

PPR

An Introduction To Completing The Program Performance Report

Submitting the PPR

- Due to ADD by January 1, 2012
 - ✓ Be on time!
 - ✓ You can submit early to beat the holiday rush!
 - ✓ DD Suite access
- Need access to DD Suite or have technical questions on submitting your PPR?

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The PPR is the annual report that identifies and reports on progress achieved, through advocacy, capacity building, and systemic change activities of the Council. The PPR covers the previous year's federal fiscal activities.

The PPR includes:

- The extent to which State plan goals are achieved;
- Information on the strategies, projects and activities undertaken by the Council during the year to achieve the goals in the State plan;
- factors impeding achievement;
- needs that require amending State plan
- update on the required self-advocacy goal
- consumer/customer satisfaction with Council supported or conducted activities.

The Program Performance Report is currently divided into the following sections:

- Section I: Identification
- Section II: Comprehensive review and analysis update
- Section III: Areas of emphasis and performance targets
- Section IV: Consumer satisfaction with council supported or conducted activities
- Section V: Council progress in achieving goals
- Section VI: Reporting year expenditures
- Section VII: Dissemination of annual report
- Section VIII: Developmental disabilities network collaboration

SECTION I: IDENTIFICATION

The purpose of this section is to provide:

- Contact information about the Council
 - Information about how the Council was established
 - Information on the Designated State Agency (DSA)
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- ✓ All information needs to be filled in each year. Some information may be repetitive from the previous year.
 - ✓ Reporting Period: 10/1/2010 . 9/30/2011
 - ✓ With respect to the DSA only DSAs that were determined prior to June 30, 1994 may be service providers. Any newly designated DSAs cannot be service providers. If the DSA changed, please notify ADD.

SECTION II: COMPREHENSIVE REVIEW AND ANALYSIS UPDATE

- The purpose of this section is to provide an update on the comprehensive review and analysis included in the State plan, and on waiting list numbers as required in the Act. It is important to indicate changes in political, social, legislative, and economic arenas. It is not necessary to reiterate the exact information from the State plan but **only those factors which changed and had an affect on programs and services** for individuals with developmental disabilities and/or an affect on the Council's goals and objectives since the last State plan submittal.
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- ✓ Update any waiting list numbers

SECTION III: AREAS OF EMPHASIS AND PERFORMANCE TARGETS

The purpose of this section is to describe to ADD specific information about projects, strategies, and activities of the Council in accomplishing the goals and objectives of the State plan. This section fulfills the DD Act requirements for reporting such as:

- A description of the strategies that contributed to achieving the goals;
- An accounting of the manner in which funds paid to the State under this subtitle for a fiscal year were expended;
- **Meaningful examples of:**
 - how Councils enhanced the ability of self-advocates and family members to participate in the design of and have access to services;
 - advocacy, capacity building and systemic change activities on behalf of self-advocates and family members including individuals who are unserved or underserved, and/or members of ethnic and racial minority groups, or underserved geographic areas;
 - activities that affect individuals with disabilities other than developmental disabilities.

Section III has two separate reporting areas:

- **1. Projects, strategies or activities**

PROJECTS, STRATEGIES OR ACTIVITIES

- State (your state)
- Life Goal Area (area of emphasis)
- Project/activity name (unique name for each project/activity)
- Implementer (contractor or in-house)
- Grantee/Contractor name (if applicable)
- Intermediaries/Collaborators . list those organizations or entities that have collaborated in the project, activity or strategy. Check off the P&A and/or UCEDD if appropriate.
- Primary Type of Activity . check the one descriptor that best fits the activity.
- For the line # Beginning Date: Ending Date+provide the date the project/activity began and the date it will end. This might be outside of the calendar/fiscal year.
- For the Lines Part B \$ and Other(s) \$ report the amount of Part B (federal DD) funds expended for the contract reporting year. In the Other category please report match or other funds used for that project, strategy, or activity in the reporting year.
- Activities reported in this area would include both contract activities and staff and Council member activities that specifically contributed to the accomplishment of the Council's goals and objectives.

2. Council results for reporting year.

- In this section, provide the quantitative and narrative description of Council results in the area of emphasis for the year. This would be the aggregate of all of the Councils activities, projects and strategies (including applicable contracts, staff and Council member activities) for the reporting year in the particular area of emphasis.

Which activities do I put where?

- Quality Assurance

Goals/objectives related to:

Self-advocacy/Self-determination

Leadership development

Quality of services

Safety and protection from abuse and
neglect

Rights and accessibility

Which activities do I put where?

