



MINNESOTA

OLMSTEAD

IMPLEMENTATION OFFICE

# **Olmstead Implementation Office Workgroup Binder for Members**

**Updated: July 27, 2022**

The purpose of this document is to provide a roadmap for establishing and maintaining Workgroups. It is intended as a guide to navigate through the process and is to be used to ensure all essential areas are covered.

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## Greetings from Olmstead Implementation Office Director

Dear Workgroup Members,

The Olmstead Implementation Office is pleased to invite you to serve in an Olmstead Plan Workgroup. In 2019, Governor Tim Walz signed an [Executive Order](#) asking the [Minnesota Olmstead Subcabinet](#) members to look at new opportunities to address the needs of individuals with disabilities. These included options to:

- Remove barriers to providing services to people in the most integrated setting
- Address inequalities that don't allow people to live, learn, work, and enjoy life in the community
- Find ways to improve the health and welfare of people with disabilities

In response to the Governor's Executive Order, the Minnesota Olmstead Subcabinet authorized [Workgroups](#) to explore five topics listed below. As such, the Workgroups began meeting in June 2021.

- Juvenile Justice and Special Education
- Workforce and People with Disabilities
- Data Collection Practices
- Prevention of Abuse and Neglect
- Affordable, Safe, and Accessible Housing.

Each group includes State Agency staff, service providers, and people with disabilities who can share life experiences on the topic. The groups will explore ideas for about nine months and then make recommendations to the Subcabinet to revise the Olmstead Plan.

The Olmstead Implementation Office hosts many opportunities for people with disabilities and their allies to learn about the Olmstead Plan. You can learn more about these opportunities on our [website](#).

We look forward to your participation in one of our Workgroups. If you have any questions, please reach out to my office.

Sincerely,

Shelley Madore

Director  
Olmstead Implementation Office

## Purpose of the Workgroup

The charge for the Workgroups from the Subcabinet is to review the Olmstead Plan and then explore issues and realities that could inform recommendations for revising Olmstead Plan strategies and goals. Recommendations should realistically and effectively address the needs of all Minnesotans with disabilities. Workgroups will explore these issues and realities through surveys, subject matter experts, discussion, and other means. Each Workgroup will focus on a particular topical area as it relates to the Olmstead Plan including:

- [Prevention of Abuse and Neglect](#)
- [Workforce Shortage and People with Disabilities](#)
- [Affordable, Safe, and Accessible Housing](#)
- [Juvenile Justice and Special Education](#)
- [Data Collection Practices](#)

In June 2021, the first cohort of Workgroup members assembled. You can learn more about the groups and structure [here](#).

In May 2022, the Workgroups finalized their work by presenting recommendations to the Leadership Forum. That report can be found [here](#).

The goal of this second cohort is to continue collecting information and develop a plan to implement the recommendation(s). These plans are due on May 1.

## Workgroup Membership

The Workgroups will consist of no more than 25 members. Each Workgroup will have one internal lead and one external co-lead. The members should include agency leads, external partners, and community members. Workgroups have a goal that 50% of membership will be members from the disability community.

## Workgroup Application Process – How do I apply?

The application process begins in June. All perspective members will complete an application that will be reviewed, and members will be notified in early July. As part of the application, you will be asked questions such as:

- Why are you passionate about the work of the Workgroup you are applying for?
- Which of your skills or strengths will have a positive impact in this Workgroup?

## Workgroup Leadership – Roles & Responsibilities

### Workgroup Leads and Co-Leads (WL)

- Facilitate meetings, prepare agenda, review previous evaluation survey results and minutes, assist with the development of current meeting evaluation surveys. Meeting planning is challenging. To assist you, we recommend using the Meeting Orchestration Chart, found [here](#).
- Work with Workgroup Manager (WM) to develop the agenda and finalize it with WM at least **10 days** in advance of the meeting, including pre-work.
- Promote and share resources and pre-reads.
- Communicate with the WM to determine any pre-work that should be sent out prior to the meetings.
- Attends debrief meetings for 15 minutes following each meeting.
- Work with members to reinforce scope (i.e., What is currently working? What questions do we want to focus on?).
- Promote engagement with members in activities including Community Input events, speaker events, online surveys, and new member applications.
- Develop strategies to incorporate transparency and accountability in every phase of the process.
- Work with WM regarding meeting schedules, schedule changes, outreach, meeting pre-work, and resources to share on the website.
- Summarize final recommendations by May 1.
- Attend Lead/Co-Leads Progress meetings in December and June.
- Participate in planning and promotion of the annual Olmstead Implementation Office (OIO) Lunch and Learn Open House promoting Workgroup applications in June.
- Assist WM to present Workgroup Recommendation(s) Summary Report to the Leadership Forum or Subcabinet.

