



Administration on Developmental Disabilities

Making a difference in the lives of people with developmental disabilities

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Information Memorandum

ADD-IM-00-3

Issued: 3/2/00

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 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 Users' 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.hhs.gov.

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

INQUIRIES TO:

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Sincerely,

/signature/
Sue Swenson
Commissioner
Administration on Developmental Disabilities

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HHS WEB SITE