



June 05, 2013

Dear Colleagues:

Over the past several years, The Administration on Intellectual and Developmental Disabilities (AIDD) has been involved in numerous efforts to improve the planning and reporting requirements of our programs. We appreciate your engagement with us in this process and willingness to adjust to new processes and procedures that have resulted from these efforts.

We are evaluating the effectiveness of the new processes and procedures as they are implemented, making adjustments where needed to make further improvements. In doing so, AIDD staff is working collaboratively with Councils and NACDD to refine performance measures, streamline monitoring processes, and improve program evaluation.

Based on our assessment of the review of the FY 2013 program performance reports (PPRs), we have determined that an important step in tying these improvements together will be the simultaneous submission of the PPRs, the budget, and **non-substantive** State Plan amendments, to be due on January 1 of each year. We believe that by tying these together, Councils can more effectively draw conclusions from their work, capture their successes, further evaluate areas where additional progress can be made, and make needed adjustments to the 5-year Council State Plan.

In terms of how this will change current processes and timelines, Councils with **substantive** changes to the State Plan will still submit such amendments August 15 of each year. Substantive changes mean:

- Complete revision of a goal to change the intent of the goal as well as the objectives, activities, and timelines
- Addition of a goal to the State Plan
- Deletion of a goal

This type of revision will still be required to go through the 45 day public comment period. Councils with substantive changes will still submit their amendment and budget information by August 15 of each year including this year, as required by 45 C.F.R. 1386.31.

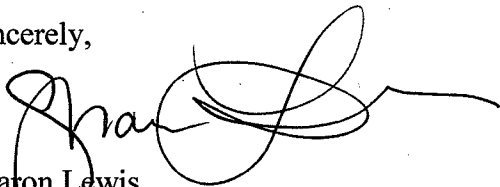
Beyond this type of change to the State Plan, you will submit **non-substantive** changes to the State Plan at the same time you submit your PPR. Non-substantive changes mean:

- Slight revision to a goal that does not change the overall intent of a goal
- Revision(s) to objectives that do not change the overall intent of a goal
- Revision(s) to activities that do not change the overall intent of a goal
- Revision(s) to timelines that do not change the overall intent of a goal

This way, Councils will be able to report on progress and make proposed non-substantive changes to the State Plan in a consolidated, single process starting January 1, 2014. We understand there will be a 3 month lag between the start of the fiscal year and when you submit non-substantive adjustments to the State Plan to AIDD for review. However, we believe that combining these processes (e.g., the PPR and non-substantive changes to the State Plan) will help you and AIDD better understand the adjustments being made to the State Plan based on progress made in the previous year.

We have heard Councils express concern over burdensome reporting requirements, and we hope this refinement, along with the work of the Performance Measures workgroup will help to alleviate some of these concerns. We hope Councils will welcome this change as an opportunity to further evaluate the important work you do. Your commitment to these improvement efforts will help shape the future of this program and magnify its accomplishments when reporting to Congress and to the public. We will notify Councils and provide the necessary trainings as progress unfolds. Please contact Sara Newell, Sara.Newell@acl.hhs.gov, should you have any questions at this time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sharon Lewis', with a large, stylized flourish extending to the right.

Sharon Lewis
Commissioner

Administration on Intellectual and Developmental Disabilities