

# Guidance for Completing the Program Performance Report

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



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## Contents

<b>Section I: Identification</b> .....	3
<b>Section II: Comprehensive Review and Analysis Update</b> .....	3
<b>Section III: State Plan Implementation</b> .....	4
Cultural Diversity.....	4
Evaluation of State Plan Implementation .....	6
<b>B1. Evaluation Activities</b> .....	6
<b>B2. Evaluation Results</b> .....	6
<b>B3. Lessons Learned and Future work of the Council</b> .....	7
B. Input on National Priorities.....	8
<b>Section IV: State Plan Implementation</b> .....	8
<b>Section IV.A. Detailed Progress Report on Goals</b> .....	8
<b>Objectives</b> .....	9
<b>Provide an Overall Description of this effort</b> .....	9
<b>Progress Report</b> .....	10
<b>Expected Outcomes Achieved</b> .....	11
<b>Progress towards achieving outcomes for overall objective</b> .....	12
<b>Stories of people with DD whose lives are better because of Council work; stories of policy or legislative changes because of Council work</b> .....	12
<b>Goal # Narrative</b> .....	13
<b>4 Year Overview (FY 2020 report and FY 2025)</b> .....	13
<b>5 Year Overview (FY 2021 and FY 2026 report)</b> .....	14
<b>Section IV.B. Individual and Family Advocacy Performance Measure (by GOAL) – Individual Responses</b>	
<b>Demographic Data</b> .....	15
<b>Item I. Output Measures</b> .....	15
<b>Item II. Outcome Measures</b> .....	16
<b>Section IV.C. System Change Performance Measures (by Goal)</b> .....	17
<b>Section V. Council Financial Information</b> .....	18
<b>Section VI. Measures of Collaboration</b> .....	19

## Introduction

This resource is to serve as a guide to Council staff responsible for federal reporting on the Council's 5-year plan as required by PL 106-402, The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) and other regulations.

The purpose of this resource is to explain and clarify reporting sections.

We recognize that some things may have been left out or need to be further explained. If you feel we have made a mistake in the explanation of the material, or want to recommend items for further clarification, please let us know.

*Please send your comments to:*

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### **Color Key**

Instructions from the Administration are presented in **BLUE**

Technical Assistance guidance is presented in **RED**

Examples are presented in **PURPLE**

Frequently Asked Questions (FAQ's) are presented in **GREEN**

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

**50,000 Characters available for each section**

OIDD 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.

OIDD 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:**

**Provide information for the items requested. Describe the adequacy of health care, services, supports and assistance that people living in Intermediate Care Facilities receive and those receiving Home and Community Based Waiver services, supports, and other assistance.**

Providing a link to a search engine or a report is not enough. Summarize the information to provide the descriptions.

If adding other information to address bullet items 3 and 4, include the information in the HCBW section.

## 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 –

**50,000 characters available (spaces count as a character)**

OIDD 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:

**Develop this section LAST.**

This section is to be an Executive Summary of the information presented in the report. An executive summary is not a lead-in to the report, it is more of a “highlight reel” of all other sections. Use information from Section IV to provide an overview of what someone will read in detail as they move through the report.

### **Cultural Diversity**

**50,000 characters available (spaces count as a character)**

OIDD 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.

### **Background:**

The DD Act requires all programs be conducted in a manner that is culturally competent. The information provided in this reporting section should show the Council’s efforts to meet this requirement during the reporting period.

In general, cultural, and linguistic competence is the ability to understand, communicate with and interact with people across cultures; being aware of one’s own world view, developing positive attitudes

towards cultural differences and increasing knowledge about different cultural practices and world views.

**ITACC Guidance:**

Do not include project specific information in this section (such as information about the targeted disparity objective). Instead, describe the overall efforts the Council made to conduct State plan supported projects and activities in a manner that is culturally and linguistically competent. In other words, answer the question “what has the DD Council done to help make sure that people developmental disabilities and their families from a diverse background are benefitting from the Council’s work?”

