

# 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-98-7

2. Issuance Date: 8/28/98

3. Originating Office: Administration on  
Developmental Disabilities

4. Key Word: DD Council Revised Report

5. Key Word: PPR

#### INFORMATION MEMORANDUM

**TO:** Directors, State Developmental Disabilities  
Councils  
Chairs, State Developmental Disabilities Councils

**SUBJECT:** Revision of Developmental Disabilities Council  
Program Performance Report (PPR) Format (OMB No.  
0980-0172), has been revised using the consensus  
building model.

**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

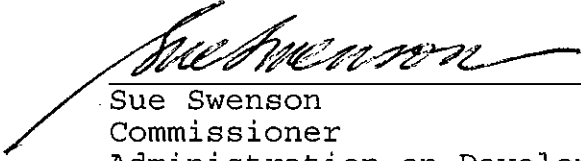
**DISCUSSION:** The Program Performance Report (PPR) format has  
been revised (see attached) using the consensus  
building model.

This newly revised format will now be the format  
required for submission this coming January 1, 1999,  
for Developmental Disabilities Councils (DDC).  
This revised PPR format is now in the Office of  
Management and Budget (OMB) clearance process, and is  
expected to be approved.

As you are now aware, the Jetforms approach to electronic submission of reports is no longer being pursued, and newer technology that is more hardware-independent and more flexible in its use is being evaluated. It is anticipated that we will be able to use the new technology, including correcting problems that were found during the Jetforms experiences, before the end of the calendar year. You will be kept informed of progress in this effort.

Hence, in compliance with DDC regulations, each program should be prepared to use the revised PPR format in conjunction with electronic data submission (EDS) using the new technology this coming January 1. Copies of the revised PPR format is enclosed for your use.

**INQUIRIES TO:** Raymond Sanchez  
Director, Division of Program Operations, ADD  
Room 300 F  
370 L'Enfant Promenade, S.W.  
Aerospace Building  
Washington, D.C. 20447  
Telephone: (202) 690-5962

  
Sue Swenson  
Commissioner  
Administration on Developmental  
Disabilities

**ATTACHMENT:** DD Council Reporting Form (OMB No. 0980-0172)

cc: Regional Administrators  
Directors, Office of Regional Operations

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**SECTION I: IDENTIFICATION**

1. State/Territory Name: \_\_\_\_\_
2. Federal Fiscal Year Reporting: October 1, 19\_\_ through September 30, 19\_\_
3. Name of person to contact regarding PPR information: \_\_\_\_\_
4. Contact Person's Phone number: \_\_\_\_\_
5. Name of Executive Director: \_\_\_\_\_
6. Name of Chairperson: \_\_\_\_\_
7. Council Address: \_\_\_\_\_
8. Council Phone Number: \_\_\_\_\_
9. Council FAX Number: \_\_\_\_\_
10. Council e-mail address: \_\_\_\_\_
11. Council Web Page address: \_\_\_\_\_
12. Did your Designated State Agency (DSA) change this fiscal year?  
☐ No ☐ Yes If Yes, name of new DSA: \_\_\_\_\_  
If Yes, is the new DSA a Service Provider? ☐ Yes ☐ No
13. State Authority Establishing Council: ☐ State Statute ☐ Executive Order ☐ N/A
14. Has the Executive Order/Statute changed this year?  
☐ No ☐ Yes ☐ N/A If yes, kindly attach a copy

**SECTION II: REPORTING YEAR STATE TRENDS (Insert Here)**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**SECTION III**

**STATUS OF STATE PLAN IMPLEMENTATION FOR REPORTING YEAR**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**A. Self-Determination Life Goal: People have control, choice and flexibility in the services/supports they receive.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES**

**project/activity name:** \_\_\_\_\_

- (i) Implementer: ☐ In house ☐ by contract/grant  
(ii) Grantee/Contractor name (if appropriate): \_\_\_\_\_  
(iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
(iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_  
(v) Intermediaries/Collaborators

☐ State Protection and Advocacy System

☐ University Affiliated Program(s)

- (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_  
(e) \_\_\_\_\_  
(f) \_\_\_\_\_  
(g) \_\_\_\_\_

(vi) Primary Type of Activity.

