

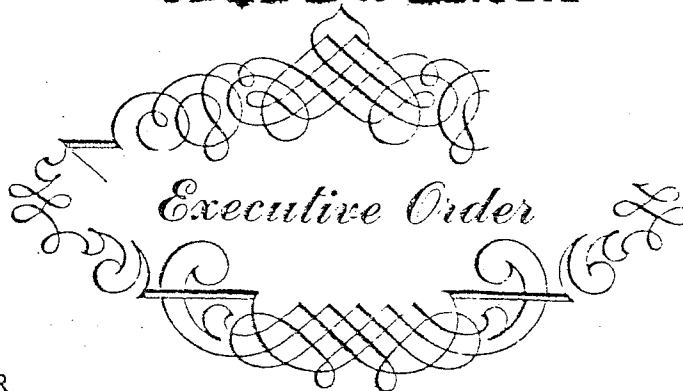
# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 15FY 82/83  
DATE June 9, 1983

## ORDER DEFINING THE UNIFIED STATE SOCIAL SERVICES PLAN

WHEREAS, it is in the best interests of the State of Maine to ensure the greatest degree of coordination and cooperation among the Departments meeting the human needs of our citizens; and

WHEREAS, advance planning among the Departments of Human Services, Mental Health and Mental Retardation and the Division of Community Services will promote the achievement of such coordination and cooperation; and

WHEREAS, such cooperation and coordination is consistent with the mutual goals of the Executive and Legislative branches of Government;

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine do hereby order:

### A. PURPOSE

1. This Executive Order defines the Maine Social Services Plan and the process for its development. The plan will be developed and updated pursuant to this Executive Order by the Department of Human Services, Department of Mental Health and Mental Retardation, and the Division of Community Services. Each department will prepare that portion of the plan pertaining to its social services. The Departments and the Division will coordinate the development of the plan through full collaboration in the drafting process.
2. The Maine Social Services Plan is intended to describe Maine's social service system in a concise document that will assist the Governor, Executive agencies, Legislature, providers of social services, and the general public in participating on an informed basis in developing public policy.

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3. THE PLAN WILL

- . Be a single, concise document presenting an executive policy and budget summary;
- . State its content in easily understood words and displays that summarize and integrate program operations;
- . Utilize a uniform format focusing on priority target populations and existing appropriation/allocation accounts grouped by major program areas;
- . Be prepared utilizing a uniform timetable; and
- . Be prepared with advance and continuing participation of the public through appropriate formal and informal processes including, but not limited to, existing advisory groups and public hearings held at the regional and state level.

B. SOCIAL SERVICES REPORT

1. The first plan, to be called the Maine Social Services Report, shall contain program descriptions and expenditure estimates for state administered funds for each fiscal year of the 1984-85 state biennium compared with the corresponding information of the 1983 state fiscal year.
2. The second and subsequent plans shall contain program descriptions and expenditure estimates for state administered funds for each fiscal year of the ensuing state biennium compared with the corresponding information of the last completed fiscal year and the estimated information for the fiscal year in progress.
3. The first and second plans shall include social services operated with state administered funds by the Department of Human Services, Department of Mental Health and Mental Retardation, and the Division of Community Services. Subsequent plans may include social services operated by other state agencies, upon appropriate amendment to this Executive Order.
4. Program descriptions shall include information and data, presented for each major program subdivided by major accounts, that concisely states:
  - (a) Goals;
  - (b) Objectives given in measurable and quantifiable terms;
  - (c) Priorities for serving clients identified by distinguishing characteristics;

- (d) Policy issues including major changes in program emphasis and trends, continuum of care offered, subdivided by type of service; and
  - (e) Clients served, by number of individuals, households, units of service, and by income level.
5. Social services shall include any children's, youth, adult or elderly service, and alcoholism, community action, developmental disability, drug or substance abuse, home heating assistance, juvenile, mental health, mental retardation, older Americans, poverty, rehabilitation, transportation, weatherization, or other social service that is operated by either Department or the Division, utilizing state-administered funds, including related health and medical services, but excepting income supplementation programs.
  6. Related health and medical services shall include services that are administered by the Department of Human Services, Bureaus of Health and Medical Services, including Medicaid and health block grants, and that are either a health service integrally related to a social service, or a major source of funds for such a service.
  7. State-administered funds shall include any and all general funds, dedicated funds, federal funds, fees, grants, 3rd-party reimbursements, vendor payments or other funds or revenue available for expenditure by either Department or the Division in support of the provision of a social service within the scope of subsection 5.
  8. Target population shall include groups such as:
    - Abusers of alcohol and other substances;
    - Abused or neglected children;
    - Adults needing protection;
    - Disabled people;
    - Elderly people;
    - Mentally ill people;
    - Mentally retarded people;
    - Poor people(As defined by either Department or the Division)

C. ANNUAL TIMETABLES

The Departments and the Division are hereby directed to comply with the following schedule, to the greatest extent practicable.

- |                             |  |
|-----------------------------|--|
| 1. <u>1983 First Report</u> | <u>FUNCTION</u>                                |
| June through August         | Participation in preparation of initial draft. |

September 1st

Initial draft completed and distributed.

November 1st

Comments and revision to draft compiled.

December 15th

Report published and presented to the Legislature.

2. Second and Subsequent Plans

April 1st

The Departments and Division begin advance preparation and participation with the advice and cooperation of the Maine Human Services Council. The need for social services, particularly deficiencies in funding and delivery of current programs, will be assessed.

April, May, June

Public hearings, as described below, will be held at least in even-numbered years, on the most recent plan to assess needs, deficiencies in service and funding of current programs.

August 1st

A summary of the comments and findings obtained at public hearings will be submitted to the Governor.

August 15th

A final summary of such comments and findings shall be published.

No later than September 15th

The Departments and Division shall prepare a written outline of social service information including anticipated Federal funding, anticipated current services (Part 1) budget figures, policy matters, service priorities and their estimated cost, and other program issues pertaining to operations. Copies of the outline shall be provided to Legislative Committees and widely distributed to the public and community social service agencies at least 10 calendar days prior to the presentation described below.

No later than September 25th

If the Legislature conducts a workshop for review of the plan, each of the three state agencies shall informally present its respective portion of the outline

January 15th  
(Estimated)

The proposed plan, containing all recommendations, shall be presented to the Legislature in accordance with the timetable provided in 5 MRSA § 1666. Plan updates will be presented to the Legislature at the Second Regular Session.

August 20th (Estimated)

A final plan shall be published.

D. IMPLEMENTATION

1. The process of developing the plan will begin with the publication in 1983 of a Maine Social Services Report described herein above.
2. The process of developing the plan will continue with publication in 1984 and thereafter of a Maine Social Services Plan described above under content.
3. Public participation in preparation of the plan shall be assured by the three (3) state agencies and existing advisory bodies, such as the Maine Human Services Council, cooperating to make available to any interested parties the opportunity to participate in an informed and timely manner. State agencies will provide to the Maine Human Services Council timetables and processes used in preparing other planning documents required by state and federal laws. Public participation will include, for example: public hearings to be held in several areas of the state, conducted with the joint sponsorship of the three state agencies, the Maine Human Services Council, and other level advisory groups, at the discretion of the Commissioners and Director.
4. Effective June, 1983, the Maine Human Services Council may form, as a subunit of the Council, a social services task force to advise and assist with publication of the first plan. The Task Force will consist of members residing in different geographical regions of the State. The Council will assist the public, providers and any interested party to participate in development of the plan through its existing powers such as the duty to inform, educate, and hold public forums.

  
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JOSEPH E. BRENNAN  
Governor