

# Guidance for Completing the Program Performance Report

Information to assist staff of State/Territory Councils on Developmental  
Disabilities



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Overview:

There are five major areas of the report

<i>Section</i>	<i>Area</i>
<b><i>I.</i></b>	Identification
<b><i>II.</i></b>	Comprehensive Review and Analysis (CRA)
<b><i>III.</i></b>	State Plan Implementation
<b><i>IV.</i></b>	Progress Report
<b><i>V.</i></b>	Council Financial Information
<b><i>VI.</i></b>	Measures of Collaboration

## Section I: Identification

Provide the requested information.

## Section II: Comprehensive Review and Analysis Update

AIDD Instruction:

PURPOSE: To provide an update to the Comprehensive Review and Analysis

The DD Act requires the following annual descriptions:

- 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;

AIDD interprets this as *annual updates* to:

- adequacy of health care and other services supports and assistance that individuals with developmental disabilities in Intermediate Care Facilities receive (ICF updates);
- adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities served through home and community-based waivers (HCBW) receive (HCBW updates);
- And other sections that apply (e.g.: state information, portrait of state services, analysis of state issues and challenges, rational for goal selection, collaboration);
- Federal and state initiatives impacting people with DD and their families in the State/Territory.

Note: (\*)- Adequacy may be described in terms of quality and/or populations served versus need.

**ITACC Guidance:**

**It is not necessary to repeat the exact information from the State plan but only those factors that changed and influenced programs and services for individuals with developmental disabilities and/or influenced the Council's goals and objectives.**

## Section III: State Plan Implementation

PURPOSE: To provide the context of what will be reported in the PPR. Section III is comprised of 3 reporting areas: (A) Introduction; (B) evaluation of state plan implementation; (C) Input on National Priorities.

### A. Introduction

AIDD Instruction: In this section provide an executive summary with cohesive information that provides an overview of the report including, but not limited to the following:

- (1) targeted areas of emphasis
- (2) strategies used to implement activities
- (3) significant accomplishments and/or barriers to state plan implementation
- (4) needs requiring state plan amendments
- (5) a description of how the Council will disseminate the annual report to stakeholders and the general public and how the Council will address availability in accessible formats.

Note: detailed information will be provided below in Section IV

ITACC Guidance: This should be a much broader more abbreviated version of your larger PPR report. It should hit on larger 'highlights' of the entire year and report, not specifics for objectives. Think aggregate – 'large picture' overview. *We recommend writing this section last!*

- Be mostly broad
- Include a few details (Ex. Aggregate #'s)
- Do not duplicate other sections

### Cultural Diversity

AIDD Instruction: Describe the Council's overall efforts to address the needs of individuals with developmental disabilities and their families of a diverse culture through its state plan supported activities.

ITACC Guidance: This description should broadly address the overall efforts specific to state plan supported activities during the reporting period. The description of efforts can include (but is not limited to) information about how activities supported and educated limited English proficiency (LEP) households, frontier or geographically isolated populations, low literacy populations, and others; collaboration and coordination efforts with public and private organizations to advance cultural and linguistic competent (CLC) services and supports, outreach and engagement activities to diverse communities, supporting and educating communities, and technical assistance efforts.

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.

## Evaluation of State Plan Implementation

In this section report on the evaluation activities conducted and results. The report should include:

### B1. Evaluation Activities

**AIDD Instruction:** Describe the evaluation activities undertaken during the fiscal year being reported, including evaluation activities conducted to strategically assess the overall progress and direction of the state plan implementation.

**ITACC Guidance:** Review the evaluation section of the 5-year State Plan as a tool to frame the development of the description. Develop the description specific to the reporting period and include activities that were conducted during the reporting period. It may be helpful to review the annual work plan documents that indicated the data evaluation and measurement for objective activities.

### B2. Evaluation Results

**AIDD Instruction:** Report the broad results of the evaluation activities described above (B1), including a broad assessment of the overall progress of Council supported activities.

**ITACC Guidance –** When reporting the broad results, review the AIDD performance measures in the reporting year work plan, and the reporting year outputs and outcomes generated from grant or contract and staff reports. Types of data can include qualitative, or quantitative data on outputs from objectives/activities, outcomes from objectives/activities, and data on customer satisfaction.

