Program Performance Report

Content Overview

Resources

Tools for writing the narrative parts of Progress Report:

Guidance provided in PPR template

PPR Annual Progress Report Narrative Review Rubric Tool

2018 Guidance for Completing the Annual DD Council Program Performance Report (PPR)

Other Resources

AIDD DD Council Performance Measures – June 2016

Sections of the PPR

Section I: Identification

Section II: Comprehensive Review

Section III: State Plan Implementation

Section IV: Progress Report

Section V: Fiscal Information

Section VI: Measures of Collaboration

Section I

Identification

This section is self-explanatory

Provide all requested information and <u>please proofread</u>!

For the **2017 PPR** – the reporting dates are:

October 1, 2016 through September 30, 2017

For the **2018 PPR** – the reporting dates are

October 1, 2017 through September 30, 2018

Section II
Comprehensive Review and Analysis

There are two fields that must be completed

Adequacy of health care and other services, supports and assistance that individuals with developmental disabilities in Intermediate Care Facilities (ICF) receive.

Adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities served through home and community-based waivers receive.

Section III

State Plan Implementation

There are three reporting areas for Section III

A. Introduction

Executive Summary that provides an overview of the report and a description of how the Council will share an annual report with the general public.

Separate information on the overall efforts to address the needs of individuals with DD from diverse cultures.

B. Evaluation of State Plan Implementation

B1. Evaluation Activities

B2. Evaluation Results

B3. Lessons Learned and Future work of the Council

C. Input on National Priorities

A: Introduction – Executive Summary

STRONG RECOMMENDATION: Develop this section last.

This section is to be an overview of the entire report.

✓ Broader and abbreviated

✓ Think aggregate "large picture" – highlights

Describe areas of emphasis, strategies used to implement activities, significant accomplishments or barriers, and notation of state plan amendment needs. Also include information about efforts to address the needs of people with DD from diverse cultures and a description of how an annual report to the public will be disseminated with information about accessible formats.

A: Introduction – Cultural Diversity

Cultural Diversity

Overall efforts related to state plan activities during the reporting period.

For example: LEP, Urban/Rural, low-literacy... others

Collaboration with public/private organizations (Cultural and Linguistic Competence)

Engagement of diverse communities

Supporting/educating diverse communities

Technical Assistance

NOTE: This section should not include the targeted disparity goal/objective information.

The information for the targeted disparity goal/objective should be reported in Section IV.

B1: Evaluation Activities

This is a new reporting section

Describe the evaluation activities conducted to strategically assess the overall progress and direction of implementation of the state plan.

Begin with a review of the <u>evaluation section</u> of the 5-year State Plan

What evaluation methods and activities were planned?

Review the annual work plan data evaluation and measurement activities

What activity specific data evaluation methods and activities were planned?

Develop the description specific to the reporting period evaluation activities used.

B2: Evaluation Results

This is a new reporting section.

Describe the broad results from the evaluation activities conducted and overall progress of Council activities.

Review AIDD PMs in Work Plan, outputs/outcomes and

Data on consumer satisfaction

TIPS:

✓May want to summarize by goal.

✓Ensure data matches Annual Work Plan

✓Explain missing data. *Data collection changes…*

✓Summarize "additional" data

B3: Lessons Learned

"Lessons learned" means insights gained from conducting a project or activity that can be *usefully applied* to future projects or activities.

Examples:

Changes in future work plans

Amendments to the state plan

Updates to objectives/activities

Shifts in project focus or strategies

Evaluation Section

Common question

Question –

"If I report evaluation information in this section, do I have to report evaluation information in the progress narrative(s)?"

Answer – Yes!

Narratives (Progress Reports) for each objective must include:

➢Summary of evaluation activities

➢Data collected during the year

➢Data sources

➢Data collection methods

Section III C
National Priorities

This is a new section that provides a Council the opportunity to provide input on a national disability priority agenda.