“ Formal/Informal Community Supports

Goals/objectives related to:

- Personal assistance services
- Implementing Medicaid waiver
- Faith-based initiatives
- Micro-boards
- Youth in juvenile systems
- Assistive technology and durable medical equipment
- Family support
- Direct care workforce/professional development

Which activities do I put where?

• Cross Cutting

Generally this includes Council activities that cut across all areas of emphasis but specific to the following areas:

- Public/community information and awareness
- Public relations
- Disability Info Access Line
- Educate policymakers

TERMINOLOGY DEFINED

- **Trained**

For the %people trained+measures Councils should be able to document an event or activity where people receive specific training in a specific area.

This would not include hits to a website or information brochures disseminated. In addition, because attending a conference does not ensure training, the number of individuals attending a conference should be reported as an %other+measure.

TERMINOLOGY DEFINED

- **Facilitate**

Facilitate means to make easier or less difficult.

People included in this measure would be people in various occupations and professions targeted by Councils to make it easier for people with disabilities to attain employment, housing, education, etc.

For example: Councils worked within real estate systems to help people with developmental disabilities own their own homes. In this situation, people who %facilitated+would be real estate agents, mortgage bankers, etc.

TERMINOLOGY DEFINED

- **Active In**

As this outcome implies there is a level of active involvement required.

The Council needs some mechanism to measure % people active+ in activities intended to change systems.

For instance, activities might include legislative testimony, involvement on public policy committees, participation in public policy activities, budget testimony, etc.

TERMINOLOGY DEFINED

- **Benefiting**

The Council would be able to identify that an actual direct benefit has occurred to a specific number of individuals.

For example, a Council helps to develop a state policy that allows state services funding to follow the person. The intent is to improve the quality of services. While the potential is for all people receiving services to benefit, the Council would need to report a number that can be officially verified.

In some states, such data is provided through the state service system. It would not be appropriate for the Council to simply enumerate all people receiving services as having benefited.

TERMINOLOGY DEFINED

- **Educated**

Numbers recorded would be the result of specific education+events.

For example, perhaps the Council conducts an annual legislator training . an event to provide information about disability issues to state legislators. The number of legislators who attend could be counted in this outcome measure.

In another example, the Council sends out its newsletter to state legislators. It would not be appropriate to put this number in policymakers educated because there is no way to know that the policymakers actually read it. This measure would, however, be applicable to copies of products distributed to policymakers.

Policymakers are not limited to legislators. Policymakers could also include state and local people who are in positions to develop policy relative to disability issues.

TERMINOLOGY DEFINED

- **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.

NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING YEAR

- This section should add some life to the activities of the Council. There are several ways to report this in the narrative such as:

Specific information about exceptional collaborations with other agencies

Replication potential/ Interest by other organizations

Overall effect of systems change, advocacy, capacity building activities

Outcomes realized but not intended

Follow-up activities indicated

Awards received

Self Advocacy Goal

- “ The purpose of this section is to demonstrate compliance with the DD Act **requirement** that Councils must include a goal for each year to:

Establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities;

Support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders; and

Support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.

- In addition, this section provides information to ADD relative to support of self-advocacy organizations. This is reported under Quality Assurance.

**SECTION IV: CONSUMER SATISFACTION WITH COUNCIL
SUPPORTED OR CONDUCTED ACTIVITIES**

- The purpose of this section is to provide information on consumer/customer satisfaction with Council supported or conducted activities.
- Individual Format & Stakeholders Format . Complete both
- Multiple methods to gather data
- Consumer Satisfaction Toolkit on ITACC website:
<http://www.itacchelp.org/uploads/CONSUMERSATISFACTIONtoolkitfinalnov2805.doc>

**SECTION V: COUNCIL PROGRESS IN ACHIEVING
GOALS**

- Provide narrative describing the activities that helped towards goal achievement
- Describe extent goals were achieved
- Factors that impeded achievement
- Ways the Council overcame barriers
- Secondary or unexpected achievements in accomplishing goals

PPR Section VI: Reporting Year Expenditures

Type of recipient:

- Describes how Council distributed funds, both Part B and Other, q to agencies

Area of Emphasis:

- Describes how Council distributed funds, both Part B and Other, q across active goal areas

