DD Council Annual Program Performance Report (PPR)

Section IV

Element: Annual Progress Report on Objective

Section IV of the DD Council Annual Program Performance Report (PPR) is designed to capture progress towards each objective that was addressed or planned to be addressed during a reporting period.

**Section IV of the PPR Template Outline**

* + **Goal**
	+ **Areas of Emphasis**
	+ **Strategies**
	+ **Intermediaries/Collaborators**
	+ **Objective information: Individual and Family Advocacy, System Change, or Capacity Building, new, ongoing, or completed, objective fulfillment information, stage of implementation**
	+ **Overall description of the objective**
	+ **Expected outputs and outputs achieved**
	+ **Progress Report on Objective Activities– Narrative**
	+ **Expected outcomes and outcomes achieved**
	+ **Progress towards achieving outcomes for overall objective**
	+ **Goal narrative**
	+ **Demographic information**
	+ **Performance Measures for this Objective (numbers are requested for the reporting period)**

Within Section IV, DD Councils are required to provide an annual progress report narrative for each objective in their 5-year State plan. This document is designed as a tool to help DD Council staff develop a robust narrative (for each objective) that clearly and thoroughly describes the DD Council’s work and related progress for the activity/activities for the reporting period.

**The following tool can be used to self-evaluate a DD Council annual progress report narrative written for objectives with related activities for a reporting period (within Section IV, Progress Report Narrative of the PPR).**

**Introduce and provide background for each activity (as applicable)**

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| --- | --- | --- |
| **QUALITY INDICATOR** | A description that provides introduction/background information for each activity/activities.  | **Comment** |
| **Note: If there are numerous activities under an objective, and a lot that could be reported, choose the combination of info that best describes the Council’s work and related progress.** |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Does the description provide a framework for the activity/activities?
 | □ yes □ no |
| 1. Does the description indicate where the activity took place? (Statewide, county/city specific?)
 | □ yes □ no |

**Implementation of Activities**

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| --- | --- |
| **QUALITY INDICATOR**A description of the activities implemented, including how the activity was implemented.  | **Comment****Note: If there are numerous activities under an objective, and a lot that could be reported, choose the combination of info that best describes the Council’s work and related progress.** |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Are the implementation activities clearly described?
 | □ yes □ no |
| 1. Does the description include an overview of how the activity was implemented?
 | □ yes □ no |
| 1. Does the description indicate who implemented the activity? (Was it in-house, with DD Council staff? was it out-sourced through a grant or contract? other?)
 | □ yes □ no |
| 1. If a System Change activity, does the description include details about the stage of implementation? (planning, implementation, outcome/fully integrated)?
 | □ yes □ no |
| 1. Does the description include information that demonstrates results and the impact for people with developmental disabilities, their families, and/or service systems and supports?
 | □ yes □ no |
| 1. Does the information correlate to the objective? (Can the reader make a connection to the written information provided and the objective statement?)
 | □ yes □ no |
| 1. Were there any barriers to implementation of the activity noted?
 | □ yes □ no□ n/a |
| 1. If there were barriers, is there a need to adjust the planned activity/activities?
 | □ yes □ no□ n/a |

**Performance Measures**

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| --- | --- |
| **QUALITY INDICATOR**Performance measures (numbers) are supported by the narrative description. | **Comment****Note: Numbers for identified measures associated with the activities for the objective are reported; select the category the data best fits; do not duplicate numbers.**  |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Does the information on performance measure numbers clearly relate to an activity or project? (if more than one is included) If so, do the numbers calculate to the performance measure number?
 | □ yes □ no |
| 1. Is there a number reported for dollars leveraged?
 | □ yes □ no□ n/a |
| 1. Is there a description of how dollars were leveraged?
 | □ yes □ no□ n/a |
| 1. If the objective includes a numerical measure, does the narrative reflect progress towards the measure? (for example: if the objective is to reach 500 people by 2021, Is there an indication of status toward the number (overall and the current reporting period)?)
 | □ yes □ no□ n/a |

**Deliverables and/or Products (optional)**

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| **QUALITY INDICATOR**Deliverables and/or products associated with objectives are described.  | **Comment****Note: A deliverable is something that is completed or delivered under the terms of an agreement or contract.** **Examples of deliverables and products are: training modules, reports, booklets, brochures, web-sites.**  |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Is information about deliverables and/or products included?
 | □ yes □ no□ n/a |
| 1. Do the deliverables and/or products clearly correlate to the activity?
 | □ yes □ no□ n/a |
| 1. Is there information about how the deliverable and/or product impacted the activity?
 | □ yes □ no□ n/a |

**Evaluation/Outcomes**

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| **QUALITY INDICATOR**Evaluation of activities, including a summary of data collection methods, data sources and data results, which offer an understanding of how outcomes were achieved. | **Comment****Note: Logic models or other tools (if applicable) should be reviewed to assist with monitoring progress towards objective.**  |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Is there a description of the outcome(s) achieved?
 | □ yes □ no□ n/a |
| 1. Is there information on the methods used to evaluate the activity/activities related to the objective? (Survey, focus group, interview, observation, etc.)
 | □ yes □ no |
| 1. Is there information about the results of the evaluation? (level of satisfaction for activity? measure of what happened because of implementing the activity?)
 | □ yes □ no□ n/a |
| 1. Does the evaluation information reflect the framework of the Council’s logic model or other evaluation tool?
 | □ yes □ no□ n/a |
| 1. Is there information about whom or what was evaluated? (people or activity)
 | □ yes □ no□ n/a |
| 1. Does the evaluation information correlate to the outcomes achieved?
 | □ yes □ no□ n/a |
| 1. Does the information support the assessment of activities undertaken were achieved, not achieved, or partially achieved?
 | □ yes □ no□ n/a |
| 1. Does the evaluation assessment indicate changes need to be made to the state plan?
 | □ yes □ no□ n/a |

**Project or Initiative Success Stories (if applicable)**

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| --- | --- |
| **QUALITY INDICATOR**Stories of culturally diverse people with developmental disabilities whose lives are better because of Council work.  | **Comment****Note: Stories of culturally diverse people with developmental disabilities, family members, and others impacted by council work can be included**  |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Does the success story demonstrate the impact of the activity? | □ yes □ no□ n/a  |

**Policy/Legislative Success Stories (if applicable)**

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| --- | --- |
| **QUALITY INDICATOR**Stories of policy or legislative changes that happened because of Council work likely to positively impact the lives of people with developmental disabilities or that will prevent a potential negative public policy impact. | **Comment****Note: If possible, correlate the success story/stories to the related policy/program created or improved performance measure(s).** |
| **Review Prompt** | **Answer Comment(s)** |
| 1. Does the success story demonstrate the impact of the activity? | □ yes □ no□ n/a  |