



## **Planning Grant No Wrong Door 3-Year Plan: January 31 Reporting Deadline**

### **No Wrong Door System of Access to Long Term Services and Supports for All Populations and All Payers**

The U.S. Administration for Community Living (ACL), the Centers for Medicare & Medicaid Services (CMS) and the Veterans Health Administration (VHA) have developed this Funding Opportunity Announcement (FOA) to assist states in the planning of a NWD System to help individuals access long term services and supports (LTSS). The NWD System will make it easy for people of all ages, disabilities and income levels to learn about and access the services and supports they need. The NWD System will also provide states with a vehicle for better coordinating and integrating the multiple access functions associated with their various state administered programs that pay for LTSS.

The main "deliverable" of this 12-month grant planning period is a 3-Year Plan that includes a detailed strategy, work plan, and budget the state will use, pending the availability of additional federal support, to begin transforming the multiple access functions that are administered by its various LTSS programs into a single statewide NWD System to access LTSS for all populations and all payers. The online 3-Year Plan template will guide you through the process of completing your 3-Year Plan.

#### **Using the 3-Year Plan Template**

The template is broken down into multiple sections that are listed along the left hand side of the tool. Each of these sections represents a required component of the 3-Year Plan:

- Executive Summary
- NWD Mission and Vision
- NWD Assessment
- NWD Governing Body
- NWD Stakeholder Engagement
- Goals and Action Items
  - Governance and Administration
  - Public Outreach and Links to Key Referral Sources
  - Person Centered Counseling
  - Streamlined Access to Public Programs
- Overall NWD Plan Performance
- NWD Communication and Marketing Plan

Grantees can navigate to each of these sections to begin completing portions of the 3-Year Plan. This template will allow you the functionality to save, edit, print and submit each of these sections as you develop your plan. Each section also includes guidance from ACL, CMS and VHA that will assist you as you develop your 3-year plan.

### **Completing the 3-Year Plan**

Sections of the 3-Year Plan will be completed and submitted in phases:

January—"NWD Mission and Vision" and "NWD Stakeholder Engagement" sections

April—TBA

September—Final 3-Year Plan (all sections)

While some sections are due before the completion of the 12-month planning period, all sections are in draft form until the final submission in September 2015. Grantees are able to edit these sections even after they are submitted in January or April.

### **NWD Mission and Vision Section—due January 31**

The Mission and Vision section of this 3-Year Plan should include your state's overall mission and vision for the NWD System in your state or territory, including any changes to the mission and vision that have been made since applications were submitted. If your mission and vision changes after the January reporting deadline, you may make edits to your submission before the final plan is due in September. Grantees should submit 1-2 pages of material for this section.

Grantees should consider the following questions when completing this section:

1. Do you have a mission statement that clearly explains what you hope to achieve through your NWD system? Does your mission statement describe *what* you are going to do and *why* you are going to do it? Is the mission statement person-centered and outcomes-oriented?
2. What is your state's NWD vision?
3. Does your vision clearly specify the ideal NWD system for your state? How does the vision address the value of the NWD system to the state and its' citizens? Where do you see the NWD system in 3 to 5 years?
4. What process (e.g. focus groups, public forums, listening sessions, retreats) did you use to confirm or construct your mission and vision?
5. How were stakeholders engaged in the process? What process will you use to ensure that the vision is supported by stakeholders ongoing?

### **NWD Stakeholder Engagement Section—due January 31**

The Stakeholder Engagement section of this 3-Year plan should include your process and strategy, the members of your stakeholder group, roles and responsibilities of your stakeholder group, and your plan to widely disseminate final products in the interest of accountability and transparency. If your plan for stakeholder engagement changes after the January reporting deadline, you may make edits to your

submission before the final plan is due in September. Grantees should submit 2-5 pages of material for this section.

Grantees should consider the following questions when completing this section:

1. What process do you plan to use to meaningfully engage stakeholders in the ongoing development and implementation of your NWD system?
2. Do you include?
  - a. Older adults
  - b. individuals with disabilities across the lifespan
  - c. advocates
  - d. Area Agencies on Aging
  - e. Centers for Independent Living
  - f. local Medicaid agencies
  - g. local organizations that serve or represent the interests of individuals with physical disabilities
  - h. local organizations that serve or represent the interests of individuals with intellectual and developmental disabilities
  - i. local organizations that serve or represent the interests of individuals with mental/behavioral health needs
  - j. Veteran Service Organizations
  - k. Service providers
  - l. Other relevant public and private entities.
3. What are the roles and responsibilities of stakeholders in development of your plan?
4. How will stakeholders provide feedback during development and implementation of the NWD system?

### **Available Resources**

On the “Resources” tab of this tool you will find key resources that will assist you in the development of your plan including:

- ACL-CMS-VHA No Wrong Door Funding Announcement with Attachments
- Project Officer Contact Information
- Technical Assistance Team Leads
- NWD Planning Grant Toolbox

State developed resources can also be accessed from the [Planning Grantees Webpage](#) on the ADRC Technical Assistance Exchange.

### **Seeking Assistance**

If you have questions about the functionality of this template or if you need assistance with using or navigating the template, please contact [ADRC-TAE@Lewin.com](mailto:ADRC-TAE@Lewin.com).

If you have questions about what information you should include in your 3-Year plan, please contact your Project Officer.