

DD Council Tier 1 - PPR and State Plan Update Review Tool

COMPLIANCE ANALYSIS - PPR				
COMPREHENSIVE REVIEW AND ANALYSIS UPDATE (Section 124(c)(3))- The plan shall describe the results of a comprehensive review and analysis of the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and the extent of unmet needs for services, supports, and other assistance for those individuals and their families, in the State.				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
1.a	Is there an UPDATE to the Comprehensive Review and Analysis (CRA) provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.b	Does the CRA UPDATE provide sufficient information, addressing the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and the extent of unmet needs for services, supports, and other assistance for those individuals and their families, in the State	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.c	Has the Council provided a description of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities in Intermediate Care Facilities receive?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.d	Has the Council provided a description of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities served through home and community-based waivers (authorized under section 1915(c) of the Social Security Act (42 U.S.C. 1396n(c)) receive?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.e	Does the CRA UPDATE indicate a need to amend the State Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Changes to goals
1.f	Does the CRA UPDATE in the PPR indicate a need to update the State Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Changes to objectives and/or activities
2.PROGRESS REPORT/EXAMINATION OF GOALS [Section 124 (4); Section 125 (c)(5) and (c)(7)] - Beginning in fiscal year 2002, the Council shall annually prepare and transmit to the Secretary a report. Each report shall be in a form prescribed by the Secretary by regulation under section 104(b). Each report shall contain information about the progress made by the Council in achieving the goals of the Council (as specified in section 124(c) (4)). Section 125 -Examination of Goals				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
2.a	Does the PPR provide adequate information as to the extent to which each goal of the Council was achieved for that year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS - PPR				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
2.b	Did the Council provide adequate information for the factors impeding achievement (if goal not achieved)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.c	Has the Council made a determination of any required 5 Year State Plan amendments under section 124?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.d	Has the Council made a determination of any required 5 Year State Plan updates ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.e	Is information on how the Council is addressing the required self-advocacy goal present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.f	Has the Council determined customer satisfaction with Council supported or conducted activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.g	Has a description of the activities implemented, including how the activity was implemented been provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.h	Has information on whether the target dates in the State plan timeline been met included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.i	Is there adequate information about specific deliverables/products ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.k	Does the Evaluation Plan/Logic Model outcomes progress report include a summary of data collected during the year, data sources, and data collection methods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.l	Has the Council provided an accounting of the manner in which funds paid to the State under this subtitle for a fiscal year were expended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.m	Has the Council provided a description of resources made available to carry out activities to assist individuals with developmental disabilities that are directly attributable to Council actions ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.n	Is there an adequate description of resources made available for such activities that are undertaken by the Council in collaboration with other entities ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.o	Is there a description of the method by which the Council will widely disseminate the annual report to affected constituencies and the general public and will assure that the report is available in accessible formats ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS- PPR

3.STATE PLAN IMPLEMENTATION.— [Section 124 (B)-(L)] IN GENERAL.—The Council shall implement the State plan by conducting and supporting advocacy, capacity building, and systemic change activities such as those described in subparagraphs (B) through (L). **Section III**