- |   |   |
|---|---|
| <input type="checkbox"/> Demonstration of Direct Services         | <input type="checkbox"/> Outreach                   |
| <input type="checkbox"/> Support to Communities                   | <input type="checkbox"/> Public Education/Awareness |
| <input type="checkbox"/> Training                                 | <input type="checkbox"/> Research                   |
| <input type="checkbox"/> System Design, Re-design/Barrier Removal | <input type="checkbox"/> Coordination               |
| <input type="checkbox"/> Educating Policy Makers                  | <input type="checkbox"/> Advocacy                   |
| <input type="checkbox"/> Other(s) _____                           |   |

(Copy and complete this page for each activity about which you are reporting.)

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

## 2. COUNCIL RESULTS FOR REPORTING YEAR IN SELF DETERMINATION: People have control, choice and flexibility in the services/supports they receive.

	FPA	#	SYSTEM OUTCOMES
A.1			# people have control, choice and flexibility in the services/supports they receive # _____ individuals with disabilities # _____ family members
COUNCIL OUTCOMES			
A.2			# people have control, choice and flexibility in the services/supports they receive through a Council demonstration # _____ individuals with disabilities # _____ family members
A.3			# people on waiting list(s) received services/supports # _____ individuals with disabilities # _____ family members
A.4			# public dollars were leveraged for person-directed individual services/supports (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
A.5			# public dollars were leveraged for family-directed family services/supports (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
A.6			# private dollars were leveraged for individual- and family-directed services/supports
A.7			# dollars were leveraged to expand/replicate short-term Council individual services/supports demonstrations (add amount to 1.4, 1.5 and/or 1.6 above if appropriate.)
A.8			# dollars were leveraged to expand/replicate short-term Council family services/supports demonstrations (add amount to 1.4, 1.5, 1.6 and/or 1.7 above if appropriate.)
A.9			# new public individual services/supports programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
A.10			# current public individual supports programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
A.11			# new public family services/support programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

A.12			# current public family support programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
A.13			# new private individual support programs/policies were created (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
A.14			# current private individual support programs/policies were improved (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
A.15			# new private family support programs/policies were created (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
A.16			# current private family support programs/policies were improved (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
A.17			# people in generic occupations/professions facilitated person- and family-directed services/supports (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
A.18			# people in disability related occupations/professions facilitated person- and family-directed services/supports (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
A.19			# people attained membership on public and private bodies and boards (1) # _____ on public bodies (2) # _____ on non-profit/ Other private boards
<b>COUNCIL PRODUCTS/PROCESSES</b>			
A.20			# people in generic occupations/professions received Council training in person- and family-directed services/supports (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
A.21			# people in disability related occupations/professions received Council training in person- and family-directed services/supports # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

A.22			# public policymakers were educated by Council about person- and family-directed services/supports (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/Local level
A.23			# total copies of products distributed to policymakers about person- and family-directed services/supports # different products _____
A.24			# people were active in systems advocacy about person- and family-directed services/supports (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
A.25			# people were trained in systems advocacy about person- and family-directed services/supports (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
A.26			# people involved in services/supports evaluation (QA) activities (1) # _____ self-advocates (2) # _____ family members
A.27			# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives about person- and family-directed services/supports
A.28			Other(s) (number consecutively)

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING YEAR  
IN SELF-DETERMINATION.**



---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**B. Employment Life Goal: People get and keep employment consistent with their interests, abilities and needs.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES.**

**project/activity name:** \_\_\_\_\_

- (i) Implementer: ☐ In house ☐ by contract/grant  
(ii) Grantee/Contractor name (if appropriate): \_\_\_\_\_  
(iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
(iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_  
(v) Intermediaries/Collaborators