### OIO Workgroup Manager (WM)

- Arrange support for each group including notetaking, minutes distribution, and obtaining OIO resources. Additional supports as needed.
- Send out meeting notes no later than **5 days** after the meeting.
- Coordinates debrief and agenda planning meetings no later than 10 days following the meeting.
- Draft Evaluation Surveys with Lead/Co-leads and distribute via Gov Delivery immediately following the meeting. Follow up with members to encourage participation no later than 7 days after the meeting.
- Draft and distribute registration notices, materials, and agenda **one week** prior to the meeting.
- Communicate survey results regularly to WL for evaluation, offer advice on agenda planning.
- Update resource materials and agenda on the website or Box.com.
- Update roster, contact information, and distribution lists, and send new member materials.

- Encourage sign up for monthly OIO newsletter highlighting opportunities and engagement.
- Seek out and follow up with potential new member inquiries.
- Host two Lead/Co-Leads meeting a year in December and June.
- Host one Lunch and Learn Open House promoting Workgroup applications in June.
- Working with staff, review and choose the best candidates for Workgroup membership from applications and inform Workgroup members by early July.
- Host Member Appreciation Meeting by June 30 sharing recommendations summary report.
- Responsible for presenting to the Leadership Forum or Subcabinet final report findings.

### Workgroup Members

- Familiarize yourself with the [Olmstead Plan](#) and [goals](#) related to your Workgroup, if applicable.
- Visit the [OIO website](#) frequently and sign up for the OIO [monthly newsletter](#) and social media accounts: [Facebook](#), [Twitter](#), [Instagram](#), and [LinkedIn](#).
- Please register for every meeting and event for your Workgroup on our website.
- Arrive prepared to discuss agenda items. Visit your Workgroup webpage to keep up to date on minutes and resources available.
- Share information with your networks about our Workgroup public engagement opportunities, such as Community Input events and surveys. Attend these events and other activities.
- Regularly attend meetings and be active in the conversations.
- Keep OIO up to date with your current contact information, especially email address changes.
- We value your time and participation. To provide you with the best experience, we ask that you complete the monthly evaluation surveys that are sent out following each meeting. We use this feedback to be sure that time with us is the best we can offer.

## Workgroup Webpages – How do I find out more about the groups?

The purpose of the web pages is to provide space for communications and updates regarding the work of the Workgroups. The page has information on meeting materials, resources, and links to agencies on each Workgroup. To view the pages, click the links below:

- [Prevention of Abuse and Neglect](#)
- [Workforce Shortage and People with Disabilities](#)
- [Affordable, Safe, and Accessible Housing](#)
- [Juvenile Justice and Special Education](#)
- [Data Collection Practices](#)

Workgroup members are encouraged to send resources to [OIO.Workgroups.MHFA@state.mn.us](mailto:OIO.Workgroups.MHFA@state.mn.us) to be shared on the website.

## Upcoming Meetings – Mark your calendars

### Workgroup Leads/Co-Leads Meeting

August 8, 2022 – 12:00 to 1:00 PM

December 8, 2022 – 9:30 to 11:00 AM

June 8, 2023 – 12:00 to 1:00 PM

### All Members

Member Orientation: July 20, 2022 – 3:00 to 4:00 PM **or** 5:30 to 6:30 PM

Workgroup Open House Lunch and Learn: May 17, 2023 – Noon to 1 PM

Member Appreciation Meeting: June 28, 2023 – 12:00 to 1:00 PM

Full calendar of meetings is on page 12 of this handbook, please refer to that section for your specific Workgroup.

## Community Input Events

Community Input events are scheduled for each Workgroup twice a year. These events are meant to capture the disability community's opinion on the focus of the work of each Workgroup. They are primarily listening sessions. These meetings are hosted by OIO staff. These engagement opportunities are a critical resource for Workgroup members. Promoting these sessions is the responsibility of both OIO and Workgroup members and their organizations.

OIO will also use online surveys to collect public opinions. These surveys should be developed by the Workgroup focused on learning new information from the community. OIO will provide social media kits to help Workgroup members share these opportunities with their networks. OIO will collect and summarize the data collected for use by the Workgroups.

Where appropriate, OIO will sponsor additional resources for the Workgroups. This can include speakers, podcasts, blogs, or research. Workgroup members should discuss the need for these resources and work with OIO WM to obtain them.

To view current planned Community Input Events, please click [HERE](#).

## Social Media Kits to Share – How do I let others know about the Community Input Events?

Social media kits are sent out to Workgroup members in an email. The kits contain an image, messaging, and an image description to help Workgroup members share about community input events and surveys on their social media or in their networks.

