









PPR Annual Progress Report Narrative Review Tool Rubric

Introduce and Provide background for each activity (as applicable)				
QUALITY INDICATOR	EXEMPLARY 	ACCEPTABLE 	NEEDS IMPROVEMENT 	MISSING 
A description that provides introduction/background information for each activity/activities.	Provides a clear and thorough introduction and background information for each activity/activities.	Provides introduction and background information that only somewhat describes the activity/activities.	Provides an introduction and background information that marginally describes the activity/activities.	Introduction and background not provided.
Implementation of Activities for the objective				
A description of the activities implemented, including how the identified activity was used and implemented.	The information is clear, thorough, specific, cohesive, comprehensive; detailed; clearly articulated information and correlates to objective(s) and goal(s).	The information is reasonably comprehensive and includes sufficient detail of how it correlates to goal/objective.	The information is non-specific and lacks focus and detail about how it correlates to goal/objective.	Information not provided.
Challenges and Unexpected Benefits				
A description of the challenges and unexpected benefits associated with activities.	The information is clear, thorough, specific, comprehensive; detailed and clearly correlates to the objective(s) and goal(s).	The information clearly details challenges and unexpected benefits associated with the activity.	The information is general and lacks detail about how it correlates to the activity and goal/objective.	Information not provided.
Performance Measures/Outputs				
Performance measures (numbers) are supported by the narrative description.	Performance measures (numbers) are clearly and thoroughly supported by the narrative description.	Performance measures (numbers) are only sufficiently supported by the narrative description.	Performance measures (numbers) are marginally supported by the narrative description.	Performance measures (numbers) are not explained in the narrative description.
Evaluation/Outcomes				
A summary of evaluation activities for the objective; data collected during the year, data sources and data collection methods that offer an understanding of how outcomes were achieved.	Evaluation efforts are clearly and thoroughly described providing a full understanding of outcomes achieved; clearly described how evaluation results	Evaluation efforts are sufficiently described; provides a general idea of outcomes achieved; sufficiently described how results guided changes to the State plan (if applicable).	Evaluation efforts are minimally described making it difficult to get a sense of outcomes achieved; limited information on how results guided changes to the State plan (if applicable).	Information on evaluation efforts is not provided.

	influenced changes to the State plan (if applicable).			
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Project or Initiative Success Stories (if applicable)				
Stories of culturally diverse people with developmental disabilities whose lives are better because of Council work.	Stories are clearly and thoroughly described giving evidence of the impact of Council work.	Stories are sufficiently described giving some evidence of the impact of Council work.	Stories are marginally described giving little evidence of the impact of Council work.	Stories are not included.
Project or Initiative Success Stories (if applicable)				
Stories of policy or legislative changes that happened because of Council work likely to positively impact the lives of people with developmental disabilities or that will prevent a potential negative public policy impact.	Stories are clearly and thoroughly described giving evidence of the impact of Council work.	Stories are sufficiently described giving some evidence of the impact of Council work.	Stories are marginally described giving little evidence of the impact of Council work.	Stories are not provided.
Timeline(s) (for each objective)				
Assessment of timeline(s) and target date(s) is supported in the narrative description.	Provides clear and thorough information about timelines; information about assessment of timeline(s) is justified.	Provides some information about timeline(s); there is some indication of timeline(s) being met, not met, or partially met with some justification.	Provides marginal information on activities timeline(s); minimal indication of timelines being met, not met, or partially met without justification.	Information on timeline(s) not provided.