☐ State Protection and Advocacy System

☐ University Affiliated Program(s)

- a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_  
d) \_\_\_\_\_  
e) \_\_\_\_\_  
f) \_\_\_\_\_  
g) \_\_\_\_\_

**(vi) Primary Type of Activity.**

- |   |   |
|---|---|
| <input type="checkbox"/> Demonstration of Direct Services         | <input type="checkbox"/> Outreach                   |
| <input type="checkbox"/> Support to Communities                   | <input type="checkbox"/> Public Education/Awareness |
| <input type="checkbox"/> Training                                 | <input type="checkbox"/> Research                   |
| <input type="checkbox"/> System Design, Re-design/Barrier Removal | <input type="checkbox"/> Coordination               |
| <input type="checkbox"/> Educating Policy Makers                  | <input type="checkbox"/> Advocacy                   |
| <input type="checkbox"/> Other(s) _____                           |   |

(Copy and complete this page for each activity about which you are reporting.)

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

## 2. COUNCIL RESULTS FOR REPORTING YEAR IN EMPLOYMENT: People get and keep employment consistent with their interests, abilities and needs.

	FPA	#	SYSTEM OUTCOME
B.1			# adults have jobs of their choice
<b>COUNCIL OUTCOMES</b>			
B.2			# adults have jobs of their choice because of a Council employment demonstration
B.3			# public dollars were leveraged for employment programs (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
B.4			# people on waiting list(s) received services/supports
B.5			# private dollars were leveraged for employment
B.6			# dollars were leveraged to expand/replicate short-term Council employment demonstrations (add this amount to 2.3 and/or 2.4 above if appropriate.)
B.7			# employers provided vocational supports to students on the job
B.8			# businesses/employers employed adults
B.9			# new public employment programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
B.10			# current public employment programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
B.11			# new private employment programs/policies were created (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
B.12			# current private employment programs/policies were improved (1) # _____ type program/policy _____ (2) # _____ type program/policy _____ (3) # _____ type program/ policy _____
B.13			# people in generic occupations/professions facilitated employment (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
B.14			# people in disability-related occupations/professions facilitated employment (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

COUNCIL PRODUCTS/PROCESSES			
B.15			# people in generic occupations/professions received training in employment (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
B.16			# people in disability related occupations/professions received training in employment (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
B.17			# public policymakers were educated about employment (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/local level
B.18			# total copies of products were distributed to policymakers about employment # different products _____
B.19			# people were active in systems advocacy about employment (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
B.20			# self-advocates & family members were trained in systems advocacy about employment (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
B.21			# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives about employment
B.22			Other(s) (number consecutively)

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING YEAR  
IN EMPLOYMENT**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**C. Homes Life Goal: Adults choose where and with whom they live.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES**

- project/activity name:** \_\_\_\_\_
- (i) Implementer: ☐ In house ☐ by contract/grant
- (ii) Grantee/Contractor name (if appropriate): \_\_\_\_\_
- (iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_
- (iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_
- (v) Intermediaries/Collaborators
- ☐ State Protection and Advocacy System
- ☐ University Affiliated Program(s)
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_
- g) \_\_\_\_\_
- (vi) Primary Type of Activity.
- |   |   |
|---|---|
| <input type="checkbox"/> Demonstration of Direct Services         | <input type="checkbox"/> Outreach                   |
| <input type="checkbox"/> Support to Communities                   | <input type="checkbox"/> Public Education/Awareness |
| <input type="checkbox"/> Training                                 | <input type="checkbox"/> Research                   |
| <input type="checkbox"/> System Design, Re-design/Barrier Removal | <input type="checkbox"/> Coordination               |
| <input type="checkbox"/> Educating Policy Makers                  | <input type="checkbox"/> Advocacy                   |
| <input type="checkbox"/> Other(s) _____                           |   |

(Copy and complete this page for each activity about which you are reporting.)

