



Innovation Pilot Project Guide

June 2022

IPP Purpose

The Innovation Pilot Project Grant Opportunity was created to provide opportunity for HCBS providers, non-provider community entities, self-advocates, and families to explore new means and methods to support and address areas of outstanding need among Hoosiers receiving services from the Bureau of Developmental Disabilities Services. These grant funds are made possible due to the American Rescue Plan Act funds Indiana received and are specifically targeted at improving services and supports for individuals with disabilities and their families.

Pilots offer an opportunity to:

- demonstrate new service models that could be expanded and adopted more broadly
- build private/public partnerships to expand opportunity for employment and community engagement among those receiving BDDS services
- investigate unique ways of meeting expressed needs of individuals seeking or receiving services from BDDS, and
- generally, explore ways of improving the lives of Hoosiers with intellectual and developmental disabilities

BDDS is in an ongoing Waiver Redesign effort and hopes to expand those innovation pilots which show promise as part of that effort.

DDRS IPP Goals

The possible focus and scope of the proposals received as part of the IPP grant opportunity is by necessity quite broad. The goal of this opportunity is to give maximum flexibility to explore and test new ideas, expand innovative approaches, and just do things differently with an aim of improving the supports and services we provide. While we encourage all applicants to think outside of the box when brainstorming for their initial development application(s), DDRS does have a series of broad overarching goals for those projects which are funded through this opportunity. These targeted areas of interest and focus that are based largely on known areas of need, [existing recommendations from the 1102 Taskforce](#) and individual and family [stakeholder feedback](#).

DDRS hopes to see IPP development applications which seek to:

- Improve access to services and training to appropriately serve individuals with dual diagnosis or multi-system access, complex case, and rural residents
- Address staffing shortage
- Consider and implement innovative service models, especially in housing and employment

- Increase technological supports
- Increase use of peer support and family-to-family models
- Incentivize institutional and 14c settings to transition to community programs
- Build interest in competitive, integrated employment opportunities
- Demonstrate potential future waiver services
- Offer training and supports to individuals on waitlist
- Explore expanding or adjusting service models to more specifically meet the needs of individuals with physical disabilities or brain injuries

This list is not exhaustive and successful applications may cover areas outside of those listed above.

Innovation Pilot Project Application Process

Phase 1 Application Period: June 17, 2022- August 31, 2022

Phase 2 Application Period: July 15, 2022- December 31, 2022

Innovation Pilot Projects can run from July 15th, 2022- March 31, 2024

Phase 1- Development Application

Overview

DDRS will supply \$50,000 start-up grants to Innovation Pilot Project applicants to be used specifically toward further developing their Innovation Pilot implementation and outcome plans. Applications will be reviewed on a rolling basis. After review of applications, applicants will be informed in Phase 1 whether their development application was selected to continue to Phase 2 and when to expect the \$50,000 in funds to be issued for use in developing their full implementation plan.

Selected applications will also be provided Technical Assistance support in developing the outcome measures and evaluation plans for their full innovation pilot application. The amount of technical assistance required by Phase 1 grantees will vary based on the scope and focus of their IPP. All Phase 1 grantees will receive at least an initial consultation with a subject matter expert on outcome measure and evaluation plan development with a list of follow-up questions and initial recommendations based on the content of the development proposal. Additional technical assistance will be made available on an as needed basis.

Phase 1 funding is tied to concept development. No more than \$50,000 will be awarded to any one entity or individual, however, all are welcome to submit multiple innovation pilot development applications for consideration and further development using those funds. Any parties who submit multiple innovation pilot development applications which are selected for Phase 2 can elect to reduce the number of IPPs they continue to develop. However, by accepting the \$50,000 in development funds a grantee is committing to submit at least one (1) Phase 2 funding application.

