**IFP 2021-AS-2000**

**Research and Development for a Statewide Access to Services Information System**

**Work Plan Template**

**(Must be submitted with proposals.)**

***Timeline, Person Responsible, Offeror’s Response to Planned Scope of Work and Services to be populated by offeror.***

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| **Scope of Work Prescribed Tasks** | **Timeline** | **Person Responsible** | **Offeror’s Response to Planned Scope of Work and Services** |
| **Establish a steering committee comprised of the Council, the Mailman Center at the University of Miami, the Florida Center for Inclusive Communities at the University of South Florida, and Disability Rights Florida who will contribute to all facets of the service delivery system**. |  |  |  |
| Convene a steering committee comprised of one or more members from each DD Network partner organization (i.e., the Council, the Mailman Center, the Florida Center for Inclusive Communities, and Disability Rights Florida). |  |  |  |
| Solicit input and assistance from all key partners on all facets of work, including, but not limited to, the following:  **a.** Planning and conducting focus groups and/or interviews.  **b.** Conducting research and developing content for the online repository.  **c.** Identifying web-based platforms and/or recommending structure for a new platform. |  |  |  |
| **Plan and conduct an Access to Services through Knowledge (ASK) state-wide research project designed to identify key community resources along the lifespan.** |  |  |  |
| Plan and conduct focus groups and/or structured interviews in Florida’s 15 Family Care Council areas with families representing individuals with I/DD from a variety of backgrounds to:  **a.** Identify key community resources across the life stages.  **b.** Include public, private, for profit, and nonprofit community-based organizations that deliver services (e.g., hospice offering respite; YMCA offering free yoga classes; senior center offering craft activities, meals) in all 67 counties.  **c.** Conduct research based on outcomes from the focus groups and/or structured interviews to verify community resources identified and develop content for an online repository that will serve as a single point of information for families. |  |  |  |
| Research existing web-based platforms used to access resources and evaluate the useability of these platforms (with or without modifications) that would result in a user-friendly platform for families.  **a.** Review existing, well-established platforms typically used by families seeking disability resources and/or used by information and referral specialists (e.g., Florida Alliance of Information and Referral Services [FLAIRS] platform, Agency for Persons with Disabilities [APD] platform, other industry “rating” platforms).  **b.** Identify the strengths and gaps with each platform.  **c.** Identify the key elements needed to address strengths and gaps and determine whether a new platform needs to be developed or an existing platform can be modified.  **d.** Present research findings to the Council, including recommendations for a web-based platform. |  |  |  |