



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Developmental Disabilities

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Report

5.

6.

7.

INFORMATION MEMORANDUM

TO: University Affiliated Facilities and Satellite
Centers Supported with Funds From the
Administration on Developmental Disabilities

SUBJECT: Quarterly Progress Reports for University
Affiliated Facility (UAF) and Satellite Center
Grantees

LEGAL AND RELATED REFERENCES: (1) The Developmental Disabilities Assistance
and Bill of Rights Act, as amended by
Public Law 95-602, Part B, Sections
121-123

(2) 45 CFR Part 1388, Federal Register
Vol. 44, No. 152, August 6, 1979

INFORMATION: University Affiliated Facility and Satellite
Center programs have been required to submit
quarterly progress reports since the inception
of these programs (45 CFR 74.82) in order to
provide the Administration on Developmental
Disabilities (ADD) with definitive information
on accomplishments and objective achieve-
ments. Formats for these reports have been
revised a number of times, in the past, by ADD.

Recently however the UAF at the University of
Missouri, Kansas City, in conjunction with the
Midwestern Regional Office, ADD, has developed
the new simplified format for your
consideration in order to further simplify
your reporting tasks. It was devised with the
knowledge that UAFs and Satellite Centers have
an inordinate amount of paper work required of
them and that too much time is taken away from
carrying out their mission on behalf of
individuals with developmental disabilities.

ATTACHMENT:

Attached you will find the suggested format which essentially calls for information you have provided in the past. Please feel free to use this format in preparing your quarterly reports.

INQUIRIES TO:

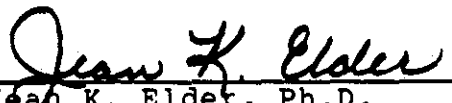
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Jean K. Elder, Ph.D.
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Attachment

Each progress report should summarize activities and therefore should be no longer than three pages. The first quarter report is due October 31, the second quarter report is due January 31, the fourth quarter report is due July 31. The third quarter narrative report will be included as part of the UAF grant application. In addition, the third quarter report will include the attached tables requesting information on:

- Table 1 - Number of trainees
- Table 2 - Number of student trainees
- Table 3 - Number of clients served
- Table 4 - Number of dissemination activities
- Table 5 - Number of trainees in the field

The tables information will include data for the twelve (12) previous months' activity.

TABLE 1: NUMBER OF TRAINEES

Preservice

* Health _____

Speech and Hearing _____

Social Work _____

Psychology _____

Education _____

TOTAL _____

* Identify specific discipline (e.g., Medicine, nursing, OT, PT, etc.)

* Inservice

DD Providers _____

Generic Providers _____

Parent/Advocacy _____

Other (Specify) _____

TOTAL _____

* Inservice will include, for example, workshops which provide specific content to participants considered. In other words, that training which is not dissemination.

TABLE 4: NUMBER OF DISSEMINATION ACTIVITIES[illegible]

TABLE 5: NUMBER OF TRAINEES IN THE FIELD

This table should reflect for the last three years the number of former trainees that are currently working in the field of developmental disabilities.

1. Date of survey _____
2. Number of long-term (preservice) graduates _____
3. Number polled _____
4. Number of responses _____
5. Total number in field _____
- *6. Types of positions held and number occupying these positions

* This data can identify gaps.