Application Review Criteria

In order to be considered for Phase 1 funding, IPP Development Applications must meet the following minimum requirements:

- Application received is complete and responds to all questions
- Letter of intent is complete and attests to the use of funds and resources solely for purposes of the designated Innovation Pilot Project (development or implementation)
- IPP concept does not run counter to any identified federal or state rules or laws
- IPP concept is clear
- IPP concept is scalable if successful (meaning the design of the pilot project could be sustainable long-term and could be replicated throughout the state and/or adopted as statewide policy by DDRS)
- IPP concept demonstrates it addresses an area of expressed need by DDRS participants and/or families
- Application demonstrates potential benefit to DDRS service recipients
- IPP concept and scope is actionable within the funding timeframe (July 15th, 2022- March 31, 2024)
- Project is feasible to begin immediately upon Phase 2 funding
- Application outlines the potential population of individuals who would be targeted by this IPP and demonstrates an ability to garner sufficient interest to conduct the IPP
- IPP concept has goals that are measurable
- IPP concept has goals that can be effectively evaluated

Additionally, applications will be evaluated on a series of highly desired, but not required, elements. While successful Phase 1 applications may not include all of these elements those applications which meet the majority of these elements are more likely to be selected for Phase 2.

- Concept furthers one or more of DDRS' identified goals (listed in above section titled "DDRS IPP Goals")
- IPP concept has potential for infusion into waiver redesign efforts if successful
- IPP concept ties into existing DDRS/FSSA initiatives
- IPP concept demonstrates input and direction from people with lived experience of disability
- Application indicates collaboration amongst multiple groups or stakeholders
- IPP concept includes efforts to enhance equity in access and outcomes

DDRS will evaluate all Development Applications on the basis of this review criteria, however, final funding determinations will remain at our discretion. The specific Development Applications, which demonstrates an initial feasible possibility for broadly improving services and supports for individuals with disabilities and their families will be funded as part of Phase 1.

Application Instructions

The Innovation Pilot Project Development Application can be completed at <https://forms.office.com/g/5BpajdKnLU>. In addition to responding to the questions detailed below, applicants must complete a letter of intent and sign a series of attestations prior to submitting their application.

Bold text below indicates verbiage directly from the application itself. Unbolded text is additional guidance for responding to each question in the application

Name, title, contact information:

If applicable, please include a web URL for your organization:

Collaborating entities (as applicable):

The primary applicant is who should be listed in this field. No preference is given based on the role of the primary applicant (i.e., HCBS provider, family member, self-advocate) but the primary applicant will be the person responsible for managing all correspondence with DDRS regarding the IPP and should be someone who is readily accessible via email and who is comfortable conveying key information to other members of the IPP team. Applicants are encouraged to work collaboratively with community partners when developing their IPP concept. If no specific collaborators have been identified at this phase, please leave the **collaborating entities** field blank. Collaborators can include not just other organizations but other individual stakeholders or project advisors.

Applicant Type (select the box which best describes the primary applicant. If applicant or collaborating entities fill multiple categories describe in response to item 3 below):

- HCBS Provider**
- Non-HCBS provider/Community Organization (non-IDD specific)**
- Advocacy Organization**
- Self-Advocate**
- Family Member**
- Other (please specify)**

We understand that many applicants may fulfill multiple categories. If that is the case, check the box which best describes the primary applicant and the role they will be playing within the scope of the IPP. For example, if the primary applicant is the ARC of Indiana which acts as an HCBS Provider, Advocacy Organization, and the named contact is a Family Member and the proposed IPP is to provide a new paid service, then the box for *HCBS Provider* should be checked. If the proposed IPP is to develop a new online platform for self-advocates to gather and collaborate on advocacy projects which will not result in a paid service, *Advocacy Organization* should be checked.

Applicants are encouraged to address the multiple roles they perform in their response to item 3.

1. Statement of need (provide a brief description of the problem or issue your project is trying to address. Try to answer “What needs to change and why?”):

IPP development applications must address an expressed need identified by DDRS participants and/or families. This response should include how you know there is a need in this area. This could be from on-the-ground experience, feedback received from individuals or families, items identified in the 1102 Taskforce Report, or other sources.