*Summarize the following information –*

- Information collected from all evaluation activities
- Progress made in achieving the outputs and outcomes of your state plan goals and objectives, remember to describe the results on self-advocacy separately from all other activities.
- Effectiveness of the strategies used to achieve the goals/objectives of the State Plan
- Summarize results of customer satisfaction data collected
- Determination of whether the projected Council results are being achieved
- Findings regarding progress made toward achieving State Plan goals

#### **TIPS:**

Review the data collected and decide on how best to summarize. For example, summarizing by goal may assist the reviewer/reader to see the progress made.

Make sure the data collected reflects the data indicated on the reporting year Annual Work Plan.

#### FAQ

**Question** – If I report the results here, do I have to report any results in the progress narratives?

**Answer** – Yes. All objective narratives must include a summary of evaluation activities to monitor progress and impact of council supported activities; data collected during the year, data sources (where you got the data), and data collection methods (how you got the data). And all narratives must include the AIDD performance measures for the activities being reported in the narrative.

- If data is missing, explain what happened, and if any changes will be made for data collection in the following year;
- If additional data was collected beyond what was included in the Data Evaluation and Measurement sections of the reporting year Annual Work Plan, summarize it as well.

### **B3. Lessons Learned and Future work of the Council**

AIDD Instruction: Report on how the Council will use lessons learned from state plan implementation and the data gathered from the evaluation activities to move forward the work of the Council.

ITACC Guidance: “Lessons learned” are typically insights from a project or activity that can be usefully applied to future projects and activities. Lessons learned can include information about adjustments to future annual work plans, amendments to the State plan, updates to objectives and activities, and possibly a shift of project focus or strategies.

#### **B. Input on National Priorities**

Purpose – to provide AIDD input on possible national priorities and areas of potential collaboration at the federal level.

ITACC Guidance: In this section, provide AIDD with information about potential national priorities on disability related areas as well as other recommendations for AIDD to pursue with other federal agencies (example: Department of Education, Department of Labor, Homeland Security, FEMA).

#### FAQ's

**FAQ – Where does this information come from?**

**Answer -** A few suggestions to generate input are: Results from Council projects, policy work/collaborations with other groups, need assessment data, brainstorming with the Council Executive Director, staff and members, survey, or discussions with the DD Network Partners. The key is to generate ideas to share with AIDD based on quantitative and/or qualitative sources.

**FAQ – Do we have to fill out this section?**

**Answer –** Yes. This section provides Council’s the opportunity to provide input into a national disability priority agenda. AIDD does not require the data be collected in a certain manner but does want priority areas identified that can be pursued with other federal agencies.

## Section IV: State Plan Implementation

### Section IV.A. Detailed Progress Report on Goals

**ITACC Guidance:** The information on areas of emphasis, strategies, and collaborators should be reported by goal.

**Areas of emphasis** – annually, the Council will report the areas of emphasis addressed during the reporting period.

**Strategies** – annually, the Council will report the strategies addressed during the reporting period.

**Collaborators** – annually, the Council will report the collaborators who participated or adds names of collaborators not previously planned.

**ITACC guidance:** For each goal and objective that was “active” during the reporting period, the Council will provide information about activities that were conducted by Objective. A series of “check-off” boxes will appear for each objective. Each question must have at least one response.

Check off boxes:

#3 – Select the focus of the objective. Individual/Family Advocacy, System Change, or Capacity Building.

#4 – Select whether the objective is new (started during the reporting period); ongoing (objective was active in a prior reporting period) or completed (the objective and corresponding activities were completed during the reporting period).

#5 - Select if the objective addresses the following:

- Self-Advocacy DD Act Requirement
- Targeted Disparity
- DD Network Collaboration
- Demonstration Project of new approaches to services and supports - The name of the project, the month and year the project originated must be included
- Demonstration of Projects or Activities – The name of the project, the month and year the project originated must be included

#6 – Select the stage of Implementation for systems change activities: planning, implementation or outcome/full integrated.

**ITACC Guidance:**

- Planning – information gathering, research, meetings with collaborators
- Implementation – demonstration activities, projects and activities, advocacy training and efforts,
- Outcome/Fully Integrated – result of activities and efforts

**Background/Context**

**AIDD Instruction:** Provide an overall description of this objective: The description should at a minimum provide background information on the objective to establish a context for the activities.

