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**Administration
for Children
and Families**

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

1. Log No. ADD-IM-95-8

2. Issuance Date: Nov. 2, 1995

**3. Originating Office: Administration on
Developmental Disabilities**

4. Key Word: Annual Reporting: DDC and P&A

5. Key Word:

INFORMATION MEMORANDUM

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

SUBJECT : Guidance on Reporting Requirements,
Fiscal Year 1995

**LEGAL AND
RELATED**

REFERENCES : Developmental Disabilities Assistance and Bill of
Rights Act Amendments of 1994, Public Law 103-230
(42 U.S.C. 6000, et seq.)

Policy Issuance, ADD-PI-92-2, issued 7/31/92,
Developmental Disabilities Basic State Grant
Annual Program Performance Report (PPR),
Instructions and Reporting Format

Policy Issuance, ADD-PI-92-3, issued 10/23/92,
Developmental Disabilities Protection and Advocacy
Annual Program Performance Report (PPR),
Instructions and Reporting Format


Information Memorandum, ADD-IM-94-5, issued
7/7/94, Guidance on Meeting Statutory Changes

DISCUSSION: The purpose of this information memorandum is to review the current guidance issued by the Administration on Developmental Disabilities (ADD), so as to clarify how the annual program performance report (PPR) is to be developed under the Developmental Disabilities Council (DD Council) program and the Protection and Advocacy (P&A) program for fiscal year 1995.

Early in fiscal year 1993, required formats were disseminated for developing annual PPRs, based on reporting requirements in Section 107 of the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) of 1990 (ADD-PI-92-2 and ADD-PI-92-3). With the enactment of the DD Act of 1994, some of those requirements were modified. In order to ensure compliance with those modifications, ADD disseminated guidance in ADD-IM-94-5 in late fiscal year 1994, showing how the currently approved formats could be adapted for reporting fiscal year 1994 activities and accomplishments pursuant to the 1994 Amendments (P.L. 103-230).

Since there are no revised formats, accomplishments for fiscal year 1995 will be reported the same as those for fiscal year 1994. The guidance in ADD-IM-94-5 foresaw the issuance, at a later time, of a revised set of formats based on the provisions of the 1994 Amendments. That is still planned, but has been set back due to efforts by the ADD to develop a program-outcomes Management Information System (MIS).

INQUIRIES TO: Regional Administrators, ACF
Regions I - X


Bob Williams
Commissioner
Administration on
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cc: Regional Administrators, Regions I-X
Director, Regional Operations Staff, ACF
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