2. Brief Description of Concept (explain the basics of the Innovation Pilot Project (IPP) you are proposing. This description does not need to detail all elements of how it will be conducted, just the general idea you are putting forward for further development. Try to answer “How will you do this?”):

IPP development applicants must convey a clear concept of what will be done so that DDRS can assess whether the application meets all minimum requirements outlined above. The response to this item should convey what the IPP team is proposing to do, why it is a good idea, how it will positively impact DDRS service recipients, and that it is a project that can be developed, launched, and see positive results within the timeframe for the pilot.

3. Description of Innovation Pilot Project Team (provide a short narrative explaining who you are and how you are connected to the innovation pilot project you are proposing. Include a list of all collaborating entities and their intended roles (if applicable). If you plan to identify additional collaborators during Phase 2, please note that here):

If when submitting the initial development application, the pilot project team is still under development, describe the types of collaborators you are seeking. Strong applications will exhibit input and direction from people with lived experience of disability, collaboration amongst multiple groups of stakeholders, and include an eye to enhancing equity within the services and supports being received.

4. Population(s) to be targeted (who is your IPP intending to impact? Be specific. Feel free to include multiple target groups if applicable):

Depending on the scope of a given IPP, the target population could be quite small (e.g., 10 individuals served by agency X who have expressed a desire for and could safely be served using remote supports for portions of the day instead of in-person staffing) or quite broad (e.g., individuals and families currently on the waitlist for the FSW waiver). IPPs of various sizes and scopes will be considered and no preference is given based on the population being targeted so long as they fall within the larger category of people or families seeking or receiving services from BDDS. IPPs should demonstrate the ability to meet to an expressed need of the specific target population.

5. Readiness (explain how you know the conditions are right to complete this IPP. Include any earlier work in this area you have completed, conversations you have had with other stakeholders about the desire for this kind of opportunity, etc.):

For an IPP to be funded, the applicant must show that the project is feasible to begin immediately upon Phase 2 funding and that the concept and scope is actionable within the pilot period (approximately 2.5 years). A concept for a given IPP may be an ideal fit within DDRS's goals for this initiative; however, if it is not something that can be up, running, and under evaluation within the time frame it would still fail to meet the minimum requirements. In your response to this question identify how you know the time is right for the project you are proposing. Be sure to highlight any foundational work you have already completed that will help set up the IPP for success.

6. Goals and objectives: (detail the intended outcome of this IPP. What, specifically are you trying to achieve or demonstrate with this project?)

Applicants do not need to have finalized goals and objective when submitting their development application, however, applicants do need to have a sense of the intended outcome so that DDRS can evaluate whether the goals are measurable, realistic, and in alignment with any of the goals DDRS has identified for this project. Goals and Objectives can be modified and refined during Phase 2 for accepted proposals. When developing goals for your IPP consider using the SMARTIE goals framework (originally developed by managementcenter.org):

SMARTIE Goals Worksheet

Goals are a concrete way to drive results, but without an explicit equity and inclusion component, goals won't produce better outcomes for marginalized communities, address disparities, or support belonging. Introducing SMARTIE goals! SMARTIE stands for:

S TRATEGIC	Reflects an important dimension of what your organization seeks to accomplish (programmatic or capacity-building priorities).
M EASURABLE	Includes standards by which reasonable people can agree on whether the goal has been met (by numbers or defined qualities).
A MBITIOUS	Challenging enough that achievement would mean significant progress—a “stretch” for the organization.
R EALISTIC	Not so challenging as to indicate lack of thought about resources, capacity, or execution; possible to track and worth the time and energy to do so.
T IME-BOUND	Includes a clear deadline.
I NCLUSIVE	Brings traditionally marginalized people—particularly those most impacted—into processes, activities, and decision/policy-making in a way that shares power.
E QUITABLE	Seeks to address systemic injustice, inequity, or oppression.