ITACC Guidance: Provide a clear and thorough introduction and background information for the objective activities. The statement should be designed to provide the reader with a better understanding of the details provided in the objective progress report. Information can include broad activities, targeted population, broad output information, broad outcome information, and geographic information.

**Example:** New and continuing activities that were focused on employment issues were implemented Statewide and in the Northeast Region. Activities included training, policy advocacy, and capacity building activities and were targeted towards people with DD, their families, and providers of employment services. Output numbers demonstrated high interest in the topic and outcomes resulted in people with DD and their families understanding and accessing the employment system and providers using best-practice methods to provide employment services.

**Expected Outputs** - list the expected outputs from the annual work plan for the objective

**Outputs Achieved** - Report the outputs achieved.

**Progress Report**

**AIDD Instruction: The report should include the following:**

- A narrative progress report that cohesively describes the activities that were implemented toward achieving the objective, including how the identified strategy was used, how the activity was implemented, challenges to achieving the objective and unexpected benefits.
- For system change activities, include a description of the stage of implementation (planning, initiation, implementation, outcome/fully integrated) of the system change initiative.
- All narratives must describe what numbers make up the performance measures number for the activities being reported in the narrative.
- A summary of evaluation activities to monitor progress and impact of council supported activities for the objective; data collected during the year, data sources, and data collection methods;

**Expected Outcomes** – Outcomes (matches the expected outcomes from the annual work plan as it relates to the objective) List the expected outcomes for the activities described for the objective from the annual work plan.

Outcomes achieved – report the outcomes achieved.

**Progress towards achieving outcomes for overall objective.** - The annual report should include an assessment as to the extent to which progress was made on the intended outcomes for the objective.

Additionally, include stories of culturally diverse people with developmental disabilities whose lives are better because of Council work on this activity (e.g., became better advocates for themselves and others, became more connected to the community). Stories of policy or legislative changes that happened as a result of Council individual advocacy work that are likely to positively impact the lives of people with developmental disabilities or that will prevent a potential negative impact (e.g., created deleted, refined programs and/or legislation, reallocated use of funds, organizational systems change as a result of evidence-based practices).



ITACC Guidance: Reported by objective. Council staff will provide information on activities within an objective that were conducted during the reporting period (this may or may not include the planned collaboration item, and/or the targeted disparity item).

Guidance for drafting a robust narrative: *Note: If there are numerous activities under an objective and a lot that could be reported, choose the combination of information that best describes the Council's work and related progress.*

- Describe each activity that that the timeline shows would be conducted that year. Some Councils plan multiple activities to accomplish an objective. If this is the case, clearly identify each activity and the planned timeline for the activity and provide quantitative data within the narrative for the specific activity so reviewers have a clear picture of actual impact of each activity.
- Clarify if the activity began in the fiscal year being reported or was a continuation activity from previous fiscal year(s).
- Indicate geographic area (statewide, regional, and local) or number of cities/counties covered.
- Describe how the performance measures for each objective were achieved. State which measures correspond to which activity or project and include a written description explaining the numbers reported. For example, if three activities resulted in people receiving training in an area related to the goal/objective, provide enough detail to ensure that the reader understands what the three activities were and how many people were trained through each activity. Describe dollars leveraged similarly.
- Describe deliverables (# of workshops/training events, products created and disseminated, training curriculum developed, policies changed/created/improved, etc.)
- Review how the results and outcomes fit into the evaluation plan submitted with the 5-year State plan in the narrative. The submitted evaluation plan should serve as guidance for the Council. If the Council needs to adjust the evaluation plan, it should be updated with the State plan amendments and/or updates (as applicable). When relevant for specific activities, describe the evaluation method used for the activity (survey, focus group, follow-up survey, tracking, etc.). Include:
  - Data sources - (people, documents, products, activities, events and records from which data are obtained).
  - Results of the evaluation (Example: 57% of people surveyed reported they were more comfortable in public places because of the activity).
  - Any barriers or concerns noted
- If possible, include stories to demonstrate the impact of the activity/activities

