

# Program Performance Report

Content Overview and  
Instructions to Complete the  
FFY 2023 Report



# Purpose and Importance of the Report



Compliance with the DD Act and  
Regulations



How does ACL use the information  
that is provided?

# Resources

<https://itacchelp.org/program-performance-reports/>

[Guidance for Completing the Program Performance Report](#)

[Federal Performance Measures](#)

[Review Tool for the PPR](#) (available in Word or Excel)

Verity Analytics Help Desk  
[support@verity-hsri.freshdesk.com](mailto:support@verity-hsri.freshdesk.com)

# 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

- Provide the requested information.
- The PPR Contact person is someone who can answer questions about the information in the report.

# Section II: Comprehensive Review and Analysis

## There are two required updates

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

Note: if you do not have any ICF/DD facilities state “We do not have any ICF/DD facilities”.

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



# CRA Update: what to report

For **each** area (ICF/DD facility and Home and Community Based Waiver services):

## Summarize

- The types of services, support, and other assistance people with I/DD receive.
- The need for additional services.
- Provide a statement based on your understanding of the information you reviewed that speaks to the adequacy of services.

# Section III

## State Plan Implementation

**A. Introduction**

**B. Evaluation of State Plan Implementation**

**C. Input on National Priorities**



# A: Introduction

At a minimum, provide the following:

- 1) An organized summary that describes:
  - Major highlights of your work for the reporting period.
  - Significant accomplishments for the reporting period.
  
- 2) Provide a description of how the Council will share an annual report with partners, collaborators, and the public. Include information on how the Council will make the report available in accessible formats.

## A: Introduction – Cultural Diversity

The DD Act requires all Council projects/activities and program implementation be conducted in a manner that is culturally competent. The information provided in this section should demonstrate the Council's efforts to meet the requirements during the reporting period.

Describe the overall efforts the Council makes to conduct projects and activities in a manner that is culturally and linguistically competent.

*Answer the question “what has the DD Council done to help make sure that people with developmental disabilities and their families from a diverse background are benefitting from the Council's work?”*

# Evaluation of State Plan Activities

The information requested appears in two different fields (B.1 and B.2).

## **B.1 Evaluation Activities**

The purpose of this section is to assess to what extent the Council implemented the Evaluation Plan (*as submitted in the state plan*).

Include a description of [evaluation activities](#) used to assess the projects and activities during this reporting period.

## B.2 Evaluation Results

### **This section is an evaluation summary of overall results**

Include the following broad evaluation information for activities worked on during the reporting period:

- Provide a broad assessment of the **overall progress towards each goal and objectives** for this reporting period. Supply the rating scale you used (e.g., no progress, some progress, satisfactory progress, excellent progress).
- Provide the **grand total number** of people with I/DD, family members of people with I/DD, professionals, and other groups that took part in Council supported activities.
- Provide **overall satisfaction results** for all state plan activities for this reporting period (grand total from all work).
- If you did not collect key data (for example, demographic information), explain why you did not collect the information and what the Council (and sub-recipients as appropriate) will do to collect the data in the future.



B3: Lessons  
Learned

Describe what was learned and how the Council used the information during the reporting period or how you intend to use the information in the upcoming year's plan activities.

## Section III C: National Priorities

Provide OIDD with information about disability priorities that your Council recommends be addressed by ACL/AoD/OIDD at the **national** level.

Include ideas about partnerships ACL/AoD/OIDD could pursue with other federal agencies.

# Section IV

# State Plan Implementation

Section IV.A

Section IV.B

Section IV.C

# Section IV.A. Detailed Progress Report on Goals

## **Information is reported by goal**

- 1) Areas of emphasis addressed during the reporting period.
- 2) Strategies used during the reporting period.
- 3) Collaborators that participated during the reporting period.

Reminder – You identified these items as planned in the Annual work plan. In the PPR, you will report what happened during the reporting period.



# Goal Narrative

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.

Include the following:

- A statement of assessment towards progress and provide the rating scale.
- Provide information that justifies your statement of progress.
- If you need to amend a goal, state.
- If you do not need to amend a goal, state.
- Include the dollar amounts and information about dollars leveraged. Describe what the dollars leveraged will do.