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

**2. COUNCIL RESULTS FOR REPORTING YEAR IN HOUSING: Adults choose where and with whom they live.**

	FPA	#	SYSTEM OUTCOME
C.1			# individuals have homes of their choice
<b>COUNCIL OUTCOMES</b>			
C.2			# individuals have homes of their choice through a Council demonstration (1) # own _____ (2) # rent _____
C.3			# people on waiting list(s) received services/supports
C.4			# people moved from congregate settings to homes in the community (include this total under Measure 3.1)
C.5			# public dollars were leveraged for housing (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
C.6			# private dollars were leveraged for housing (1) \$ _____ type program _____ (2) \$ _____ type program _____ (1) \$ _____ type program _____
C.7			# dollars were leveraged to expand/replicate short-term Council housing demonstration (add amount to 3.3 and/or 3.4 above if appropriate.)
C.8			# banks made mortgage funds available to enable people to own their own homes
C.9			# new public supported housing programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
C.10			# current public housing programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
C.11			# new private housing programs/policies were created (1) # _____ type program/policy _____ (2) # _____ type program/policy _____ (3) # _____ type program/policy _____
C.12			# current private housing programs/policies were improved (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
C.13			# units of affordable, accessible housing were made available

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

C.14			# people in generic occupations/professions facilitated home ownership/rental (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
C.15			# people in disability-related occupation/professions facilitated home ownership/rental (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
<b>COUNCIL PRODUCTS/PROCESSES</b>			
C.16			# people in generic occupations/professions received training in housing (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
C.17			# people in disability related occupations/professions received training in housing (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
C.18			# public policymakers were educated about housing (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/local level
C.19			# total copies of products were distributed to policymakers about housing # different products
C.20			# people were active in systems advocacy about housing (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other(s)
C.21			# people were trained in systems advocacy about housing (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other(s)
C.22			# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives about housing
C.23			Other(s) (number consecutively)

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR  
REPORTING YEAR IN HOUSING.**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**D. Health Life Goal: People are healthy and benefit from the full range of needed health services.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES**

**project/activity name:** \_\_\_\_\_

(i) Implementer: ☐ In house ☐ by contract/grant

(ii) Grantee/Contractor name (if appropriate): \_\_\_\_\_

(iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

(iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_

(v) Intermediaries/Collaborators

☐ State Protection and Advocacy System

☐ University Affiliated Program(s)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

f) \_\_\_\_\_

g) \_\_\_\_\_

(vi) Primary Type of Activity.

☐ Demonstration of Direct Services

☐ Outreach

☐ Support to Communities

☐ Public Education/Awareness

☐ Training

☐ Research

☐ System Design, Re-design/Barrier Removal ☐ Coordination

☐ Educating Policy Makers

☐ Advocacy

☐ Other(s) \_\_\_\_\_

(Copy and complete this page for each activity about which you are reporting.)

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

## 2. COUNCIL RESULTS FOR REPORTING YEAR IN HEALTH: People are healthy and benefit from the full range of needed health services.

	FPA	#	SYSTEM OUTCOME
D.1			# people have needed health services (1) # _____ children (2) # _____ adults (3) # _____ families
			COUNCIL OUTCOMES
D.2			# people have needed health services because of Council demonstration
D.3			# people on waiting list(s) received services/supports
D.4			# public dollars were leveraged for health services (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
D.5			# private dollars were leveraged for health services
D.6			# dollars were leveraged to expand/replicate short-term Council demonstrations of health services (add amount to 4.3 and/or 4.4 if appropriate)
D.7			# public dollars were leveraged for prevention (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
D.8			# new public health care programs /policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
D.9			# current public health care programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
D.10			# new private health care programs/policies were created (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
D.11			# current private health care programs/policies were improved (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
D.12			# prevention programs/policies were created/improved (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____