- **What are outputs? Outcomes?**
- **Answer:** Outputs refer to some of the tangible “products”, numbers, and data that are gained from Council efforts. For example: the number of people trained, the number of websites created, the number of trainings implemented, the number of new policies created. Outputs can be calculated and shown numerically. They provide a quick snapshot of something the council has done.
- Outcomes are a longer term look at the benefits or the “so what” of the outputs. For example. The Council trained 100 people, but so what? What is the larger impact, value, or results of training those 100 people? Outcomes for that output could be - 100 people are now more knowledgeable about supported decision making, or 100 people are now participating in advocacy events because of their participation in the training. Outcomes can be reported numerically too, but

### Goal # Narrative

AIDD Instruction: In this section, for each goal reported for the reporting period, provide an overall cohesive description of:

- the extent to which progress is being made in achieving the intended outcomes of the Goal for the reporting year;
- the extent to which each goal was or was not achieved for the reporting year;
- where applicable, factors that impeded goal achievement for the reporting year
- needs that require substantive state plan amendment (goal only)

ITACC Guidance: This is a new reporting item to describe the progress a Council has made (or not made) towards EACH 5-Year goal in the State Plan for each reporting year. Below are some tips for developing the description.

- Review the 5-Year Logic Model, determine if the Council is closer to or further from the long-term outcomes and impact statements for the goal under review.
- Consider the impact of major activities for the objectives under the goal – collectively, did the work move the Council closer to accomplishing the 5-year goal?
- Review the evaluation data (outputs and outcomes, AIDD performance measures) for each objective – did the results indicate progress was made toward reaching the 5-year goal?

### 4 Year Overview (FY 2020)

AIDD Instruction: [Provide] a description of how the Council will use and build from knowledge gained and progress made to move forward in the next state plan cycle (FY 2022-2026).

ITACC Guidance: This is a new reporting item and only applies to the PPR for the Federal Fiscal Year 2020 (the PPR is due January 1, 2021). The reason this item is included correlates to the next 5-year

State plan that will be due August 15, 2021 - most likely, planning efforts will be underway in 2020. This overview should include information about what the Council learned from the current State plan activities and include information about what projects/activities are likely to be carried forward into a new 5-year plan and/or information about systems change efforts that will be ongoing.

We recommend reviewing the previously submitted PPR section(s) that described the progress made towards each 5-year goal to identify areas where Council investments may be continued and any information that may be available to inform the focus of the next 5-year State plan.

### 5 Year Overview (FY 2021)

AIDD Instruction: For the final PPR (FY2021) of this state plan cycle, provide an overall analysis of the outcomes achieved during the five-year state plan cycle. The description should include the extent to which diverse stakeholders are satisfied with council activities that promote self-determination and community participation for individuals with disabilities and families, results of other types of information gathering such as focus groups, surveys, or other feedback or input methods with individuals with developmental disabilities and families and major accomplishments and factors impeding goal achievement (if applicable).

ITACC Guidance: This is a new reporting item and only applies to the PPR for the Federal Fiscal Year 2021. This section should present the analysis of the outcomes achieved throughout the 5 years. We recommend reviewing the 5-year Logic Model that was created for the State plan and focus to help assess the overall outcomes achieved during the “life” of the plan. An overall description of satisfaction with council activities should be included in this section to accompany the discussion on outcomes achieved.

We recommend reviewing previous PPR’s to gather and organize information to identify important themes, key concepts, patterns, and trends. After organizing the information take note of similarities and contrasts, relate pieces of information to establish relationships between and among them, determine if there are emerging themes, identify gaps in the information and determine what assumptions can be made. Analyzing the satisfaction of stakeholders can be accomplished by using the same process focusing on the data collected that correlates to the performance measures on satisfaction of people with developmental disabilities and their families with council supported activities.

### Section IV.B. Individual and Family Advocacy Performance Measure (by GOAL) – Individual Responses Demographic Data

Aggregate number from all individual responses (individuals with developmental disabilities and family members of individuals with developmental disabilities) collected for the reporting federal fiscal year.

ITACC Guidance: The demographic data page on the PPR template indicates Council staff should report the number of individuals with DD and the number of family members (IFA 1.1 and IFA 1.2). These numbers should be the total number of people who participated in a Council activity and not the respondent number that will be used for the denominator.