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
3.a	Has the strategy as planned and implemented been identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.b	OUTREACH - Does the Council support/conduct outreach activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.c	OUTREACH - If the Council conducts/supports outreach, do the activities identify individuals and their families who otherwise might not come to the attention of the Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.d	OUTREACH – Do the outreach activities enable individuals and families to obtain services, individualized supports, and other forms of assistance, including access to special adaptation of generic community services or specialized services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.e	TRAINING – Does the Council support or conduct training for persons who are individuals with developmental disabilities, their families, and personnel (including professionals, paraprofessionals, students, volunteers, and other community members)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.f	TRAINING – Does this training enable such persons to obtain access to, or to provide, community adaptation of generic community services or specialized services for individuals with developmental disabilities and their families?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.g	TECHNICAL ASSISTANCE – Does the Council support or conduct technical assistance activities to assist public and private entities to contribute to the achievement of the purpose of this subtitle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.h	SUPPORTING AND EDUCATING COMMUNITIES – Does the Council support and conduct activities that assist neighborhoods and communities to respond positively to individuals with developmental disabilities and their families By encouraging local networks to provide informal and formal supports; Through education; and By enabling neighborhoods and communities to offer such individuals and their families access to and use of services, resources, and opportunities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.i	INTERAGENCY COLLABORATION AND COORDINATION – Does the Council support and conduct activities to promote interagency collaboration and coordination to better serve, support, assist, or advocate for individuals with developmental disabilities and their families?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS- PPR				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
3.j	COORDINATION WITH RELATED COUNCILS, COMMITTEES, AND PROGRAMS – Does the Council support and conduct activities to enhance coordination of services with—other councils, entities, or committees, authorized by Federal or State law, concerning individuals with disabilities (such as the State interagency coordinating council established under subtitle C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), the State Rehabilitation Council and the Statewide Independent Living Council established under the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), the State mental health planning council established under subtitle B of title XIX of the Public Health Service Act (42 U.S.C. 300x–1 et seq.), and the activities authorized under section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C. 3011, 3012), and entities carrying out other similar councils, entities, or committees)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.k	COORDINATION WITH RELATED COUNCILS, COMMITTEES, AND PROGRAMS – Does the Council support and conduct activities to enhance coordination of services with—parent training and information centers under part D of the Individuals with Disabilities Education Act (20 U.S.C. 1451 et seq.) and other entities carrying out federally funded projects that assist parents of children with disabilities; and other groups interested in advocacy, capacity building, and systemic change activities to benefit individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.l	COORDINATION WITH RELATED COUNCILS, COMMITTEES, AND PROGRAMS. — BARRIER ELIMINATION, SYSTEMS DESIGN AND REDESIGN. —Does the Council support and conduct activities to eliminate barriers to access and use of community services by individuals with developmental disabilities, enhance systems design and redesign, and enhance citizen participation to address issues identified in the State plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.m	COALITION DEVELOPMENT AND CITIZEN PARTICIPATION. —Does the Council support and conduct activities to educate the public about the capabilities, preferences, and needs of individuals with developmental disabilities and their families and to develop and support coalitions that support the policy agenda of the Council, including training in self-advocacy, education of policymakers, and citizen leadership skills?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS- PPR				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
3.n	INFORMING POLICYMAKERS. —Does the Council support and conduct activities to provide information to policymakers by supporting and conducting studies and analyses, gathering information, and developing and disseminating model policies and procedures, information, approaches, strategies, findings, conclusions, and recommendations? (The Council may provide the information directly to Federal, State, and local policymakers, including Congress, the Federal executive branch, the Governors, State legislatures, and State agencies, in order to increase the ability of such policymakers to offer opportunities and to enhance or adapt generic services to meet the needs of, or provide specialized services to, individuals with developmental disabilities and their families).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.o	DEMONSTRATION OF NEW APPROACHES TO SERVICES AND SUPPORTS. — Does the Council support and conduct, on a time-limited basis, activities to demonstrate new approaches to serving individuals with developmental disabilities that are a part of an overall strategy for systemic change? (The strategy may involve the education of policymakers and the public about how to deliver effectively, to individuals with developmental disabilities and their families, services, supports, and assistance that contribute to the achievement of the purpose of this subtitle).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.p	SOURCES OF FUNDING. —Does the Council carry out this subparagraph by supporting and conducting demonstration activities through sources of funding other than funding provided under this subtitle, and by assisting entities conducting demonstration activities to develop strategies for securing funding from other sources?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.q	OTHER ACTIVITIES. —Does the Council support and conduct other advocacy, capacity building, and systemic change activities to promote the development of a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that contribute to the achievement of the purpose of this subtitle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS – STATE PLAN UPDATE

1. DESIGNATED STATE AGENCY. [Section 125 (d)] —The plan shall identify the agency or office within the State designated to support the Council in accordance with this section and section 125(d) (referred to in this subtitle as a "designated State agency").