If you work for a related organization or state agency, the kits should be sent to your Communications staff for use on social media or in newsletters.

Here is an example of what an email with a media kit will look like:

Hello members of the Affordable, Safe, Accessible Housing Workgroup!

Our next Community Input Event will be Saturday, January 22 from 9:30 – 10:30 a.m. We ask you to please promote this event within your networks, such as through email newsletters, social media, or personal asks.

A graphic is attached that you can use to help promote. Below is copy that you can use when promoting the event. Feel free to shorten or change as you see fit for your audience:

Register now for the Affordable, Safe, Accessible Housing Community Input Event on January 22! Housing is an important part of the Minnesota Olmstead Plan. Last year, the Olmstead Implementation Office (OIO) launched the Affordable, Safe, Accessible Housing Workgroup. The workgroup makes recommendations to the Olmstead Subcabinet on ways to improve Housing goals in the Olmstead Plan.

The workgroup recently hosted a survey. The survey helped them learn about housing from community members. In the survey, community members identified their top 3 housing priorities.

The top 3 priorities from the survey are:

- Help finding available housing
- Financial assistance to pay rent
- Accessible housing to accommodate wheelchairs, walkers, and other aids

Join OIO to discuss these 3 topic areas. OIO wants to learn your ideas about how the Olmstead Plan can support these areas. You can also share stories about your own experiences locating housing, getting financial assistance, or finding accessible housing. Your feedback will help shape the 2022 Minnesota Olmstead Plan.

The event will be held on Zoom on Saturday, January 22 at 9:30 – 10:30 a.m. CT. Register by Register by Saturday, January 22 at 9:00 a.m. at [mn.gov/olmstead/calendar](https://mn.gov/olmstead/calendar).

The media kit will also include a graphic and an image description to use to help promote the event or survey. Here is an example of a graphic:



## Community Input Event

Affordable, Safe, Accessible Housing

Join the Olmstead Implementation Office to share your experiences with finding available housing, getting financial assistance to pay rent, and finding accessible housing that accommodates what you need.

**Saturday,**  
**January 22** | **9:30 - 10:30**  
**AM CT**

[mn.gov/olmstead](http://mn.gov/olmstead)

Media kits include everything you need to get the word out to your networks about events and surveys. You are encouraged to share your own personal connection to the Workgroup or topic so that your network knows that you are a part of the Workgroup. Events and surveys are more successful and reach a larger audience when Workgroup members share them with friends, family, and other networks.

## Monthly Meetings

### Meeting Structure – What to Expect

- Meetings are held monthly and scheduled for 90 minutes.
- All meetings are held virtually on Zoom. Tips for using Zoom are located on page 14.
- Small group meetings will be scheduled as needed by the Workgroup Lead/Co-Lead.
- Agenda will be included in the meeting invite and sent out **one week** before the meeting.
- To help with the planning of meetings, please register at least **three** days before the meeting.
- Your input is valuable to us. At the end of the meetings, we would like to hear from you regarding if we met the meeting goals, additional questions, and any other feedback you would like to provide. You can also provide this input through the post-meeting survey that will be emailed to you after each meeting.

### Monthly Meeting Registration Process

Each month, members will receive an email notice regarding meetings and events from the Olmstead Implementation Office (see below). A link to the meeting agenda is also included.



## Olmstead Data Collection Practices Workgroup Meeting Notice and Agenda

Dear Workgroup Members,

The May meeting will be held on Thursday, May 12, 2022 from 9:00 – 10:30 a.m.

- Click on the button below to register.
- You will receive an email with the Zoom link three hours before the meeting.
- You can download the agenda here: [Meeting Agenda](#)

Please contact Diane Doolittle at [OIO.Workgroups.MHFA@state.mn.us](mailto:OIO.Workgroups.MHFA@state.mn.us) if you have any questions or need assistance.

Register

The notification includes a “Register” button. Members will click this button, complete their information, and hit submit. Follow directions within registration confirmation to add the meeting information to your calendar. You must register for the meetings through these emails.

You will receive a confirmation email along with two meeting reminders with Zoom links.

### What is a Recommendation?

A recommendation is a recommended change(s) that could turn into an Olmstead Plan goal. Recommendations will not necessarily affect the current Olmsted Plan. They are recommendations **ONLY** to the Leadership Forum / Subcabinet to provide focus and direction for the next Workgroup cohort. The May 2022 report to the Leadership Forum with the recommendations can be found [here](#).

### Example of a recommendation after the Workgroup work is completed

**For example:** Educate families, community members, and people who work with people with disabilities on the important role they play in preventing abuse and neglect and provide action steps to take to address the abuse.