**PPR Note:**

The PPR section calls for staff to also report the total number of people with developmental disabilities who responded to an evaluation/survey about the project or activity they participated in as the IFA 1.1 “denominator.” *Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project.*

**PPR Note:**

The PPR section calls for staff to also report the total number of family members who responded to an evaluation/survey about the project or activity they participated in as the IFA 1.2 “denominator.” *Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project*

**Performance Measures Information – see Guidance Document for Council Staff**

**I. Output Measures**

ITACC Guidance: We created a [Guidance Document for Council Staff: AIDD DD Council Performance Measures](#) that is a tool and guide for Council staff to use in data collection and reporting activities.

**II. Outcome Measures**

ITACC Guidance: We created a [Guidance Document for Council Staff: AIDD DD Council Performance Measures](#) that is a tool and guide for Council staff to use in data collection and reporting activities.

**Section IV.C. System Change Performance Measures (by Goal)**

ITACC Guidance: We created a [Guidance Document for Council Staff: AIDD DD Council Performance Measures](#) that is a tool and guide for Council staff to use in data collection and reporting activities.

**Section V. Council Financial Information**

Purpose: In this section, Councils are to identify the obligation and liquidation status for the 3 FFY of funds.

AIDD Instruction: [Fiscal Information is for programmatic purposes only.](#)

ITACC Guidance: Report each Federal Fiscal Year (FFY) Grant Award year separately. The reporting periods should include the current reporting year, and the two previous reporting years. Three fields are provided, one for each FY. For each line, report the requested information. Additional information is provided for individual lines:

Guidance is provided for specific line items as indicated below:

Line 4 – State funds contributing to Council State Plan Activities should reflect all real dollars (not in-kind) that the State/Territory provided to the Council and used for State plan activities.

Line 5 – Additional Council Funds Used for Other Activities could be grants or contracts or other state funds the Council receives that are used for activities other than State plan activities.

Line 9 - The match required should reflect the variety of match the Council calculated for projects and activities that is consistent with the DD Act Section 126 (a) (1-3).

Line 10 – Match Met should be the total amount of match that is met for the FY grant award. Because Councils have two years to obligate and a final year to liquidate a grant award, match may be accumulated during the “life” of the grant award. Calculate match that is generated for the grant award year and provide the amount.

Line 11 – Match Unmet – line 9 subtracted from line 8.

**Provide the amount of dollars leveraged for the reporting year.**

Itacc Guidance: Dollars leveraged – refers to the results of an initial investment of Council funds (including time and other resources) to gain a dollar return from other sources. Funds can be either public or private. Dollars leveraged should not include the match required for projects/activities.

## Section VI. Measures of Collaboration

Purpose: In this section, Councils are to discuss collaborative efforts with specific DD Network partners and other collaborators separate from the planned DD Network Collaboration goal/objective.

1. Identify the critical issues/barriers affecting individuals with developmental disabilities and their families in your State that the Council and the P&A, the Council and the UCEDD, the Council and other collaborators may have worked on during the reporting period
2. Identify the Area of Emphasis collaboratively addressed by the DD Council and Collaborators.

**AIDD Instructions:** The report should include a narrative progress report that cohesively describes the activities that were implemented by the Council and the P&A, the Council and the UCEDD, the Council and other collaborators. For at least one of the issues/barriers identified above describe:

(a) the issue/barrier;

(b) collaborative strategies to address issue/barrier and expected outcome(s);

(c) the DDC’s specific role and responsibilities in this collaborative effort. Include any technical assistance expertise DD Council staff can provide to other States in this area;

(d) briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired; and

(e) any unexpected benefits of this collaborative effort.

ITACC Guidance: This section should include information *other than the required planned goal/objective specific to the DD Network (the planned collaborative activities will be reported in the progress report narrative for the objective)*. We recommend reviewing the 5-Year State plan section on Collaboration (the section is located under the Comprehensive Review and Analysis; Rationale for Goal Selection button, then select Collaboration). After reviewing the planned collaboration activities, determine the collaborative activities that occurred during the reporting period and prepare a narrative progress

report that describes the collaboration activities as a whole; then select one of the issues/barriers the Council and the collaborator(s) worked on and prepare a description to include the items b through e (above).