

INPUTS	ACTIVITIES	OUTPUT Goals	OUTCOMES
Facilities	Maintain facilities' licenses	annual licensing completed	4 centers licensed
4 day centers	Maintain DOL special minimum wage certificate	DOL certificate maintained	participants earned fair wages
	DOL audit and SourceAmerica review	Ensure compliance with DOL regulations	DOL Audit not conducted due to COVID-19; SourceAmerica audit completed and agency was in good standing
Materials	Purchase/provide needed materials for training	Materials for training available as needed	Adapted two new curriculums; Money Management and Skills to Pay the Bills
	training in health, safety, job skills, money, social skills, self care, and recreation	Participants receive training in needed skills.	self-sufficiency/work skills
Staff	Development of new work contracts	9 new commercial contracts	Provided work opportunities
89 FTEs	Development of individual training plans	448 people had plans and received training	Provided services as specified
		16 additional people obtained employment at or above minimum wage.	
	Provide individualized training to participants in accordance with plans	Training as specified in individuals' plans provided to all participants	Increased self-sufficiency skills
	Provide opportunities for community participation	clients volunteered/did service projects	There was a decrease in community participation due to COVID-19.
Vehicles	Provide transportation to/from home/center/worksites, and community activities	Operated 30 door-to-door routes	Provided access to work, activities, and training
65		purchase/lease replacements as needed	
		439,201 miles transportation provided	
Volunteers	Assist with special events/bakery sales	Enhance services and community involvement	Participated in two community special events despite COVID-19.
Self-advocacy	assist/coordinate self-determination/self-advocacy activities	Participated in virtual self-advocacy trainings	Increased self-advocacy skills for those that participated
Funding	budget available funding	purchase materials as needed	Provided 110,426 units of service
DDSN funding		paid staff and other associated costs	
Private donations		required for provision of services	
United Way funding			
Quality Assurance	conduct satisfaction surveys of clients/families	85% satisfaction self-direction of service, goals, and activities.	Services met participant and family needs.
		85% satisfaction with supports for com. participation.	
	clients/families identify benefits of services	Top five benefits: earn money/have a job increased independence, being treated with dignity and respect, make friends, & increase self-esteem.	
	monitor individual goal/objectives monthly	Revise goals and objectives as needed to support progress.	Participants made progress on 1 or more goals Increased skills/self-sufficiency