

# ACF

## Administration for Children and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration on Children, Youth and Families

1. Log No. ADD-IM-99- 6

2. Issuance Date: OCT 28 1999

3. Originating Office: Administration on  
Developmental Disabilities

4. Key Word: Electronic Data Submission System (EDS)

5. Key Word:

**TO:** Director, Designated State Agencies  
Executive Directors, State Developmental Disabilities  
Councils  
Chairpersons, State Developmental Disabilities Councils  
Directors, State Protection and Advocacy Systems

**SUBJECT:** Distribution of Electronic Data Submission System (EDS)  
User's Guide Manuals for use in the submission of DD  
Council and P&A Program Reports (PPRs and SOPs) and a  
general Administrative Procedures User's Guide

### LEGAL AND RELATED REFERENCES:

The Developmental Disabilities Assistance and Bill of Rights Act,  
(42 U.S.C. 6000, et seq.), as amended by P.L. 104-183, 1996

Final Rule, 45 CFR Part 1386

IM 98-6; IM 98-7; IM 99-2

### DISCUSSION:

As indicated in previous IMs, all DD Council and P&A program  
reports(PPRs and SOPs)must be submitted to this office via  
electronic submission using the EDS system beginning  
January 1, 2000. Paper-based reports will no longer be accepted.

To assist the DD programs in properly completing the EDS forms, attached are the User's Guide(s) operating manuals for your appropriate program report(s), plus a general use guide to provide step-by-step instructions for performing various administrative functions. In addition to these operating manuals, we have scheduled training sessions on the use of the new system which should fully prepare staff who will be responsible for preparing the report(s).

You are reminded that you must have an email address to enter data onto your appropriate form.

As indicated in the attached operating manual, each program office will be issued a password in order to access (enter) the appropriate PPR and SOP. Your password will be issued in December, 1999. In the interim, you can record "narrative" information only in a Word format to be entered at a later date (via cut and paste) onto the EDS generated form when access is available.

Should you have any further questions regarding the EDS system, or if the attached email address for your program is incorrect, please contact Lonnie Stewart at (202)690-5557, email [astewart@acf.dhhs.gov](mailto:astewart@acf.dhhs.gov) or Sokhama Say at (202)690-6120, email [ssay@acf.dhhs.gov](mailto:ssay@acf.dhhs.gov).

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Sue Swenson  
Commissioner  
Administration on Developmental Disabilities

Attachments: Administrative Procedures User's Guide  
DD Council PPR User's Guide  
P&A PPR and SOP User's Guide  
DD Council and P&A Program Email Addresses