The description can include Council efforts such as internal Council operations (such as staffing and staff training, Council membership and member training, policies, and procedures, council committee work, adopting a diversity action plan, grant making policies, as well as external activities such as building relationships with different groups by attending celebrations and cultural events, collaborating with other groups to reach diverse populations. When writing this section, avoid general or incomplete statements that provide limited information. For example, “We strive to provide diversity training for staff and members”. To strengthen this statement, the writer should include information about what was done during the reporting period and the results of the effort(s). Another example, “worked with the Governor’s office to seek a diverse Council membership”. Again, adding information about what was done, and what resulted would provide a full description of the effort and the result(s).

An analysis of past PPR sections (2017-2019 reports) showed the following:

- 1) Lack of information to show a purposeful, strategic approach to ensuring cultural diversity in Council supported activities.
- 2) Lack of information about strategies, activities, progress, and outcomes.
- 3) Generalized or incomplete information that provided limited useful information. An example of this is “conducted outreach to the Hispanic community”.
- 4) Information was cut and pasted from a prior year report with no updates or notation of progress for the reporting year.
- 5) Identification of barriers or challenges year after year with no information about Council efforts to address.
- 6) Information about the targeted disparity objective was included in this section.
- 7) Unrelated information reported (activities outside the efforts made to ensure people from diverse backgrounds are benefitting from the Councils work).

**FAQ – what is the difference between this section and the targeted disparity objective?**

The Cultural Diversity section of the report is for the Council staff to describe how the Council and its programs, projects, and other initiatives are provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are participating in the activities to ensure their maximum participation in the program. The information should describe how the Council is using culturally competent practices to conduct all work.

The targeted disparity item in a Council’s plan is written as a goal or objective. A disparity is identified, and the Council implements strategies to decrease the identified disparity for an identified population during a specific timeframe. The targeted disparity item appears in the Council’s annual work plan and has associated key activities, expected outputs, outcomes, data and evaluation measurement information, and related performance measures.

**Evaluation of State Plan Implementation**

The information requested appears in two areas. B.1 is for **activity** information. Describe the types of evaluation **activities used** during the reporting year; B.2 is for broad results. Describe the **overall results** for the reporting year **AND** an **assessment of progress** towards the 5-year goals.

Only provide information that is specific to the field.

**B1. Evaluation Activities**

**50,000 characters available (spaces count as a character)**

OIDD 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:

Describe the evaluation activities **used for all state plan activities** during the reporting period (sometimes Council staff blend their monitoring, evaluation, and assessment activities). The purpose of the information is to provide a description of what activities were used to evaluate projects and activities the Council funded.

Then describe how these activities were used to assess progress on objectives and goal(s).

Do not describe results or include project evaluation information (broad results are to be described in B2).

*Helpful documents: Review your Council’s 5-Year State plan: Evaluation Plan*

**B2. Evaluation Results**

**50,000 characters available (spaces count as characters)**

OIDD 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:

This section should include information for the entire state plan for the reporting period (specific evaluation results by objective is reported in another section).

Consider including information on the following topics in an opening paragraph that describes evaluation results for the state plan activities during the reporting period.

- Did the Council reach the intended audiences?
- Overall, how many people participated? (Individuals with DD, family members, professionals, if applicable).
- Overall, what was the demographic “reach” for state plan activities?
- Overall – (for all goals/objectives) were people satisfied with the Council’s projects/initiatives? Provide broad results to demonstrate satisfaction.

Organize the following material by goal to provide the information:

- To what extent did the Council make progress toward the goal?
- Were the expected outcomes achieved as planned? If not, what happened?
- Were the strategies planned effective in realizing outcomes? If not, were additional strategies used? What was the result?

Provide separate information on the required self-advocacy activities. Details about key activities is reported in another section.

If the Council did not collect key data, explain what happened, and what the Council will do to collect the data in the future.

#### **FAQ on Evaluation Results**

**Question** – If I report the results in B2 Evaluation Results, do I have to report any results in the objective progress narratives?

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

### **B3. Lessons Learned and Future work of the Council 50,000 characters available (spaces count as characters)**

OIDD 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 insights from a project or activity that can be usefully applied to projects and activities.

Describe any lessons learned from projects or activities during the reporting period. Include a brief description of **what** was learned and **how** the Council will use the information learned on state plan activities.