**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

D.13		# people in generic occupations/professions improved health services (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
D.14		# medical training courses improved regarding disability-related content
D.15		# people in disability-related occupations/professions improved health services (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
D.16		# people monitored for health and safety in ICF/MRs
		<b>COUNCIL PRODUCTS/PROCESSES</b>
D.17		# people in generic occupations/professions received training in health care services (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
D.18		# people in disability related occupations/professions received training in health care (1) # _____ type occupation _____ (2) # _____ type occupation _____ (1) # _____ type occupation _____
D.19		# public policymakers were educated about health care (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/local level
D.20		# total copies of products were distributed to policymakers about health care # different products
D.21		# people were involved in systems advocacy on health care (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
D.22		# people were trained in systems advocacy about health care (1) # _____ self-advocates (2) # _____ family members
D.23		# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives on health care and prevention
D.24		Other(s) (number consecutively)

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING YEAR IN HEALTH.**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**E. Education Life Goal: Students reach their educational potential and infants and young children reach their developmental potential.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES.**

**project/activity name:** \_\_\_\_\_

- (i) ☐ Implementer: ☐ In house ☐ by contract/grant
- (ii) Grantee /Contractor name (if appropriate): \_\_\_\_\_
- (iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_
- (iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_
- (v) Intermediaries/Collaborators
- ☐ State Protection and Advocacy System
- ☐ University Affiliated Program(s)
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_
- g) \_\_\_\_\_

**(vi) Primary Type of Activity.**

- |   |   |
|---|---|
| <input type="checkbox"/> Demonstration of Direct Services         | <input type="checkbox"/> Outreach                   |
| <input type="checkbox"/> Support to Communities                   | <input type="checkbox"/> Public Education/Awareness |
| <input type="checkbox"/> Training                                 | <input type="checkbox"/> Research                   |
| <input type="checkbox"/> System Design, Re-design/Barrier Removal | <input type="checkbox"/> Coordination               |
| <input type="checkbox"/> Educating Policy Makers                  | <input type="checkbox"/> Advocacy                   |
| <input type="checkbox"/> Other(s) _____                           |   |

(Copy and complete this page for each activity about which you are reporting.)

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

**2. COUNCIL RESULTS FOR REPORTING YEAR IN EDUCATION AND CHILD DEVELOPMENT. Students reach their educational potential and infants and young children reach their developmental potential.**

	FP A	#	SYSTEM OUTCOMES
E.1			# students have the education and support they need to reach their educational goals
E.2			# infants and young children have the services/supports needed to reach developmental goals
COUNCIL OUTCOMES			
E.3			# students have the education and support they need to reach their educational goals through a Council demonstration
E.4			# students have transitioned from school to community and jobs
E.5			# children have transitioned from early intervention and pre-school to inclusive classrooms/schools
E.6			# people on waiting list(s) received services/supports
E.7			# public dollars were leveraged for education (1) \$ _____ type Program _____ (1) \$ _____ State (2) \$ _____ type Program _____ (2) \$ _____ Sub-state/county (3) \$ _____ type Program _____ (3) \$ _____ Municipal/local
E.8			# private dollars were leveraged for public education
E.9			# dollars were leveraged to expand/replicate short-term Council demonstrations of inclusive education (add amount to 5.6 and/or 5.7 above if appropriate.)
E.10			# new public education programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
E.11			# current public education programs/policies were improved (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
E.12			# post-secondary institutions improved inclusive education (1) colleges and universities (2) non-college
E.13			# school/classrooms improving IEP practices (1) # _____ schools (2) # _____ classrooms
E.14			# people in generic occupations/professions facilitated inclusive education (1) # _____ type occupation _____ (2) # _____ type occupation: _____ (3) # _____ type occupation: _____