# A few notes about “Dollars Leveraged”

- Dollars leveraged information has been moved to the goal narrative section so readers can better understand the connection between the dollars leveraged and goal activities.
- 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

## 4-year overview – Due in the FFY 2025 PPR

Identify what current state plan efforts will likely move forward and why. Include activities, projects, programs, and systems change efforts.

Describe the current 5-year plan efforts you plan to build upon in the next plan.

If the Council is not planning to build upon outcomes from the current plan, supply information about why (i.e., other entities are taking up the work, the project or program was sustained, etc.)

# 5-year outcome analysis – Due in the FFY 2026 PPR

Use your five-year goal outcome statements as the guide to provide the information.

- Assess the extent to which you achieved the outcomes as stated in your five-year goal outcome statements.
- Describe your major accomplishments.
- Describe any factors that got in the way of goal achievement.
- Describe the extent to which people from diverse backgrounds were satisfied with Council activities.

# Information required for objectives

A series of questions appear for each objective.

Each question must have a response.

- Questions are focused on gathering the following information:
  - Individual and Family Advocacy, Systems Change, Capacity Building
  - New, ongoing, completed.
  - Self-advocacy requirement, targeted disparity, DD Network collaboration, demonstration project.
  - **Stage of implementation for objective activities** (planning, implementation, or outcome realized if a systems change effort was fully integrated).

# Overall description of the effort (objective)

- Provide brief background information about the objective.
  - Include information to help someone understand the details they will read about in the Progress Report section.
- TIP – This information will provide context for the details you provide in the progress report. Include info about broad activities, targeted population, broad output and outcome information, geographic information, whether the activities were new or ongoing.

A blue callout box with a white border and a drop shadow, containing the text "Outputs achieved".

## Outputs achieved

- In your Annual Work plan (for this reporting year) you indicated **planned** outputs.
- In this report, you will report the outputs that were **achieved** for the reporting period.

# Progress Report: Two Sections



**Activities implemented**



**Assessment of progress**



# Activities Implemented (by Objective)

Select the activities that best describe the Council's work and progress towards the objective.

Discuss the strategy or strategies used and tell how using the strategy helped to achieve the objective's activity outcomes.

Describe challenges or barriers if you did not achieve or partially achieved planned activity outcomes.

Describe how the outcomes **affected** 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 **affected or will impact people** with developmental disabilities and their families

**Include the performance measure numbers for each activity. The numbers must add up to the performance measure totals reported for the objective.**

Discuss the monitoring and evaluation activities **and results** for the objective activities described.

## Outcomes achieved

- In your Annual Work plan (for the reporting year) you indicated **planned** outcomes.
- In this report, you will report the outcomes that were **achieved** for the reporting period.

# Progress towards objective outcomes



## **Discuss**

Discuss the amount of progress your Council made towards the expected outcomes for the objective.



## **Include**

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



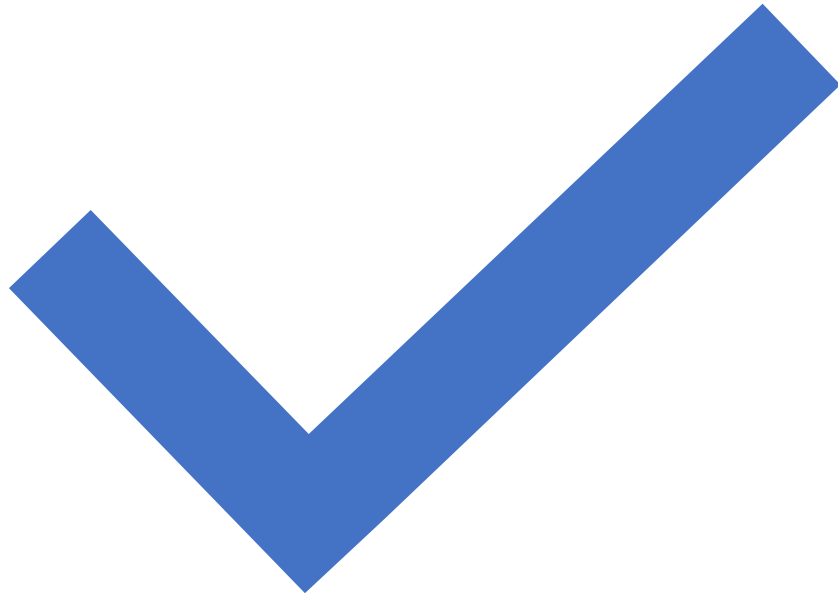
## **Answer**

Answer the question “to what extent did the Council make progress on the objective?”.

