

<b>DDC PPR Pilot – Timeline Overview</b>			
<p><b>FY 2014</b> <i>October 1, 2013 – September 30, 2014</i></p>	<p><b>FY 2015</b> <i>October 1, 2014 – September 30, 2015</i></p>	<p><b>FY 2016</b> <i>October 1, 2015 – September 30, 2016</i></p>	<p><b>FY 2017</b> <i>October 1, 2016 – September 30, 2017</i></p>
<p><b>PPR due: January 1, 2015</b></p>	<p><b>PPR due: January 1, 2016</b></p>	<p><b>PPR due: January 1, 2017</b></p>	<p><b>PPR due: January 1, 2018</b></p>
<p><b><i>Pilot Phase 1: Alignment</i></b></p> <ul style="list-style-type: none"> <li>• Use year to set up and/or align grants/contracts and data systems in preparation for collecting data on new performance measures</li> <li>• FY 2014 PPR – all Councils submit data using current performance measures</li> </ul>	<p><b><i>Pilot Phase 2: Data Collection</i></b></p> <ul style="list-style-type: none"> <li>• Use year for pilot group to collect data on new performance measures</li> <li>• Rest of Councils collect data on current measures</li> <li>• FY 2015 PPR – pilot group submit data on new performance measures /rest of Councils submit using current measures</li> <li>• All Councils start to align data systems and grant/contracts</li> </ul>	<p><b><i>Pilot Phase 3: Finalize</i></b></p> <ul style="list-style-type: none"> <li>• AIDD finalizes measures based on pilot</li> <li>• Pilot group continues to collect data on new measures</li> <li>• Rest of Councils collect data on current measures but finalize preparation to begin data collection in FY 2017</li> <li>• FY 2016 - pilot group submit data on new performance measures /rest of Councils submit using current measures</li> <li>• August 15, 2016 – all Councils submit new State Plans using new performance measures</li> </ul>	<ul style="list-style-type: none"> <li>• New performance measures implemented</li> <li>• FY 2017 PPR - All Councils submit data on new performance measures</li> </ul>

<b>DDC PPR Pilot – Detailed Timeline</b>		
<b>A. Activity: Revise current performance measures and review components of PPR template to determine necessary revisions</b>	<b>Timeframe/ Status:</b>	<b>Responsibility:</b>
1. Conduct webinar to update the DD Councils on the updated measures	June 2013	Jennifer, Sara, ITACC
2. Get feedback from DDC directors on final draft measures	July 2013	Jennifer, Sara, ITACC
3. Analyze feedback and make changes to the template	Aug 2013	Jennifer, Sara, ITACC, Workgroup members
4. Meet with ACL and Commissioner to discuss changes	On going	Jennifer, Sara
5. Finalize changes to draft performance measured	Aug 2013	Jennifer, Sara, ITACC, Workgroup members
<b>B. Activity: Prepare for Performance Measures Pilot</b>		
1. Discuss and develop plan for pilot	June – July 2013	Jennifer, Sara, ITACC, workgroup, DD Suite
2. Identify and recruit pilot group	By January 2014	Jennifer, Sara, ITACC, pilot group, DD Suite
<b>C. Activity: Conduct Phase 1 of Performance Measures Pilot: Alignment</b>		
1. Begin Phase 1	Feb 2014	Jennifer, Sara, ITACC, pilot group,
2. Develop process for evaluating Phase 1 of pilot	February – April 2014	Allison, Sara, Rita, Jennifer, pilot group
3. Communication Calls with Pilot group to discuss overall pilot	March 2014	Allison, Sara, Rita, pilot group
4. Identify and develop forms/basic packages to use (including data spreadsheet templates)	March – April 2014	Allison, Sara, Rita, Jennifer, pilot group
5. Communication Calls with Pilot group to discuss forms/basic reporting templates (Phase 2) and strategies to evaluate Phase 1	April- May 2014	Allison, Sara, Rita, pilot group
6. Communication Calls with Pilot group to identify materials for Phase 2 webinar training	May- June 2014	Allison, Sara, Rita, pilot group
7. Phase 2 Information/Webinar training with Pilot groups pertinent staff	June- July 2014	Allison, Sara, Rita, Jennifer
8. Pilot group re-align grant/contract and data systems to implement pilot and educate staff and grantees on new performance measures and data collection procedures Education process	March - September 30, 2014	Allison, Sara, Rita, Jennifer, pilot group
9. Communication Call with Pilot groups – Pilot groups provide status/issues aligning grants, procurement, contracts and data systems	By September 30, 2014	Allison, Sara, Rita, Jennifer, pilot group

