	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Developmental Disabilities	
	1. Log No. ADD-PI-86-2	2. Issuance Date: October 30, 1986
	3. Originating Office: Administration on Developmental Disabilities	
	4. Key Word: Basic State Grant	5. Annual Program Performance Report
	6.	7.

PROGRAM INSTRUCTION

TO : Directors, State Planning Council

SUBJECT : Developmental Disabilities Basic State Grant
Program Annual Program Performance Report (PPR)
Instructions

LEGAL AND
RELATED
REFERENCES : Developmental Disabilities Assistance and Bill
of Rights Act, as amended by P.L. 98-527
(42 U.S.C. 6000, et seq.).

CONTENT : Section 107 (a) requires that, by January 1 of
each year, each State Planning Council prepare
and transmit to the Secretary a report
concerning activities carried out during the
preceeding fiscal year with funds paid to the
State under part B for such fiscal year. This
report must contain a description of activities
and accomplishments resulting from those
activities and a comparison of the
accomplishments with the goals, objectives and
proposed activities specified by the State in
the State Plan submitted for the fiscal year
covered by the report. The fiscal information
required to be submitted by section 107 will be
collected through the Financial Status Report,
HHS Form 269. This Program Instruction
supercedes ADD-PI-85-4 and reflects both an
effort to minimize the reporting burden on
States and meet the minimum reporting
requirements of P.L. 98-527.


INSTRUCTION : The Program Performance Report (PPR) covers all
activities during the Federal Fiscal Year,
October 1 through September 30 (the reporting
period). It should be submitted to the
appropriate Regional Office within ninety days
after the end of the Fiscal Year.

Page 2 - Program Instruction

ATTACHMENT : Developmental Disabilities Basic State Grant
Program Annual Program Performance Report
Instructions - OMB # 0980-0172. (REVISED)

EFFECTIVE
DATE : The report should be submitted within ninety
days following the close of the Federal Fiscal
Year, beginning with FY 1986.

INQUIRIES
TO : ADD Regional Program Directors

A handwritten signature in black ink, appearing to read 'Casimer R. Wichlacz', with a long horizontal line extending to the right.

Casimer R. Wichlacz
Acting Commissioner

ADMINISTRATION ON DEVELOPMENTAL DISABILITIES
BASIC STATE GRANT PROGRAM
ANNUAL PROGRAM PERFORMANCE REPORT INSTRUCTIONS

Introduction

Section 107 of Public Law 98-527, the Developmental Disabilities Act of 1984, requires the State Planning Council of each State to prepare and transmit to the Secretary, Department of Health and Human Services an annual report. The report is to describe the activities and accomplishments resulting from the activities carried out with the funds received for the Fiscal Year for the Basic State Grant Program.

This Program Performance Report (PPR) is the required reporting format and shall be utilized in the preparation of the Administration on Developmental Disabilities Annual Report to the President, the Congress, and to the National Council on the Handicapped.

The Basic State Grant Annual Program Performance Report will include the following information for a Federal Fiscal Year, October 1, through September 30, (the reporting period) and shall be due to the Secretary by January 1st of the succeeding year:

1. A description of program activities and accomplishments;
2. A comparison of the annual accomplishments with the proposed goals, objectives and activities as specified in the State Plan;
3. A reporting of the use of Federal funds.

Please read carefully all of the instruction before using the reporting form.

INSTRUCTIONS

Identification Data

1. Enter the last digit for the beginning and ending of the Federal fiscal year being reported. (Reporting Period)
2. Name of State
3. If the address of the Administering Agency has changed within the past 12 months, check the box indicated and provide the correct mailing address.
4. If the address of the State Planning Council has changed with the past 12 months, check the box indicated, and provide the correct mailing address.
5. Provide the name and telephone number (including area code) of the individual most knowledgeable about the preparation and the contents of the report.

Section I. Fiscal Year Goals and Objectives

Please provide the applicable goals and objectives statements adopted by the Planning Council and implemented by the State Administering Agency during the reporting period. Your selections should correspond to those originally proposed in the Three Year State Plan or added as amendments to the plan. In addition, describe the activities selected by the State to attain the stated goals and objectives, including specific subgrant activities. Be sure to reflect the activities of the State Administering Agency. If the Council has developed reports for other purposes which provide comprehensive information on program accomplishments for the relevant fiscal year, that report may be used in lieu of completing this section. Please attach such report and indicate "see attachment" under Section II of the PPR.

Section II. Fiscal Year Accomplishments

Describe the progress made in improving the independence, productivity, and integration into the community of persons with developmental disabilities, in relation to the Goals, Objectives and activities provided in Section I above. Be sure to reflect the accomplishments of the State Administering Agency.

The term 'independence' means the extent to which persons with developmental disabilities exert control and choice over their lives.

The term 'productivity' means: (1) engagement in income-producing work by a person with developmental disabilities which is measured through improvements in income

level, employment status, or job advancement, or (2) engagement by a person with developmental disabilities in work which contributes to a household or community.

The term 'integration' means: (1) the use by persons with developmental disabilities of the same community resources that are used by and available to other citizens, (2) the participation by persons with developmental disabilities in the same community activities in which non-handicapped citizens participate and (3) the residence by persons with developmental disabilities in homes or in home-like settings which are in proximity to community resources, together with regular contact with non-handicapped citizens in their community.