# Stories

The purpose of the stories is for the Council to illustrate how the important work of Councils affects people with developmental disabilities and their families, service systems, and public policy.

You can include stories from different points of view (people with I/DD, family members of people with I/DD, communities, policymakers, representatives of systems of services and supports affected by systems change efforts).



# Section IV.B and IV.C

Individual and Family Advocacy  
Performance Measures (by Goal)

System Change Performance  
Measures (by Goal)

# Demographic data and Output measures

- Demographic data is reported by GOAL.
- Output measures are the total number of people (by category) who participated in a Council supported activities.
- 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.***

# Respondents

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 took part 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 will be used to calculate the percentages to be reported for item #2 Outcome Measures: IFA 2.1 and IFA 2.2.

# Outcome measures

- Reported as a percentage

To calculate percentage (%) you will divide the number of people who answered the outcome measure question by the total number of people who responded to the survey.

## Example: Performance measure 2.1. Percent of people with DD who increased advocacy

75 people filled out a survey; 57 people said they increased advocacy.

$$57 \div 75 = 76\%$$

This means 76% of people with developmental disabilities who filled out a survey said they increased their advocacy because of participating in your activity. 76% would be the outcome measure number.



# Systems Change data

- All data is reported as a number.

Systems change performance measure outputs and outcomes should reflect the results of work during the reporting period.

Reminder: A systems change effort is “active” if work was taken up or was continued on the effort during the reporting period.

The same effort can be reported each year work was active.

## Promising Practices (SC 1.3.1 and 1.3.2)

- Promising Practices CREATED – you must be able to show the practice had an innovative approach that improved upon existing practice with positive results but has not been researched or tested.
- Promising Practices SUPPORTED – This number is related to the SC effort rather than the number of times the practice was used.

## Best Practices (SC 1.3.3. and SC 1.3.4)

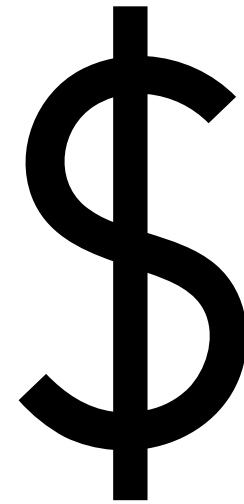
- Best Practices CREATED – You must be able to show a technique or methodology that has proven to reliably lead to a desired result through experience and research.
- Best Practices SUPPORTED – This number is related to the SC effort rather than the number of times the best practice was used.

## Other people trained through SC (SC 1.4)

- Ideally, the data reported here is evidenced by training/education evaluation data showing an increase in knowledge or attainment of a skill. This number should not include public awareness efforts such as website “hits”, newspaper or magazine articles, blogs, vlogs, social media “likes”.
- Report people with developmental disabilities and family members of people with developmental disabilities under IFA 1.1 and 1.2.
- All other people trained or educated **as part of a Council systems change effort** should be reported.

# Section V.

Council Financial Information





3 years



Use MM-DD-YYYY format or click on the calendar icon



This information provides a sense of the obligation and liquidation status for the federal funds.

For the FY 2023 PPR the grant award years are FY 2023, 2022, 2021.

# Line-item details

- Line 1. Fiscal Year
- Line 2. Reporting Period – Disregard the dates shown. Reporting should be cumulative for each award.
- 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 provided, and the Council used 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.

# Section VI

Measures of Collaboration



# Measures of Collaboration

- Discuss collaborative work that occurred during the reporting period with a specific DD Network partner and/or other collaborators ***that has not been reported in the previous sections of this report.***
- Describe the issue or barrier worked on, the area(s) of emphasis addressed, the collaborative strategies used, the Council's role and responsibilities, any problems encountered, and unexpected benefits of this collaborative effort. Also, indicate if Council staff can provide technical assistance or expertise to other Councils in this area.
- Do not report the planned DD Network Collaboration goal/objective in this section.

# Record Keeping



- Keep a copy of the PPR you submitted.
- Once approved, download a copy and keep on file.



# Contacts

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