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

E.15			# people in disability related occupations/professions facilitated inclusive education. (1) # _____ type occupation _____ (2) # _____ type occupation: _____ (3) # _____ type occupation: _____
<b>COUNCIL PRODUCTS AND PROCESSES</b>			
E.16			# people in non-disability related occupations/professions received training in inclusive education (1) # _____ type occupation _____ (2) # _____ type occupation: _____ (3) # _____ type occupation: _____
E.17			# people in disability related occupations/professions received training in inclusive education (1) # _____ type occupation _____ (2) # _____ type occupation: _____ (3) # _____ type occupation: _____
E.18			# public policymakers were educated about inclusive education (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/local level
E.19			# total copies of products were distributed to policymakers about inclusive education # different products _____
E.20			# people were involved in systems advocacy about inclusive education (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other _____
E.21			# parents were trained regarding their child's educational rights
E.22			# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives about inclusive education
E.23			Other(s) (number consecutively) _____

## 3.NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING YEAR IN EDUCATION AND CHILD DEVELOPMENT.

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

**F. Community Inclusion Life Goal: Every individual is a valued, participating member of their community.**

**1. PROJECTS, STRATEGIES AND/OR ACTIVITIES.**

**project/activity name:** \_\_\_\_\_

(i) Implementer: ☐ In house ☐ by contract/grant

(ii) Grantee/Contractor name (if appropriate): \_\_\_\_\_

(iii) Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

(iv) Part B \$: \_\_\_\_\_ Other(s) \$: \_\_\_\_\_

(v) Intermediaries/Collaborators

☐ State Protection and Advocacy System

☐ University Affiliated Program(s)

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

f) \_\_\_\_\_

g) \_\_\_\_\_

(vi) Primary Type of Activity.

☐ Demonstration of Direct Services

☐ Outreach

☐ Support to Communities

☐ Public Education/Awareness

☐ Training

☐ Research

☐ System Design, Re-design/Barrier Removal ☐ Coordination

☐ Educating Policy Makers

☐ Advocacy

☐ Other(s) \_\_\_\_\_

(Copy and complete this page for each activity about which you are reporting.)

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

**2. COUNCIL RESULTS FOR REPORTING YEAR IN COMMUNITY INCLUSION:  
Every individual is a valued, participating member of their community.**

	FP A	#	SYSTEM OUTCOME
F.1			# individuals are valued, participating members of their communities
			COUNCIL OUTCOME
F.2			# individuals are valued, participating members of their communities because of Council demonstration
F.3			# people on waiting list(s) received services/supports
F.4			# public dollars were leveraged for transportation (1) \$ _____ at the State level (2) \$ _____ at the Sub-state/county level (3) \$ _____ at the Municipal/local level
F.5			# dollars were leveraged to expand/replicate short-term Council community inclusion and participation demonstrations (add amount to 6.3 above if appropriate.)
F.6			# new public community inclusion programs/policies were created (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
F.7			# current public programs/policies became more inclusive (1) # _____ type program/policy _____ (1) # _____ State (2) # _____ type program/policy _____ (2) # _____ Sub-state/county (3) # _____ type program/policy _____ (3) # _____ Municipal/local
F.8			# programs included appropriate managed long term services/supports (1) # _____ type program/ policy _____ (2) # _____ type program/ policy _____ (3) # _____ type program/ policy _____
F.9			# private organizations and programs/policies became more inclusive (1) # _____ type organization/program/policy _____ (2) # _____ type organization/program/policy _____ (3) # _____ type organization/program/policy _____
F.10			# buildings/public accommodations became accessible (1) # _____ type building/place _____ (2) # _____ type building/place _____ (3) # _____ type building/place _____
F.11			# people in generic occupations/professions facilitated community inclusion and participation (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____