Be sure to include in this section the results of subgrants awarded as well as the cooperative efforts with the University Affiliated Facilities Program and the Protection and Advocacy System in the State. Use additional space if necessary.

Section III. Use of Funds for Service Activities

Enter the amount of the total Federal funds utilized during the reporting period for the provision of service activities by the category of service providers listed. The total of this section should equal or exceed 65% of the total federal funds awarded.

Section IV. Other Funding Sources

Provide the total amount of funding budgeted and administered by the State Administering Agency used to provide services to persons with developmental disabilities. Do not report any funds authorized by the Developmental Disabilities Act of 1984, Public Law 98-527, nor other Federal funds not specifically administered by the State Administering Agency that support services to the developmentally disabled.

Section V. Direct Services

Provide in this section information about clients who received direct services, supported as a whole or in part by funds allocated through Part B of the Act, provided by the State Administering Agency or through sub-grantees, provider agencies, etc. The information may be provided in the format of your choice.

"Direct services" are defined as those services provided to clients in accordance with an Individualized Habilitation Plan, and include priority services or any other services or special adaptations of generic services for persons with developmental disabilities (i.e., diagnosis, evaluation, treatment, personal care, domiciliary care, special living arrangements, training, education, sheltered employment, recreation and socialization, counseling, protective and other social and sociolegal services, information and referral services, transportation services and services to promote and coordinate activities to prevent developmental disabilities.)

Provide the total number of individuals served by the State either through direct services provided by the State, through purchase of services arrangements or through subgrants. Use of category of "Other" to indicate a State Priority Service or to identify one or more generic services.

A "client" is defined as a person with a problem related to a developmental disability for whom the State Administering Agency or its contractors provides a service.

Each client shall be counted only once during the reporting period. Clients carried over from the previous year will be included in this count.

If your State does not use Federal funds appropriated under the authority of The Developmental Disabilities Assistance and Bill of Rights Act, as amended (Public Law 98-527 Part B), to provide direct services, indicate "not applicable" in the space for "total number of clients served."

VI. Service Activities (Indirect Services)

Provide in this section information about the Service Activities supported as a whole or in part by funds allocated through Part B of the 'Act', and provided by the State Administering Agency or through subgrantees, provider agencies, etc. The information may be provided in the format of your choice.

"Service Activities" are defined in relationship to priority services and include: (1) the provision of specialized services in the priority service area which respond to unmet need; (2) model services program in one or more priority service areas; (3) the support of activities to increase the capacity of agencies to provide services in priority service areas; (4) the coordination of the provision of services in one or more priority service areas with the provision of other services; (5) the support of outreach activities to individuals for the provision of other services; (6) the support of training of personnel including parents of persons with developmental disabilities, professional and volunteers, to provide services in priority service areas;

(7) other similar activities designed to expand the use and availability of services in priority service areas.

The term "Adult Services" is defined as those Service Activities targeted at the individual or family with developmental disabilities who has reached the age 22 and is not longer eligible to receive services under the provision of the Education of All Handicapped Act (Public Law 94-142). Such services may include transition services, housing assistance, day care, transportation, life skills and vocational training, etc.

The term "Family Support Services" is defined as Service Activities targeted at families with members with developmental disabilities who provide care in the home. Service Activities should support family efforts and enhance caregiving capacity. Examples of such services are education/therapeutic, transportation, personal care, domiciliary care, special living arrangements, diagnosis, evaluation, treatment, recreation, information and referral, family counseling and respite care.

OMB # 0980-0172

Expiration Date: December 31, 1988

ADMINISTRATION ON DEVELOPMENTAL DISABILITIES
BASIC STATE GRANT PROGRAM
ANNUAL PROGRAM PERFORMANCE REPORT

1. Reporting Period: October 1, 198__ - Through September 30, 198__
2. State:
3. Administering Agency Address [] 4. Planning Council Address []

5. Name of Preparer: _____ Telephone # () _____

I. Fiscal Year Goals and Objectives

II. Progress made in Improving the Independence, Productivity,
and Integration of the Developmentally Disabled.

III. Use of Federal Funds for Service Activities

	<u>Amount</u>
A. State Administering Agency	\$ _____
B. Other State Agencies	\$ _____
C. Local Government Agencies	\$ _____
D. Non-Profit Private Agencies	\$ _____
E. Others	
TOTAL	\$ _____

IV. Other Funding Sources

<u>Source:</u>	<u>Amount</u>
A. Federal	\$ _____
B. State	\$ _____
C. Local	\$ _____
E. Private Sector	\$ _____
TOTAL	\$ _____

V. Direct Services	<u>Number Served</u>
A. Alternative Community Living Arrangement Services	_____
B. Employment Related Services	_____
C. Child Development Services	_____
D. Case Management Services	_____
E. Other Services	_____
Total Number Clients Served	_____

VI. <u>Service Activities</u>	<u>#of Projects</u>	<u>Total Amount</u>
A. Alternative Community Living Arrangement Services	_____	_____
B. Employment Related Services	_____	_____
C. Child Development Services	_____	_____

D. Case Management Services

E. Other (specify)

VI. Service Activities

#of Projects

Total Amount

A. Alternative Community Living
Arrangement Services

B. Employment Related Services

C. Child Development Services

D. Case Management Services

E. Other (specify)