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
1.a	Does the Council have a NEW Designated State Agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.b	Does the DSA meet the DD ACT requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

2. PLAN GOALS. [Section 124 (4); Section 125 (c)(5) and (c)(7)] —The plan shall focus on Council efforts to bring about the purpose of this subtitle, by— (A) specifying 5-year goals, as developed through data driven strategic planning, for advocacy, capacity building, and systemic change related to the areas of emphasis, to be undertaken by the Council.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
2.a	Are there updates to state plan activities based on the CRA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.b	Are there updates to state plan activities based on the extent to which progress was made the previous fiscal year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.c	To what extent will the changes address the areas of need?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3. EVALUATION PLAN. [Section 125 (c)(3) and(7)] — At the end of each grant year, each Council shall (A) determine the extent to which each goal was achieved for the year; (B) determine to the extent that each goal was not achieved, the factors that impeded the achievement; (C) determine needs that require amendment of the 5-year strategic State plan.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
3.a	Are there changes to the evaluation plan activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.b	Are the changes in the evaluation plan activities appropriate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. COUNCIL MEMBERSHIP. [Section 125 (b)(1)-(6)] - COUNCIL APPOINTMENTS.-(A) IN GENERAL. -The members of the Council of a State shall be appointed by the Governor of the State from among the residents of that State.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
4.a	Is the membership composition in compliance with the DD Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.b	Is adequate information about the membership rotation plan provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.c	Are appointment term beginning and end dates listed and a reasonable length?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.d	Are there vacancies noted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMPLIANCE ANALYSIS – STATE PLAN UPDATE

5. BUDGET. [Section 124 (c)(5)(B) and 125 (c)(8)] —Each Council shall prepare, approve, and implement a budget using amounts paid to the State under this subtitle to fund and implement all programs, projects, and activities carried out under this subtitle

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
5.a	Does the budget seem to support state plan implementation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

6. ASSURANCES. [Section 124 (c)(5)(A)-(N)] — (A) IN GENERAL.—**The plan** shall contain or be supported by assurances and information described in subparagraphs (B) through (N) that are satisfactory to the Secretary.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
6.a	Have the assurances been completed, signed, and submitted to AIDD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

QUALITY AND OUTCOME ASSESSMENT

ITEM	REVIEW PROMPT	COMMENTS/FOLLOW-UP
1.	Introduction/Background Information - To what extent does the PPR provide descriptive introduction/background information for each activity/activities?	
2.	Implementation Activities - To what extent is there description of the activities implemented, including how the activity was implemented and barriers to their achievement?	
3.	Performance Measures/Outputs - To what extent are performance measures (numbers) supported by the narrative description?	
4.	Performance Measures- Data/Outliers - Are there any variances or outliers noted in the Council’s report?	
5.	Deliverables and/or Products - To what extent are deliverables and/or products associated with objectives are described?	
6.	Project or Initiative Success Stories (if applicable) - To what extent are stories included of people with developmental disabilities whose lives are better because of Council work?	
7.	Project or Initiative Success Stories (if applicable) To what extent are stories included 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?	
8.	Evaluation/Outcomes - To what extent is there a description of evaluation of activities (including a summary of data collection methods, data sources and data results), which offer an understanding of how outcomes were achieved?	
9.	Evaluation/Outcomes - Has the Council met all their goals?	

QUALITY AND OUTCOME ASSESSMENT

ITEM	REVIEW PROMPT	COMMENTS/FOLLOW-UP
10.	Evaluation/Outcomes - Does the narrative support the Council's assessment of the goals met, partially met, or not met?	
11.	Evaluation/Outcomes - If all the goals were not met, does the Council need to change the state plan to meet goals in the plan?	
12.	Evaluation/Outcomes - To what extent are outcomes being achieved with the current state plan activities?	
13.	Evaluation/Outcomes - Did the Council report consumer satisfaction data?	
14.	Timelines - To what extent are timeline(s) supported in the narrative description?	

OVERALL ANALYSIS

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS/FOLLOW-UP
1.	Are there any concerns with the DSA and interference with Council operations and function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.	Does the Council have the authority to fulfill its responsibilities described in subsection (c)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.	Does the CRA provide a summary that adequately explains the information in the Comprehensive Review and Analysis (CRA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.	Has the Council provided sufficient evidence as to how it carried out its strategies in a manner consistent with the DD Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.	Is the Council in compliance with DD Act requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to establishment of the State Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to Council membership ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to the CRA ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to progress with Plan Goals ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to State Plan Amendment analysis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.	Is it recommended that this DDC be referred for a Tier 2 review to better understand issues related to State Plan Implementation ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	