

## **2010 Community's Comprehensive Planning Update Guidelines**

The Communities' Comprehensive Plans for children, youth and families for 2008-2014 were submitted in Jan. 2008. Oregon Administrative Rules require counties to update their coordinated, community, comprehensive plans each biennium throughout the 6 year process. The Biennial Update is intended to report the progress of implementation and just capture any revisions since the Jan. 2008 submission where applicable.

The Local Commissions are responsible for convening, facilitating and leading the community in monitoring their local progress to:

- Reassess the comp plan to test its relevancy to current community conditions, resource coordination and expectations; reference data trends, the current environment, etc.
- Revise the plan as needed to incorporate any revisions in gaps, barriers/solutions, community issues, focus issues, to include focus issue strategies and community intermediate outcomes.
- Expand and strengthen formal and informal partnerships within the community, furthering strategic development for local issues as desired.

Comprehensive community plans are intended to advise Boards of County Commissioners, State Agencies, the Legislative Assembly and the Governor (ORS 417.735) concerning:

- possible solutions to problems facing children, youth and families
- measureable progress of plans in meeting community intermediate outcomes
- the development of innovative projects or practices that benefit children and families
- the integration of services
- assisting agencies listed in the statute to design future economic resources and services and in the coordination of services
- providing information and policy advice on current research and proven practices of effectiveness, including successful local strategies

As required in statute, Early Childhood planning for children prenatal to 8 years of age should also continue to be incorporated in to the communities' comprehensive plan and updates. Juvenile Crime Prevention Planning Guidelines, released in June of 2009, now more clearly interface with the Comprehensive Plan Guidelines.

### **Revised 2007 Comp Plan Guidelines**

The original Comp Plan Guidelines released in Feb. of 2007 have been upgraded to include instructions for comp plan database entry and for reporting the Community Intermediate Outcome Measures, both of which were realized after the original 2008-2014 Comp Plan Guidelines were released.

### **Database Instructions for 2010 Comp Plan Update**

This reference tool has been developed to assist with biennial update Comp Plan database entry. Both documents are posted on our webpage and in the First Class Library folder under "Comprehensive Planning" and referenced in the steps below.

**2010 Comp Plan Biennial Update Timeline**

<b>Date</b>	<b>Tasks</b>
Sept. 25 <sup>th</sup> , 2009	2010 Comp Plan Biennial Update Guidelines released
	Community input to determine plan progress and update information
	Complete writing of Exec Summary
	Complete Comp Plan data entry
	Submit Biennial Update to Local Commission for approval
	Submit Local Commission Recommendation for approved of the Biennial Update to Board of Commissioners
	Gather signatures from LCCF Chair and BOC
April 2, 2010	Submit the Biennial Update Exec. Summary and a notice of comp plan data completion to the State office via EMAIL to Rosy Alejo and Cc your Regional Coordinator

Contact OCCF Regional Coordinators for comp plan update technical assistance.

**Step 1 Planning Update Process**

*[\(Reference: Revised 2007 Comp Plan Guidelines, pages 13 & 14\)](#)*

Maintain a sustainable local, community six year planning process that is updated every 2 years, showing progress toward plan implementation. Provide narrative in the form of an updated Executive Summary addressing the points below.

**A. Executive Summary** Update the Executive Summary (3 to 10 pages).

- a) Provide a general overview of the county.
- b) Describe the biennial update process. What mechanisms are in place that provides the structure for following the implementation and monitoring of the Local Community Comprehensive Plan?
- c) Describe specific examples of including members of diverse populations. Address the breadth and depth of continued participant involvement. Has the planning and implementation process continued to be inclusive? For example, were consumers, families or youth involved? Does the process allow for continued participation of local counterparts from partners named in SB 555? Are informal partners engaged in strategic development to address issues?
- d) Note any changes or further clarify “community issues”.
- e) Describe progress made toward filling gaps identified in 2008. Note any changes in the current top 10 gaps list if they have changed.
- f) Describe progress toward local barriers identified in 2008. Note any changes in the current list of new barriers if they have changed.

g) For focus issues identified in 2008, explain relative data trends and describe any new discoveries related to the issue and any early progress made through plan implementation. Describe revisions in strategies and/or measurement. Describe the measurable results or progress made for those focus issues measured since July 2008. Is there any innovative practice that is showing promising results?

h) For any new focus issue, provide details about the discoveries in the analysis process to include supportive data and data trends, naming the data sources; and information that provides clarity. Describe the issue.

i) For new focus issues, report which partners will be implementing strategies to address the issue and describe briefly what will be done. Describe the intended results and report the Community Intermediate Outcome/ High Level Outcome per focus issue. How will the subset population be impacted by implementation of the strategies?

j) If discontinuing work on a focus issue, explain why.