# DEVELOPMENTAL DISABILITIES COUNCIL ANNUAL PROGRAM PERFORMANCE REPORT

F.12			# people in disability-related occupations/professions facilitated community inclusion and participation (1) # _____ type occupation _____ (2) # _____ /type occupation _____ (3) # _____ /type occupation _____
<b>COUNCIL PRODUCTS AND PROCESSES</b>			
F.13			# people in generic occupations/professions received training in community inclusion and participation (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
F.14			# people in disability related occupations/professions received training in community inclusion and participation (1) # _____ type occupation _____ (2) # _____ type occupation _____ (3) # _____ type occupation _____
F.15			# public policymakers were educated about community inclusion/participation (1) # _____ at the State level (2) # _____ at the Sub-state/county level (3) # _____ at the Municipal/local level
F.16			# total copies of products were distributed to policy makers about community inclusion and participation # different products _____
F.17			# people were trained to plan/prepare for managed long term supports (1) # _____ self-advocates (2) # _____ family members
F.18			# people were active in systems advocacy about community inclusion and participation (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other
F.19			# people were trained in systems advocacy about community inclusion and participation (1) # _____ self-advocates (2) # _____ family members
F.20			# people were educated about managed long term supports (1) # _____ self-advocates (2) # _____ family members (3) # _____ Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

F.21			# members of the general public are estimated to have been reached by Council public education, awareness and media initiatives about community inclusion and participation
F.22			Other(s) :

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS FOR REPORTING  
YEAR IN COMMUNITY INCLUSION.**



**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

**SECTION IV: REPORTING YEAR EXPENDITURES**

**A. Types of Recipient**

<b>RECIPIENT</b>	<b>Part B \$</b>	<b>Match \$</b>	<b>TOTAL</b>
1. DD Council			
2. Designated State Agency			
3. Other(s) State Agency			
4. P&A System			
5. UAP			
6. Non-Profit Organizations			
7. Other			
<b>8. TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**B. Cost Categories – Priority Areas, General and DSA Functions**

<b>CATEGORY</b>	<b>Part B \$</b>	<b>Other(s) \$</b>	<b>TOTAL</b>
1. Employment			
2. Child Development			
3. Community Living			
4. System Coordination and Community Education			
5. State Priority			
6. General management (Personnel, Budget/Finance/Reporting)			
7. Functions of the DSA			
<b>8. TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION V: DISSEMINATION OF ANNUAL REPORT (Insert Here)**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
ANNUAL PROGRAM PERFORMANCE REPORT**

---

**SECTION VI: DEVELOPMENTAL DISABILITIES NETWORK COLLABORATION**

**A. Provide information related to only those issues/barriers affecting individuals with developmental disabilities and their families in your State that the DDC, P&A, and UAP(s) (the DD network) have jointly identified as critical State issues/barriers.**

Using short titles, list 5-10 areas that the DDC, P&A, and UAP(s) have identified as critical State issues/barriers.

- |     |      |
|-----|------|
| (1) | (6)  |
| (2) | (7)  |
| (3) | (8)  |
| (4) | (9)  |
| (5) | (10) |

**B. Provide the following information for at least one of the issues/barriers selected for DD Network collaboration.**

1. Issue/Barrier # (from above):
2. Provide a brief description of the collaborative issue/barrier and expected outcome(s):
3. Reference applicable Life Area(s)(by Life Area codes A..F):
4. Describe the Council's specific roles and responsibilities in this collaborative effort and technical assistance expertise your Council can provide to other States:
5. Briefly identify problems encountered as a result of this Collaboration, and technical assistance, if any, desired.
6. Describe any unexpected benefits of this collaborative effort.

[Copy and complete this section (Section B) again for each issue/barrier selected (from Section A) for DD Network collaboration, if more than one selected.]

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

The purpose of these instructions is to provide guidance on how to complete the Annual Program Performance Report (PPR). Various terms in this PPR format are defined in the Glossary (Appendix A). The instructions, beginning on page 9, follow the PPR format item by item.