- The final recommendation(s) must be completed by the Workgroup no later than two weeks after the final meeting in April.
- The Leadership Forum will approve, where agreed, to the recommendations.

- The Leadership Forum then submits approval of the Workgroups to the Subcabinet for approval in July.
- The Leadership Forum will ask the Subcabinet to move the proposals forward for possible inclusion in the Olmstead Plan Revision 2023.

## Workgroup Expectations August 2022 to May 2023

Timeframe	Goal
August – December 2022	Fine tune recommendations from Part 1 and host one community input event
January – March 2023	Host one speaker event to engage the community on topic and one community input event on recommendations
April 2023	Collect data to finalize recommendation
May 2023	Presentation to Leadership Forum for approval of proposed recommendation
<b>June 2023</b>	<b>State agencies draft proposed goal from recommendation</b>
<b>Olmstead Implementation Office work begins Summer 2023</b>	<b>OIO engages the public to ensure community agreement with new goals, data is collected to help inform Leadership Forum members and state agency staff who write proposed goals to the plan</b>
Summer 2023	Public engagement on new proposed goal
Fall 2023	State agencies develop final goal
December 2023 (Leadership Forum)	Recommendation goal gets approved for State Agency staff to develop into the new goal for April Plan Revision
January 2024	Subcabinet approves proposed goals for 2024 Annual Plan

## Workgroup Meeting Calendar 2022 to 2023

Workgroup	Time	Aug	Sept	Oct	Nov	Jan	Feb	Mar	Apr
Prevention of Abuse and Neglect	10:00 – 11:30	16	13	11*	7	10	7*	7	11
Workforce Shortage and People with Disabilities	1:30 – 3:00	10	13	11*	9	10	7*	7	11
Affordable Safe and Accessible Housing	10:30 – Noon	10	14	12*	9	11	8*	8	12
Juvenile Justice and Special Education	9:00 – 10:30	11	15	13	10	12	9	9	13
Data Collection Practices	1:30 – 3:00	11	15	13	10	12	9	9	13

\*Community Input Event during first hour of Workgroup meeting.

Please note: No scheduled meetings in December.

## Leadership Forum and Subcabinet Meeting Calendar 2022 to 2023

Meeting	Time	Jul	Aug	Sept	Oct	Dec	Jan	Feb	Apr	May
Subcabinet	3:00 – 4:30	25			24		30		24	
Leadership Forum	3:00 – 4:30		22	19		5		27		22

Please note: No scheduled meetings in November or March.

To register for these meetings, please go to [Subcabinet Information Page](#) or the [Leadership Forum Page](#).

## Appendix

### Social Media Policy

Social media is not an endorsement. OIO might follow other social media accounts, share third-party content, or link to another website. However, OIO does not endorse that account, content, or website. OIO is not responsible for the content of these links or websites.

Comments and messages will be reviewed and responded to by OIO staff. To read the policy in its entirety, please go to [Social Media Policy](#).

### Meeting Ground Rules

These are helpful to provide a set of guidelines that help to run successful meetings. To be effective, ground rules must be clear, consistent, agreed-to, and followed.

- Show up on time and come prepared
- Meeting will start on time
- Stay mentally and physically present
- Contribute to meeting goals
- Focus on the current topic
- Speak up – actively participate
- All participants are equal
- Wait to be recognized to speak
- Voice all ideas, be creative
- Listen with an open mind
- Be positive and polite
- Focus on interests, not positions
- Attack the problem, not the person
- Close decisions and identify action items
- Meeting will end on time

### Etiquette for Inclusive Zoom Meetings

- Please have your first and last name visible
- Please stay on mute unless you are speaking
- Introduce yourself, including pronouns, and who you represent (if any, or just your perspective)
- Stay present giving your full attention to this discussion
- Please share about the topic for this meeting only – including use of chat
- All participants are equal and have a right to share their ideas
- Raise your hand and wait to be called on by the facilitator to share
- Keep an open mind
- Be respectful of the process and other participants

## Contact Information

### **OIO Workgroup Manager**

Diane Doolittle

651-296-8191 | 651-263-1193 (mobile)

[OIO.Workgroups.MHFA@state.mn.us](mailto:OIO.Workgroups.MHFA@state.mn.us)

### **OIO Director**

Shelley Madore

651-755-9737

[Shelley.Madore@state.mn.us](mailto:Shelley.Madore@state.mn.us)

### **OIO Communications (Social Media Kit Questions)**

[OIO.Communications.MHFA@state.mn.us](mailto:OIO.Communications.MHFA@state.mn.us)