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

**50,000 characters available (spaces count as characters)**

Purpose – to provide OIDD input on possible national priorities for the Administration on Disabilities and areas for potential collaboration at the federal level.

This section is required. Provide OIDD with information about disability priorities that could be addressed at the national level. Include ideas about partnerships OIDD could pursue with other federal agencies.

Example of Input on National Priorities:

- 1) There is a direct support professional workforce crisis in [State]. More needs to be done to reduce staff turnover, improve training and wages. We think ACL could partner with CMS and DOL.
- 2) Technology has advanced and people with DD could benefit. However, the advanced technology is not reimbursable under current policy. People living in rural areas do not have access to technology. Education and training about how to use technology needs to be available to people. We think ACL could partner with CMS and AT programs.

## **Section IV: State Plan Implementation**

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

ITACC Guidance: The information on areas of emphasis, strategies, and collaborators is reported by **goal**. Provide information about what happened during the reporting period.

**Areas of emphasis** – Indicate what areas the Council addressed during the reporting period.

**Strategies** – Indicate what strategies the Council used during the reporting period.

**Collaborators** – Indicate the collaborators who participated. Report additional collaborators in the narrative section.

## Objectives

ITACC guidance: For each goal with objective(s) that were “active” during the reporting period, provide information about activities that were conducted by **Objective**. A series of questions appear for each objective. Each question must have a response.

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

### ITACC Guidance:

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).

**Note: *This reporting item is about the objective, not the activities planned and implemented to reach the objective.***

Select if the **objective** addressed the following:

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

Identify the stage of Implementation **for system change activities**: planning, implementation or outcome/full integrated.

### ITACC Guidance:

This item is for system change activities. Leave blank if the objective is not a system change activity.

- Planning – includes activities to include, but not limited to information gathering, research, meetings with collaborators
- Implementation – includes activities to include, but not limited to demonstration activities, projects and activities, advocacy training and efforts, best-practices education.
- Outcome/Fully Integrated – this reflects the outcome of the systems change effort has been achieved or the system change was fully integrated (in the system).

Provide an Overall Description of this effort

**10,000 characters available (spaces count as characters)**

**OIDD 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

Note: “this effort” refers to the objective.

Provide background information about the objective. Include information to help someone understand the details they will read about in the Progress Report section. For example, include broad activities, targeted population, broad output and outcome information, geographic information, whether the activities were new or ongoing.

### Example of an Overall Description of an objective:

New and continuing activities on employment issues were conducted Statewide and in the Northeast Region. Activities included training, policy advocacy, and capacity building activities. Activities targeted people with DD, their families, and providers of employment services. Output numbers showed high interest in the topic. The outcomes showed people with DD and their families increased their knowledge. More people with DD accessed employment services and supports. Providers increased their knowledge of best practice methods. Providers increased the use of best-practice methods to provide employment services and supports.

**Expected Outputs** – the expected outputs are from the annual work plan.

**Outputs Achieved** – Indicate “achieved” if all expected outputs were achieved.

ITACC Guidance: If the planned/expected output was achieved, indicate. If the planned output was not achieved, indicate. If the planned output was partially achieved, include information in the narrative that tells a reader the activities were partially met and explain why.

Progress Report

**10,000 characters available (spaces count as characters)**

### OIDD 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.

**ITACC guidance: This section is to focus on the key activities implemented for the objective. The assessment of progress is reported in the section “Progress towards achieving outcomes for the overall objective”.**

- Select the activities the best describes the Council’s work and progress towards the **objective**.

- When describing activities, tell the reader if it was a new activity or a continuation activity. Describe the geographic area for the activity (statewide, regional, or local). Describe how the activity was implemented (council staff, sub-recipient, interagency agreement).
- Discuss the strategy or strategies used and tell how using the strategy helped to achieve outcomes. Include information about challenges or unexpected benefits.
- Describe how the outcomes impacted people with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life.
- Describe how the systems change outcomes impacted or will impact people with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life.
- Identify the performance measure numbers for each activity. Numbers must add up to the performance measure totals reported.
- If the Council leveraged dollars for activities in the objective, describe and provide the amount leveraged.
- Discuss the monitoring and evaluation activities for the activities described.
  - Data sources - (people, documents, products, activities, events, and records).
  - Results of the monitoring efforts and subsequent assessment of the activity.
  - Include information about identified barriers or concerns during activity implementation (if applicable).

