

# DD Council Annual Program Performance Report (PPR)

## Section IV

### Element: Annual Progress Report on Objective

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Section IV of the DD Council Annual Program Performance Report (PPR) is designed to capture progress towards each objective that was addressed or planned to be addressed during a reporting period.

#### Section IV of the PPR Template Outline

- Goal
- Areas of Emphasis
- Strategies
- Intermediaries/Collaborators
- Objective information: Individual and Family Advocacy, System Change, or Capacity Building, new, ongoing, or completed, objective fulfillment information, stage of implementation
- Overall description of the objective
- Expected outputs and outputs achieved
- **Annual Progress Report on Objective – Narrative**
- Expected outcomes and outcomes achieved
- Progress towards achieving outcomes for overall objective
- Goal narrative
- Demographic information
- Performance Measures for this Objective (numbers are requested for the reporting period)



Within Section IV, DD Councils are required to provide an annual progress report narrative for each objective in their 5-year State plan. This document is designed as a tool to help DD Council staff develop a robust narrative (for each objective) that clearly and thoroughly describes the DD Council's work and related progress for the activity/activities for the reporting period.

**The following tool can be used to self-evaluate a DD Council annual progress report narrative written for objectives with related activities for a reporting period (within Section IV, Annual Progress Report Narrative of the PPR).**

Introduce and Provide background for each activity (as applicable)			
QUALITY INDICATOR	Comment		
A description that provides introduction/background information for each activity/activities.	<b>Note: If there are numerous activities under an objective, and a lot that could be reported, choose the combination of info that best describes the Council's work and related progress.</b>		
Review Prompt	Answer		Comment(s)
1. Does the description provide a framework for the activity/activities?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2. Does the description indicate where the activity took place? (Statewide, county/city specific?)	<input type="checkbox"/> yes	<input type="checkbox"/> no	

Implementation of Activities			
QUALITY INDICATOR	Comment		
A description of the activities implemented, including how the activity was implemented.	<b>Note: If there are numerous activities under an objective, and a lot that could be reported, choose the combination of info that best describes the Council's work and related progress.</b>		
Review Prompt	Answer		Comment(s)
1. Are the implementation activities clearly described?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2. Does the description include an overview of how the activity was implemented?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
3. Does the description indicate who implemented the activity? (Was it in-house, with DD Council staff? was it out-sourced through a grant or contract? other?)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
4. If a System Change activity, does the description include information about the stage of implementation? (planning, implementation, outcome/fully integrated)?			
5. Does the description include information that demonstrates results and accomplishments?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
6. Does the information provided correlate to the objective? (Can the reader make a connection to the written information provided and the objective statement?)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
7. Were there any barriers to implementation of the activity noted?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
8. If there were barriers, is there a need to adjust the timelines or plan?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Performance Measures/Outputs				
QUALITY INDICATOR	Comment			
Performance measures (numbers) are supported by the narrative description.	<b>Note: Numbers for identified measures associated with the activities for the objective are reported; select the category the data best fits; do not duplicate numbers.</b>			
Review Prompt	Answer			Comment(s)
1. Does the narrative include an explanation of how the performance measures (numbers) were achieved?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
2. Does the information on performance measure numbers clearly relate to an activity or project? (if more than one is included) If so, do the numbers calculate to the performance measure number?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
3. Is the performance measure number reported in the category the Council determined to best fit the data?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
4. Is the number reported only once?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
5. Is there a number reported for dollars leveraged?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	
6. Is there a description of how dollars were leveraged?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	
7. If the objective includes a numerical measure, does the narrative reflect progress towards the measure? (for example: if the objective is to reach 500 people by 2016, is there an indication of status toward the number?)	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	

Deliverables and/or Products (optional)				
QUALITY INDICATOR	Comment			
Deliverables and/or products associated with objectives are described.	<b>Note: A deliverable is something that is completed or delivered under the terms of an agreement or contract.</b> <b>Examples of deliverables and products are: training modules, reports, booklets, brochures, web-sites.</b>			
Review Prompt	Answer			Comment(s)
1. Is information about deliverables and/or products included?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	
2. Do the deliverables and/or products clearly correlate to the activity?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	
3. Is there information about how the deliverable and/or product impacted the activity?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a	

<b>Evaluation/Outcomes</b>			
<b>QUALITY INDICATOR</b>	<b>Comment</b>		
Evaluation of activities, including a summary of data collection methods, data sources and data results, which offer an understanding of how outcomes were achieved.	<b>Note: Logic models or other tools (if applicable) should be reviewed to assist with monitoring progress towards objective.</b>		
<b>Review Prompt</b>	<b>Answer</b>		<b>Comment(s)</b>
1. Is there a description of the outcome(s) achieved?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
2. Is there information on the methods used to evaluate the activity/activities related to the objective? (Survey, focus group, interview, observation, etc.)			
3. Is there information about the results of the evaluation? (level of satisfaction for activity? measure of what happened because of implementing the activity?)	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
4. Does the evaluation information reflect the framework of the Council's logic model or other evaluation tool?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
5. Is there information about whom or what was evaluated? (people or activity)	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
6. Does the evaluation information correlate to the outcomes achieved?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
7. Does the information support the assessment of activities undertaken were "met, partially met, or not met?"	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
8. Does the evaluation assessment indicate changes need to be made to the state plan?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

<b>Project or Initiative Success Stories (if applicable)</b>			
<b>QUALITY INDICATOR</b>	<b>Comment</b>		
Stories of culturally diverse people with developmental disabilities whose lives are better because of Council work.	<b>Note: Stories of culturally diverse people with developmental disabilities, family members, and others impacted by council work can be included</b>		
<b>Review Prompt</b>	<b>Answer</b>		<b>Comment(s)</b>
1. Does the success story demonstrate the impact of the activity?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Policy/Legislative Success Stories (if applicable)			
QUALITY INDICATOR	Comment		
Stories of policy or legislative changes that happened as a result of Council work likely to positively impact the lives of people with developmental disabilities or that will prevent a potential negative public policy impact.	Note: If possible, correlate the success story/stories to the related policy/program created or improved performance measure(s).		
Review Prompt	Answer		Comment(s)
1. Does the success story demonstrate the impact of the activity?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Timeline(s) (for each objective)			
QUALITY INDICATOR	Comment		
Assessment of timeline(s) and target date(s) is supported in the narrative description.	Note: Timeline assessment appears as a check-off box in Section IV of the APPR template (above the narrative field).		
Review Prompt	Answer		Comment(s)
1. Does the assessment of timeline(s) established (all met, partially met, not met) correlate to the information in the description?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2. Do timeline(s) need to be adjusted in the state plan amendment?	<input type="checkbox"/> yes	<input type="checkbox"/> no	