<b>D: Activity: Councils Submit PPRs</b>		
1. FY 2014 PPR due - all Councils submit data using current performance measures	January 1, 2015	Councils/pilot group
2. AIDD Staff review PPRs	January – March, 2015	Sara, Allison, Rita
<b>E. Activity: Implement Phase 2 of Performance Measures Pilot</b>		
1. Pilot group collects data on new measures	October 1, 2014 –	Allison, Sara, Rita, Jennifer, pilot group
2. Bi-monthly calls on data collection issues	September 30, 2015	
<b>F. Activity: New Performance Measures Data Collection, Reporting, Phase 2 Evaluation</b>		
1. Draft Guidelines for Data Collection, Reporting and evaluation phase 2	June- July 2014	Allison, Sara, Rita, Jennifer, pilot group
2. Communication call with Pilot Group to discuss guidelines for data collection, reporting, and evaluating phase 2	July- August 2014	Allison, Sara, Rita, Jennifer, pilot group
3. Guidelines for Data Collection and Reporting completed	By November 30, 2014	Allison, Sara, Rita, Jennifer, pilot group
4. New Performance Measures Quarterly Reports due from pilot group	December 30,2014 , March 30, 2015, June 30,2015, September 30,2015	Pilot Group
5. Communication call after each quarterly report to discuss data collection and reporting issues	By January 15, 2015 By April 15, 2015 By July 15, 2015 By October 15, 2015	Allison, Sara, Rita, Jennifer, pilot group
6. Evaluate implementation of Phase 2	By December 1, 2015	Allison, Sara, Rita, Jennifer, pilot group
<b>G. Activity: FY 2015 PPR due</b>		
1. Pilot group submits data on new performance measures (end of Phase 2)	January 1, 2016	Pilot group/Councils
2. Rest of Councils submit using current measures		
3. AIDD Staff review PPRs	January – March, 2016	Sara, Allison, Rita
<b>H. Activity: Phase 3: Performance Measures Pilot</b>		
	<b>Timeframe/Status</b>	<b>Responsibility</b>
1. AIDD finalizes measures based on pilot (end of Phase 2)	March 2016	Allison, Sara, Rita, Jennifer, pilot group
2. Training to rest of Councils on aligning grants/contracts to new performance measures	By September 1, 2015	
3. Pilot group continues to collect data on new measures	October 1, 2015 –	Allison, Sara, Rita, Jennifer, pilot group