### **Expected Outcomes Achieved**

The expected outcomes are from the annual work plan.

Outcomes achieved – Indicate “achieved” if all expected outputs were achieved.

ITACC Guidance: If the planned outcome was achieved, indicate. If the planned outcome was not achieved, indicate. If the planned outcome was partially achieved, include information in the section “Progress towards achieving outcomes for the overall objective” that tells a reader the outcomes were partially met and explain why.

#### **FAQ’s on outcomes**

Outcomes are:

- ✓ **Changes** in behavior or condition that reflect a positive impact to people with DD and their families, or a service, support, or other assistance. Note: In general, outcomes begin with a verb like increase, expand, or improve.
- ✓ **Specific and measurable:** tracking data to monitor outcomes is practical and timely.
- ✓ **Meaningful** achieving an outcome indicates fulfillment of purpose and program toward long-term impact.

Outcomes are not:

- ✓ Activities or processes
- ✓ Long-term change that cannot be measured.

**Progress towards achieving outcomes for overall objective.**

**10,000 characters available (spaces count as characters)**

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

ITACC Guidance: Discuss the amount of progress the Council made towards the expected outcomes for the **objective** for the reporting period.

Include a lead-in statement about prior year(s) progress to provide context for the reporting year assessment.

- Review the objective. Provide information that relates to current progress towards the **overall** objective. Provide an assessment to answer the question “to what extent did the Council make progress on the objective?”. Consider using a magnitude scale (example: no progress, some progress, considerable progress, great progress) to relay the information.

*Objective Statement: By 2021, the Council will work to decrease barriers to healthy living that individuals with intellectual and developmental disabilities and their families face by using innovative approaches to increase access to health, behavioral, and wellness services and information.*

**Example of Progress towards overall objective section:**

Planning and innovative approach development was accomplished in year 1. Training, education, and implementation was accomplished in year 2. During this reporting period, six promising practices (innovative approaches) were used in the implementation of activities to decrease barriers to healthy living. This resulted in 75 people reporting accessing health and wellness services. Participants said the services increased their individual health/wellness status. Evaluation and assessment of the promising practices/innovative approaches resulted in 6 improvements being made for continued work and 2 additional promising practices were identified for implementation.

During the reporting period, good progress was made toward achieving the objective. Assessment of the strategies used, and data collected showed using the developed innovations and education increased the health and wellness of people who provide care for people with I/DD.

**Stories of people with DD whose lives are better because of Council work; stories of policy or legislative changes because of Council work**

**10,000 characters available (spaces count as characters)**

OIDD Instructions: 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: Include stories that demonstrate how the Council activity/activities resulted in outcomes for people with ID/DD and their families.

The term “culturally diverse” is broad and can include:

- disability
- race
- class
- gender and gender identity/expression
- sexual orientation
- national origin
- linguistic background
- religious/philosophical beliefs

#### Goal # Narrative

**10,000 characters available (spaces count as characters)**

OIDD Instruction: In this section, for **each goal** active during 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 section is for the Council staff to describe the progress made (or not made) toward **EACH** 5-Year goal in the State Plan for the reporting year. Below are some tips for developing the description.

- Review your 5-Year Logic Model, determine if your Council is closer to realizing the expected long-term outcomes for the goal. If not, what happened?
- Consider the impact of the objective activities. Answer the question, collectively, did the work move the Council closer to accomplishing the 5-year goal?
- Review the evaluation data (outputs and outcomes, OIDD performance measures) for each objective, answer the question, did the results indicate progress was made toward reaching the 5-year goal?
- Review and consider how the work advanced public policy and systems change to help individuals with developmental disabilities gain more control over their lives.

#### 4 Year Overview (FY 2020 report and FY 2025)

OIDD 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 (for the FY 2020 report, the information

would inform the 2022-2026 State plan; for the FY 2025 report, the information would inform the 2027-2031 report).

