

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-2000-1

2. Issuance Date: MAR 2 - 2000

3. Originating Office: Administration on
Developmental Disabilities

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

5. Key Word: Three Year State Plan

TO: Director, Designated State Agencies
Executive Directors, State Developmental Disabilities
Councils
Chairpersons, State Developmental Disabilities Councils

SUBJECT: Distribution of Electronic Data Submission (EDS) System
Users Guide Manual for use in the submission of the
Developmental Disabilities Three Year State Plan

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-99-7

DISCUSSION:

As indicated in IM-99-7, all Developmental Disabilities
Council Three Year State Plans must be submitted to
this office via electronic submission using the EDS
system no later than August 15, 2000. Paper-based
three year state plans will no longer be accepted.

To assist the DD Councils in properly completing the EDS format, attached for your use and retention are the Users' Guide Operating Manual for your state plan. Due to technical limitations, the Three Year State Plan will not be available on Adobe Acrobat file for downloading. You are reminded that in a previous IM, (IM-99-6) you have been forwarded a general users' guide to provide step-by-step instructions for performing various administrative functions.

You must have an email address (as used in preparation of your Program Progress Report (PPR) to enter data onto your state plan form. Please retain your hard copy of the attached User's Guide for future reference.

You are reminded that 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.

Should you have any questions regarding the EDS system please contact Lonnie Stewart at (202)690-5557, email astewart@acf.dhhs.gov or Sokhama Say at 690-6120, email ssay@acf.dhhs.gov.

Should you have any further questions regarding the submission deadline, please contact John Gridley at (202)690-5906, email jgridley@acf.dhhs.gov.

INQUIRIES TO:

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Attachment: DD Council Three Year State Plan
User' Guide