The purpose of this information is:

1) To provide AIDD with information about potential national priorities;

2) To provide AIDD with recommendations on issues to pursue with other federal agencies.
    Examples:
    Department of Education
    Department of Labor
    FEMA

Section IV
State Plan Implementation Progress Report

Section IV.A

Section IV.B

Section IV.C

Section IV.A
State Plan Implementation Progress Report

GOAL PROGRESS

Provide an overall cohesive description of

(a) the extent to which progress is being made in achieving the intended outcomes of the **goal** for the reporting year,

(b) the extent to which each **goal** was or was not achieved for the reporting year,

(c) where applicable, factors that impeded **goal** achievement for the reporting year,

(d) needs that require substantive state plan amendment (**goal** only)

Section IV.A State Plan Implementation Progress Report

OBJECTIVE INFORMATION

Some information will be pre-populated.

Some information will require an answer by "clicking" a box.

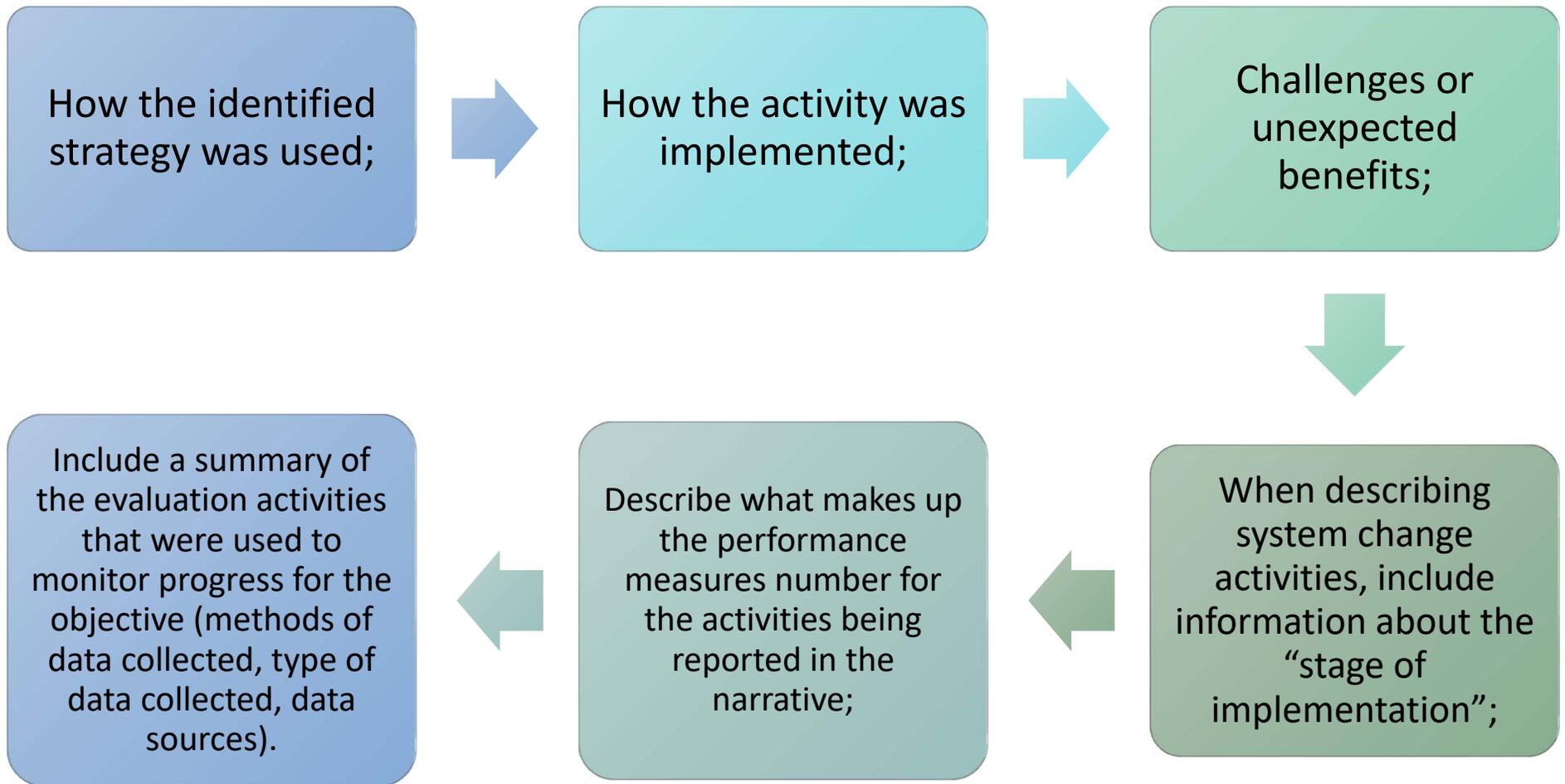Provide an overall description of the efforts (by objective)

