

FAQ's from the Field

January 2021

Funding

Question: Who do I contact for Payment Management System questions?

The PMS Help Desk number is 1-877-614-5533 or <https://pms.psc.gov/support/help-desk.html>

Question: One of our grantees wants to copyright work that we funded through a Council sub-grant award, are we allowed to do this?

Yes, DD Councils may copyright any work that was developed or acquired under the federal grant award, and intellectual property paid for with federal funds rests with the DD Council. We have a TA brief on this topic titled [“Intellectual Property and Copyright Information for Councils on Developmental Disabilities”](#).

Question: We have a sub-grantee that charged a registration fee for a training activity we paid for. I know this is program income but are there restrictions on how that income must be used?

Yes. Money earned by this sub-grantee must be used to cover the current costs of the project/activity that is funded with Council funds. Program income is to be used to reduce the federal share of the cost of the project and should not be used as a match for the project/activity – it should be used to reduce the federal share of the cost. We have a TA brief on this topic titled [“Program Income and Councils on Developmental Disabilities”](#).

Federal Reports

Question: Do you have a tool that will help me determine if I have included information in the PPR that reviewers are looking for?

Yes, we have a PPR progress report narrative review tool that includes quality indicator review prompts. It is available on the itacchelp.org website (as a word document) under the tab “Federal Reporting”, “Additional PPR Resources”, “Self-Evaluation Tool for PPR Narrative” (7th bullet down).

Question: I thought the DD Act had some language about the state being required to provide the Council a report of adequacy of health care and other services, support, and assistance that people with ID/DD receive in ICF/DD facilities – where can I find that information?

The information is in the DD Act, Section 124 (C) (vii) (vii) a description of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive (based in part on each independent review (pursuant to section 1902(a)(30)(C) of the Social Security Act (42 U.S.C. 1396a(a)(30)(C))) of an Intermediate Care Facility (Mental Retardation) within the State, which the State shall provide to the Council not later than 30 days after the availability of the review); and

Membership

Question: Last month you said, “Council members who are people with DD, parents, or guardians of children with DD, and immediate relatives or guardians of people with DD who cannot advocate for themselves, cannot be employees of a state agency that receives Council funds or managing employees of any other entity that receives Council funds”. What is a managing employee?

A managing employee is defined in [42 U.S. Code § 1320a–5\(b\)](#) and states “For the purposes of this section, the term "managing employee" means, with respect to an entity, an individual, including a general manager, business manager, administrator, and director, who exercises operational or managerial control over the entity, or who directly or indirectly conducts the day-to-day operations of the entity.