**ITACC Guidance:**

**Background:** This is a new reporting item and is required in the fourth annual reporting period of a state plan cycle. The reason this item is included relates to the next 5-year State plan. Because Council's will be in the planning process, a reflection of current efforts and how the work will inform or be included in the new plan is requested.

**Focus:** This overview should include information about what the Council learned (so far) from the current State plan activities. Include information about what activities are likely to be carried forward into a new 5-year plan. Include information about systems change efforts that will be ongoing. If the Council is not planning to use the knowledge gained or build upon outcomes from current state plan work into the next, provide information about why work would not be built upon. (This could be the result of other entities taking up the work, or successful sustainability of an effort, or a system change effort being adopted and implemented).

**5 Year Overview (FY 2021 and FY 2026 report)**

**OIDD Instruction:** For the final PPR of a 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 is required for the final PPR for a state plan cycle. This section should show the analysis of the outcomes achieved throughout the 5 years. We suggest reviewing your 5-year Logic Model to help assess the overall outcomes achieved during plan implementation. An overall description of satisfaction with council activities should be included to support the discussion on outcomes achieved.

We suggest reviewing previous PPR's to gather and organize information. Identify important themes, key concepts, patterns, and trends. After organizing the information take note of likenesses and contrasts. Relate pieces of information to establish links between and among them. Determine if there are emerging themes; identify gaps in the information and determine what assumptions can be made. Analyze the satisfaction of stakeholders. This can be done by reviewing the data collected during the 5-years that relates to the performance measures on satisfaction of people with developmental disabilities and their families with council supported activities. Identify patterns and trends and determine what assumptions can be made.

**Detailed Instructions on both sections are available!**

## 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 is to be reported **by goal**.

ITACC Guidance: Report the demographic data for race/ethnicity, gender, category (person with developmental disability or family member), and geographical numbers for each goal.

### Item I. Output Measures

For each objective, report the total number of people with developmental disabilities who participated in Council supported activities developed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems as related to each objective (IFA 1.1). Report the total number of family members who participated in Council supported in activities developed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems related to each objective (IFA 1.2).

Note: Please review the full descriptions of ACL OIDD Performance measures. When reporting numbers, include total participation numbers related to **activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems**.

The total number of respondents should be the number of people from each category that **responded** to a survey/evaluation about an activity designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems. (Note: This number may be lower than the total number of people who participated in a project or activity because it is based on people who **responded** to an evaluation/survey about the project). The numbers on this line become the denominator for the percentages to be reported for item #2 Outcome Measures: IFA 2.1 and IFA 2.2.

Example:

#### I. Output Measures

Objective (Imported from the annual work plan)	Performance Measure: IFA 1.1 people with DD who participated in activities	Performance Measure: IFA 1.2 Family members who participated in activities
By September 30th, 2021, 25% more people with I/DD will make choices about their everyday lives.	50	20
By September 30th, 2021, 25% more people with I/DD can reliably get where they need to go each day.	20	15
By September 30th, 2021, 50% more people with I/DD working in integrated employment of	30	15

their choice at competitive wage.		
Total # of Output Respondents Note – the number may be lower than the total of all people who participated because the number represents the total # of people answering a survey/evaluation about the activities. The number in the respective columns will be used to calculate %'s in the next section.	75	25

## Item II. Outcome Measures

### Example

Performance Measures	Percent (%)
IFA 2.1 Percent of people with DD who increased advocacy	75% (100 people participated; 75 answered a survey (Total # of respondents) and indicated increased advocacy) $75/100 = 75\%$
IFA 2.2 Percent of family members who increased advocacy	50% (50 people participated, 25 answered a survey and indicated increased advocacy) $25/50 = 50\%$

Sub-outcome measures: The number (#) of people who are better able to say what they want/say what is important to them.

#### ITACC Guidance:

- ✓ Report the number of positive responses from people with developmental disabilities for each objective.
- ✓ Report the number of positive responses from family members of people with developmental disabilities for each objective.

IFA 2.3 Percent of people better able to say what they need.

#### ITACC Guidance

- ✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.
- ✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

#### IFA 2.4 Percent of people participating in advocacy activities

##### ITACC Guidance

- ✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.
  
- ✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

#### IFA 2.5 Percent of people on cross disability coalitions

##### ITACC Guidance

- ✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.
  
- ✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

#### IFA 3 The percent of people satisfied with a project activity

Collect the total number of “satisfied” responses (people with DD and family members).

- To calculate the percentage, divide the number of positive responses by people with DD AND family members by the number of outcome respondents for IFA 1.1 AND 1.2.

#### IFA 3.1 Percent of people with DD satisfied with activity

Collect the number of “satisfied” responses to the question.

- To calculate the percentage, divide the number of positive responses by people with developmental disabilities by the IFA 1.1 Total # of outcome respondents.

#### IFA 3.2 Percent of family members satisfied with activity

Collect the numbers of “satisfied” responses to the question.

- To calculate the percentage, divide the number of positive responses by family members by the IFA 1.2 Total # of outcome respondents.

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

ITACC Guidance: All data is reported by number in this section.

For detailed information on the measures with corresponding definitions, see the [Guidance Document for Council Staff: OIDD DD Council Performance Measures](#) 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.

OIDD 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 FFY. For each line, report the requested information. Additional information is provided for individual lines:

Line 1. Fiscal Year

Line 2. Reporting Period Start. Enter the starting date related to the fiscal year being reported. Use the MM-DD-YYYY format.

Line 2. Reporting Period End. Enter the ending date related to the fiscal year being reported. Use the MM-DD-YYYY format.

Line 3. Total Federal Fiscal Award for the Reporting year. Enter the total amount of funds awarded to the Council. The amount should equal the amount on the Notice of Award (or in the case of multiple Notices of Awards, the total of all amounts for the fiscal year).

Line 4. State funds contributing to Council State Plan Activities. Enter the amount of money a State/Territory gave the Council for State plan activities.

Line 5. Additional Council Funds Used for Other Activities. Enter the amount of money a Council received for activities **other than** state plan activities. (Note: This can be state money that the Council uses for administrative purposes).

Line 6. Federal Share of Expenditures. Enter the amount of federal funds that were spent from the fiscal year award.

Line 7. Federal Share of Unliquidated obligations. Enter the amount of federal funds that were obligated but have not been spent.

Line 8. Unobligated Balance of Federal Funds (=Total Federal Fiscal Year award minus the federal share of expenditures minus the federal share of unliquidated obligations). Calculate this number by subtracting lines 6 and 7 from line 3.

Line 9 Match Required. The match required will vary and must reflect the varieties 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. Enter the amount of match that was received for the fiscal year.

Line 11 – Match Unmet. Subtract line 10 from line 9 and enter.

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

ITACC Guidance: Dollars leveraged refers to additional funds that result from an initial investment of Council funds to gain a dollar return from other sources. Funds can be either public or private. Dollars leveraged must not include match (note: Match is a requirement of the DD Act. Dollars leveraged is a way for DD Councils to show returns on investments that add value to the initial work of the Council. Leveraged funds can be cash or in-kind and can be from any source (it can be other federal dollars).

**Examples of dollars leveraged:**

Example: A systems redesign or public policy initiative of the Council resulted in new money being appropriated by the State Legislature for a new state program. The new money could be counted as leverage. (The initial investment of the Council was focused on the systems change initiative; the result was the new money being appropriated).

Example: Council staff participated on a workgroup that wrote a grant to further work in an area that is addressed in the 5-year plan. The grant award was considered dollars leveraged as the return on the investment of the Council staff time resulted in additional resources.

Example: The Council developed a training program that was “picked up” and used by other organizations\* to reach more people in the state. The Council can estimate the cost of the other organizations\* training efforts that resulted from their initial investment of developing the training program. (\*Other organizations not initially funded by the DD Council).

Report dollars leveraged for projects that are reflected in the reporting period.

## Section VI. Measures of Collaboration

### 10,000 characters available (spaces count as characters)

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.

**OIDD 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: Include information ***other than the required planned goal/objective specific to the DD Network.***

Review the 5-Year State plan section on Collaboration.

Prepare information that describes the collaboration activities as a whole. 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).