7. How will this project address a known, identified program area of need for HCBS supports (provide an explanation of how this project will support a known area of need. Note that projects which conflict with current federal rules regarding HCBS services cannot be funded):

This response offers applicants an opportunity to convey exactly what area of unmet need will be addressed by their IPP. While each of the areas identified by DDRS' goals speak to an area of unmet need that list is not exhaustive. Applicants who develop an IPP which falls outside of the DDRS identified goals can use their response to this question to detail the reasons why the identified need warrants selection for a grant

8. Detail if and how the idea for this IPP can be scaled (is this idea something that could feasibly be expanded beyond a pilot project? If so, provide your thoughts on how this project could be expanded and integrated into broader changes to BDDS' HCBS waivers or through policy changes):

DDRS is in an ongoing effort related to waiver redesign. As part of that effort, we are seeking new and innovative ways to improve the supports and services offered to individuals served by BDDS. One intended outcome of these IPPs is to identify promising practices that can be expanded and made available more broadly as part of our larger system redesign effort. While applicants are not expected to develop the strategy for expanding their pilot project statewide, one minimum requirement is the viability of expanding successful projects to make the identified benefits available more broadly. Within this response, applicants are asked to begin thinking about how their IPP could continue beyond the pilot phase. No detailed plans for expansion are required but simply an indication that the IPP team has considered the need to make successful projects available more broadly and thought through the feasibility of doing so.

9. Strategies to evaluate or measure effectiveness (provide your initial thoughts on how you would measure the effectiveness of this IPP. Detailed evaluation plans or outcome measures are not required at this phase, but applicants must demonstrate that the IPP could be meaningfully evaluated to identify its effectiveness and achievement of outcomes. Answer "How will you know that a change is an improvement?"):

IPP Development Grantees will be given the opportunity to receive technical assistance to develop their evaluation plans and outcome measure prior to submitting their comprehensive proposal. In this response we are simply asking grantees to show that you have considered the feasibility of measuring outcomes and evaluating the success of the IPP. In order to be selected IPP goals must be measurable, and must be possible to effectively evaluate.

10. Are you aware of other relevant or related initiatives underway that this could tie into? If so, please note the initiative and include a timeframe if known. (e.g., this IPP is related to movement away from using a 14(c) certificate and the applicant is also taking part in the concurrent learning collaborative.):

IPP Development Applications are not required to intersect with or other initiatives that are underway. However, there is a great deal of good and exciting work being done across the state of Indiana and nationally and DDRS is committed to maximizing those efforts wherever possible. Applications which are related to other initiatives should demonstrate a basic understanding of that initiative and a planned approach for collaboration and information sharing as applicable.

Phase 2- Comprehensive Proposal Submission

Overview

Following the approval for, and disbursement of, Phase 1 funding, applicants are expected to develop a full Innovation Pilot Plan. Innovation Pilot Plans will vary based on the nature and scope of the project itself, however all plans will require at a minimum:

- An Initial Scope of Project
- Anticipated Activities
- IPP Timeline
- List of Key IPP Staff
- Milestones
- Proposed Outcome Measures
- Outcomes Evaluation Plan
- Proposed Budget

Applicants are encouraged to submit their Phase 2 application as soon as possible to maximize the time available to conduct the IPP activities described. Phase 2 applications will be reviewed on a rolling basis and once approved funds will be issued. Applicants who did not utilize the full \$50,000 from Phase 1 to complete their development activities can identify within their proposed budget the amount of those funds which will be utilized for IPP implementation. Funds for Phase 2 will be awarded dependent upon project need and scope.

DDRS will be conducting evaluation activities on all funded Innovation Pilot Projects to determine whether anticipated outcomes were achieved and the feasibility of including similar supports or services within the scope of future systems changes or future HCBS waiver services. Providers and partners participating in the pilots and innovation areas must be willing to commit to be involved in coordination efforts with DDRS for analysis purposes.

Phase 2 Application Review Criteria

Additional Information Coming Soon.

Application Instructions

Additional Information Coming Soon.

Additional Resources

Application Link: <https://forms.office.com/g/5BpajdKnLU>

1102 Task Force: <https://www.in.gov/fssa/ddrs/intellectual-and-developmental-disabilities-task-force/>

Contact Information

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