PPR Section VI: Reporting Year Expenditures - Tips

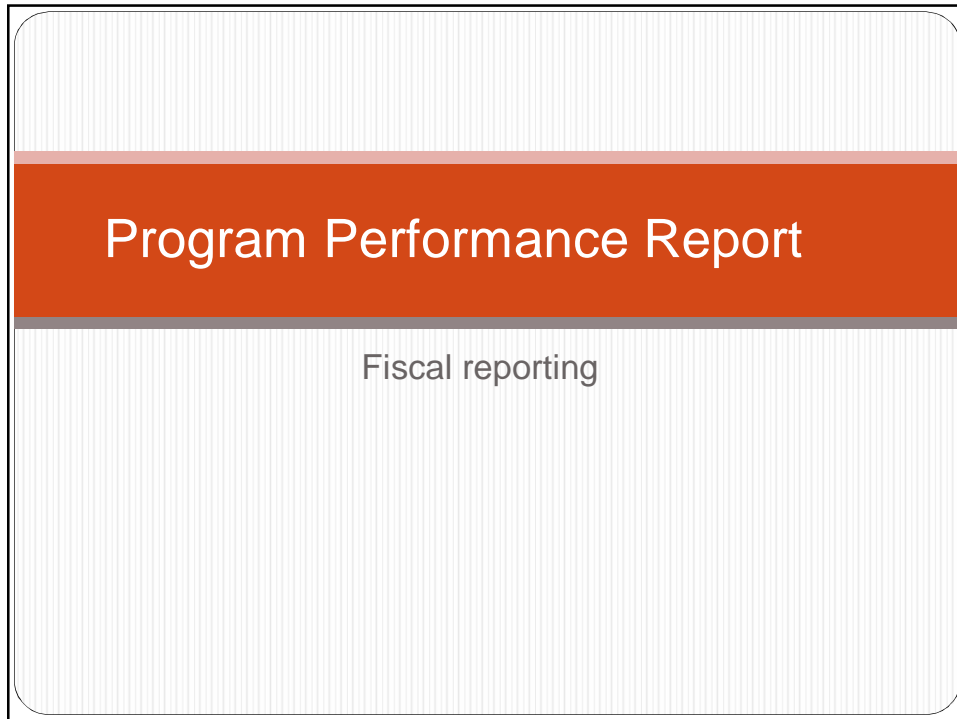
- Fiscal year: funds expended from **October 1, 2010 - September 30, 2011**, regardless of grant year
- Should relate to info provided in Section III
- 5%, 70% & Other \$q
- Cross Cutting

PPR Section VII: Dissemination of the Annual Report

- Dissemination of report in hard copy & electronic formats
- To whom is the report sent
- Where is the report disseminated
- Availability of alternative formats
- Availability of Executive Summary

PPR Section VIII: Network Collaboration

- Examples of areas of collaboration across DD Network
- At least one specific, meaningful example of collaboration with UCEDD and P&A



- Program Performance Report**
- Due annually by January 1st.
 - Reflects **actual expenditures** for the past Federal fiscal year.
 - Should equal combined totals of expenditures for all 3 grant yearsqADD-02B during the reported fiscal year.

PPR Reporting Form & ADD-02B Comparisons

- 2011 PPR is due by January 1, 2012
 - Should reflect all expenditures occurring from 10/1/2009 through 9/30/2010.

- ADD-02B is due by December 31, 2011
 - For FFYs 2011, 2010, and 2009.

- 2011 PPR Part B should correspond to the total of ADD-02B (FFY 2010, 2011, and 2012)

PPR Reporting Year Expenditure - Part A

Recipient	Sub Title B \$	Match \$	Total
A. Type of Recipient			
1. State Council on DD	All Federal Funds Expended in the PPR Reporting Year, Regardless of Fiscal Year	All Reportable Non-Federal Match received in the PPR Reporting Year <i>Do not include leveraged funds here</i>	
2. Designated State Agency			
3. Other(s) State Agency			
4. State P&A Agency			
5. University Centers for Excellence			
6. Non-Profit Organizations			
7. Other			
8. Total	<i>This amount should equal Part B</i>		

PPR Reporting Year Expenditure – Part B			
Category	Sub Title B \$	Match \$	Total
B. Cost Categories – AOE			
1. Employment	All Federal Funds Expended in the PPR <i>Reporting Year,</i> Regardless of Fiscal Year	All Reportable Non- Federal Match received in the PPR Reporting Year <i>Do not include leveraged funds here</i>	
2. Education & Early Intervention			
3. Housing			
4. Health			
5. Child Care			
6. Recreation			
7. Transportation			
8. Quality Assurance			
9. Formal/Informal Community Support			
10. General Management			
11. Functions of DSA			
12. Total			<i>This amount should equal Part A</i>

ADD-02B Questions?

- Should you have any ADD-02B questions, please contact:

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QUESTIONS?

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