Provide a progress report

Provide a description of progress toward achieving sub-outcomes

Stories

Progress Report: Information to include

Progress report continued

Progress towards achieving outcomes for the objective is a new reporting field.

- This calls for Council staff to make an assessment of the extent to which progress was made on the expected outcomes for the objective

(The expected outcomes for an objective were developed and submitted on the Annual Work Plan).

Stories of people whose lives are better as a result of Council work

Stories of policy changes that happened as a result of Council work that are likely to result in positive outcomes or prevent negative impacts for people with developmental disabilities and their families.

Additional sections (not required for FFY 17, 18, or 19)

1

4-year Overview – is required for the FFY 2020 PPR

2

5 Year Overview – is required for the FFY 2021 PPR

Section IV.B: State Plan Implementation Progress Report
Individual and Family Advocacy

Demographic data

Note: Demographic data is only reported for people with developmental disabilities and family members and is reported under Individual and Family Advocacy.

The numbers will automatically calculate to percentages

Output Measures – insert NUMBERS

Outcome Measures – insert PERCENTAGES

Sub-outcome Measures – the numbers of respondents will automatically calculate to percentages

IFA 3, 3.1, and 3.2 – insert PERCENTAGES

Section IVC: System Change Performance Measures

Insert numbers (note – some numbers self-calculate)

Highlights
- Promising Practice – improves upon existing practice and positively impacts the area of practice (not tested and researched for reliability in reaching desired results).
- Best Practice – a practice that has been tested and research has proven it to be reliable in leading to desired results.
- Improved – recognizing systems change initiatives evolve over several reporting periods, something can be improved during a reporting period without being implemented. This measure allows Councils to report their work on improving best and promising practices, policies, procedures, statute, or regulation changes.
- Implemented – when something actually gets put into practice.
- Supported – funded by the Council as based on the approved State plan.

Section V: Council Financial Information

For Programmatic Purposes ONLY

Three years are required – the current reporting year and the two previous years.

FFY 2017 = FFY 2017, 2016, 2015

FFY 2018 = FFY 2018, 2017, 2016

FFY 2019 = FFY 2019, 2018, 2017

FFY 2020 = FFY 2020, 2019, 2018

FFY 2021 = FFY 2021, 2020, 2019

Financial Information continued

Many items are self-explanatory (fiscal year, reporting period, total federal fiscal award for the reporting year, match required, match unmet)

Additional guidance is provided for specific items:

- State funds contributing to Council State Plan activities – this should be actual dollars (not in-kind) that a State or Territory provided to the Council and used for State plan activities.

- Additional Council Funds used for other activities – this can be grants or contracts or other State or Territory funds that the Council uses for activities OTHER THAN State plan activities.

Financial information continued

- Match met – include the total amount of match that is met for the FFY grant award. Match may be accumulated during the "life" of the grant award (2 years to obligate and a final year to liquidate).

- Dollars leveraged refers to the results of an initial investment of Council funds (includes time and other resources) to gain a dollar return from other sources. Funds can be either public or private. Dollars leveraged does NOT include the match required for projects/activities.

Section VI: Measures of Collaboration

✓ **This section is <u>SEPARATE</u> from the planned DD Network Collaboration goal or objective.**

Describe the issue or barrier affecting people with developmental disabilities and their families that were addressed by the Council and the P&A, the Council and the UCEDD, or the Council and other collaborators.

Include information about the issue/barrier, the collaborative strategies used to address the issue/barrier, the expected outcomes and the Council's specific role and responsibilities in the collaborative effort.

Identify expertise the Council staff can provide other States in the topic area, problem encountered as a result of the collaboration, need for technical assistance, and unexpected benefits of the collaborative effort.

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