and interrelated output, can logically be considered an entity for purposes of organization, management, accounting, reporting, and budgeting.

**Reliability:** The extent to which the measuring procedure yields the same results on repeated trials and data are complete and sufficiently error free for the intended use.

**Service:** See Budget Entity.

**Standard:** The level of performance of an outcome or output.

**STO:** State Technology Office

**SWOT:** Strengths, Weaknesses, Opportunities and Threats

**TCS:** Trends and Conditions Statement

**TF:** Trust Fund

**TRW:** Technology Review Workgroup

**Unit Cost:** The average total cost of producing a single unit of output – goods and services for a specific agency activity.

**Validity:** The appropriateness of the measuring instrument in relation to the purpose for which it is being used.

**WAGES:** Work and Gain Economic Stability (Agency for Workforce Innovation)

**Waiver (Medicaid):** Authorizes a state to receive federal matching funds to subsidize Medicaid service delivery to a target population.

**WAN:** Wide Area Network (Information Technology)