**For steps 2 -9,** Reference the [Database Instructions for 2010 Comp Plan Update](#) to assist with the biennial update data entry into the Comp Plan Module of the OCCF database. Reference the [Revised 2007 Comp Plan Guidelines](#) for further explanation and clarity of guideline instructions. Both documents are accessible on the OCCF webpage and in the First Class Library under Comprehensive Planning. Two other Comp Plan database manuals are available within the OCCF database, accessible by clicking the “?” in the top right hand corner of any page; namely, [The OCCF Comp Plan Technical Help Manual, titled Comp Plan System Manual and the OCCF Comp Plan Business Manual, titled OCCF Comp Plan Database Manual.](#)

### **Step 2 Update Participation and Collaboration**

[\(Reference: Revised 2007 Comp Plan Guidelines, page 15 & Appendix E, page 35\)](#)

As conveners and facilitators of the local comp plan, Local Commission members and staff need to assure the planning process continues to be inclusive and is representative of community demographics and recommended participants named in ORS 417.775.

### **Step 3 Update Advisory Body Strategies: Linking Advisory to Plans**

[\(Ref: Revised 2007 Comp Plan Guidelines, page 16 & 17 and for JCP, reference the Local High Risk Juvenile Crime Prevention Plan Guidelines.\)](#)

Continue to reference the Advisory Body Plans from the original comp plan guidelines to be aware and informed of updated strategies for services to children, youth and families since Jan. 2008. Note any significant strategic changes to the Advisory Plans in the database.

### **Step 4 Update Analysis of Community Issues**

[\(Ref: Revised 2007 Guidelines, pages 7, 16- 18; for HLOs page 10, Appendix F, pages 38-39\)](#)

Highlight any changes or revisions to community issues as informed by data, current conditions and resource disparities. Consider any significant modifications in existing service delivery plans within the county in order to report any new understandings of the current list of community issues. Assure the list of 20 issues is current in the database and modify if need be. Include at least one data set per community issue in the database to provide further clarity about the issue.

### **Step 5 Update Barriers/Solutions**

[\*\(Ref: Revised 2007 Comp Plan Guidelines, page 19 & Appendix H, page 44\)\*](#)

Review barriers and solutions to determine current status. Describe community progress toward addressing barriers. Report any new barriers/solutions and/or report revisions to existing barriers in the database.

### **Step 6 Update Gaps**

[\*\(Ref: Revised 2007 Comp Plan Guidelines, page 19 & Appendix G, pages 40 – 43 for a drop-down menu of gap choices\)\*](#)

Review gaps and report the current top 10 in the database if modified since last data entry.

### **Step 7 Update Focus Issues**

[\*\(Ref: Revised 2007 Comp Plan Guidelines, page 20\)\*](#)

As the community has developed further understanding about the issues of focus, and begun implementing and coordinating strategies, determine if further strategic development or expansion of strategic approaches is in order to address the issue. Modifications may need to be made for existing strategies based on any new findings or depletion of resources. In some cases, focus issues may need to be discontinued. In other cases, a new focus issue may be desired. Note any changes or revisions to focus issues in the database.

### **Step 8 Update Focus Issue Strategic Approaches and Specific Strategy Descriptions**

[\*\(Ref: Revised 2007 Comp Plan Guidelines, page 20 – 24 & Appendix I, pages 45-47\)\*](#)

If adding a new focus issue, consider the data, research, assess effective strategic approaches within the service delivery continuum and collectively determine strategic actions various formal and informal partners are willing to take to address the issue and improve conditions.

When addressing a focus issue from 2008, monitor the effectiveness of strategic implementation so far and determine if revisions, eliminations or additional strategies are necessary to impact the issue. If additional strategies are chosen then when writing a strategic description, include who will be taking action and describe specifically what they will be implementing for whom to what end. Revisions, additions and deletions of strategies should be noted in the database.

### **Step 9 Update Focus Issue Community Intermediate Outcome Measurement**

[\*\(Ref: Revised 2007 Comp Plan Guidelines, pages 25-26\)\*](#)

Confirm one Community Intermediate Outcome (CIO) for each new focus issue referenced in step 7. Data entry is required for detailing the demographics of the subset population represented in the CIO. Report CIO results for all focus issues entered into the OCCF Comp Plan database every 6 months. Improve existing CIO measurements for prior focus issues if needed.