	September 30, 2016	
4. Rest of Councils align data collection system collect data on current measures and finalize preparation to begin data collection in FY 2017	October 1, 2015 – September 30, 2016	Allison, Sara, Rita, Jennifer, Councils/pilot group provides TA as needed
5. Training to All Councils and pertinent staff on Data collection and reporting of new performance measures	By June 2016	
<b>I. Activity: FY 2016 PPR due</b>		
1. Pilot group submits data on new performance measures	January 1, 2017	Pilot group/Councils
2. rest of Councils submit using current measures		
3. AIDD Staff review PPRs	January – March, 2017	Sara, Allison, Rita
<b>J. Activity: Phase 4: Full Implementation of New Council Performance Measures</b>		
1. All Councils collect data on new performance measures	October 1, 2016 – September 30, 2017	
2. Councils submit FY 2017 PPRs and data on new performance measures	January 1, 2018	
3. AIDD Staff Reviews PPRs	January – March 2018	
<b>K. Activity: On-going Evaluation of the Pilot and Performance Measures</b>		
1. Review and evaluate PPR template and performance measures to determine what kind of changes are needed	Quarterly starting or more frequently as needed each phase of pilot	Allison, Sara, Rita, Jennifer, pilot group
2. Implement changes to pilot as they are identified	On-going	Allison, Sara, Rita, Jennifer, pilot group
3. Make final revisions to PPR and performance measures based on pilot	By March 2016	Allison
4. Develop draft instructions for submitting the PPR and collecting data on new performance measures. Use examples	By March 2016	Allison, Sara, Rita, Jennifer
5. Have draft instructions reviewed by small group of Council staff	By March 2016	Allison
6. Review Council feedback on instructions and make revisions, finalize instructions	By March 2016	Allison
7. Distribute instructions to Councils and conduct trainings	By March 2016	Allison, ITACC
8. Conduct webinar on PPR form and instructions	October 2016	Allison, ITACC
<b>L. Activity: Council State Plan</b>		
1. Communicate to Councils final performance measures to incorporate into state plan	By March 2016	Allison, ITACC
2. Councils incorporate performance measures into state plan	By August 15, 2016	Councils

<b>M. Activity: Tier 1 Review tool</b>		
1. Draft Tier 1 review tool (include a rubric? And incorporate QRS components)	May 2016	Allison, Sara, Rita, Jennifer
2. “test” tool from a Council piloting PPR	By September 2016	Allison, Sara, Rita, Jennifer
3. Update “working final” tool based on “testing” results	By December 2016	Allison, Sara, Rita, Jennifer
4. Use “working final” tool to review FY 2016 PPRs	January 2017- March 2017	Allison, Sara, Rita, Jennifer
5. Finalize Tier 1 Review tool	May 2017	Allison, Sara, Rita, Jennifer
<b>N. Activity: OMB Clearance of Revised PPR</b>		
	Timeframe/ Status:	Responsibility:
1. Draft and submit 1st Federal Register Notice	January 2016	Allison
2. Review and respond to comments from 1st Federal Register Notice during 60 day comment period	March 2016	Allison
3. Draft and submit 2nd Federal Register Notice and Request Package through	April 2016	Allison
4. Review and respond to comments from 2nd Federal Register Notice or OMB	June 2016	Allison
5. OIS-HHS review of Request Package (allow 20 days)	July 2016	ACL
6. OMB Review of Request Package (60 days, allow up to 90)	September 2016	ACL/Allison
<b>O. Activity: Web-based Reporting System</b>		
1. Develop a plan for revisions to web-based reporting system	TBD	Allison, Sara, Rita, Jennifer ITACC, DD Suite
2. Review draft of revisions	TBD	Allison, Sara, Rita, Jennifer ITACC, DD Suite
3. Finalize changes to web-based reporting system	TBD	Allison, Sara, Rita, Jennifer ITACC, DD Suite

**Pilot Group Commitment:**

- **Participate in pilot starting October 1, 2013**
- **Commit staff time to implement changes to data collection, reporting and grants/contracts systems to be able to test out new performance measures**
- **Document process to identify what is working and what is not working**
- **Participate in pilot group meetings to:**
  - **Provide feedback on what is working/not working**
  - **Recommend and review proposed changes**
  - **Test out changes**
  - **Assist with developing and revising instructions and forms for collecting data**
  - **Assist with identifying and developing procedures and systems needed to collect data**
  - **Provide peer to peer support and training as requested**
- **It is anticipated that the pilot group will meet at least quarterly and as often as needed. The pilot group could meet as frequently as monthly if it is necessary. We anticipate that all meetings will be conducted remotely and that travel will not be required**