INDEX	Page number
<b>I. INTRODUCTION</b>	
The Heart of the PPR	2
Life Goal Areas	2
Council Results for the Reporting Year	2
Types of Measures	
Systems Outcome Measures	2
Council Outcome Measures	3
Council Product/Process Measures	4
Measures with Subsets	5
Types of "Recipient"	5
Level of Government	5
Type of Policies/Programs	6
Types of Professions/Occupations	7
Measures Specific to Each Life Goal Area	8
<b>II. INSTRUCTIONS</b>	
Section I - Identification	9
Section II - Reporting Year State Trends	9
Section III - Status of State Plan Implementation	9
1. Projects and/or Activities	10
2. Council Results For The Reporting Year	11
Charts of Measure Subsets	12 – 23
3. Narrative Description of Council Results	24
Section IV – Reporting Year Expenditures	24
A. Types of Recipient	24
B. Cost Categories	25
Section V – Dissemination of Annual Report	26
Section VI – DD Network Collaboration	26
Appendix A: Glossary	27 – 30
Appendix B: Sample Housing Narratives	31 – 33

---

# DEVELOPMENTAL DISABILITIES COUNCIL INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

## INTRODUCTION

### THE HEART OF THE PPR

The heart of the PPR is Section III: Status of State Plan Implementation for This Reporting Year. The following discusses the overall approach to Section III 2.

♦ **Life Goal Area:** Based on the ADD RoadMap, the State Plan Implementation section of the PPR is divided into six Life Goal Areas (A. Self-Determination, B. Employment, C. Housing, D. Health, E. Education, and F. Community Inclusion). The DD Act requires all Councils to implement activities in the life area of Employment. Be sure that you review the Measures in the six Life Areas, and if an appropriate measure appears under one of the six goal areas, report results there rather than creating a new measure.

♦ **Council Results for the Reporting Year:** Each life goal area contains a set of measures related to that area. Each Council should select measures relevant to results for this reporting year. Councils should avoid counting the same individuals in more than one measure or in more than one life area. While duplicate counting may be unavoidable in some circumstances, use the narrative to explain.

## TYPES OF MEASURES

There are three types of measures in each Life Goal Area: System Outcomes, Council Outcomes and Council Products and Processes.

♦ **System Outcome Measure.** Five of the six life areas contain one System Outcome measure restating the life goal area in numerical terms. (Education has two.) The Systems Outcome Measure should reflect the number of people being served/supported by the service system or community at large; in other words, this is a societal outcome. . It is understood that no single program can have a societal impact without collaborating with others; thus, Councils are not viewed as the "sole cause" of the Systems Outcome. If systemic changes have not yet occurred, the System Outcome need not be completed. To avoid

---

## DEVELOPMENTAL DISABILITIES COUNCIL INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

confusion about duplicated counts, do not include individuals served through Council demonstrations in the System Outcome Measure. There is a Council Outcome Measure for demonstration results. The Systems Outcome, the number of individuals who have attained the life goal, shows Council progress in the reporting year toward the performance target. Again, do NOT show accumulated results from previous years: these may be discussed in narrative in the Section III.3 in each Life Goal Area.

♦ **Council Outcome Measures**. Council Outcomes are results that Councils obtain more directly through staff, Council member and contractor/subgrantee activities of training, demonstration, outreach, collaboration and coordination, research, etc. Council outcomes are milestones reached that Councils view as necessary to achieve the systems outcome. Council Outcomes require that additional milestones be achieved before the Systems Outcome is realized. Results in this category tend to occur annually and therefore ensure that all Councils will have results to report each fiscal year.

There are four types of Council Outcome Measure: people served by demonstrations; programs and policies improved or created; dollars leveraged; and behavior changes by those in professions/occupations.

- ***People receive direct services/supports from Council demonstration projects.*** The Council Outcome measure reporting the number of people directly served/supported by Council demonstrations and pilot projects shows that the purpose of direct service demonstration is to contribute to societal change and is not an end in itself. Do not include the total number served by such demonstrations in the Systems Outcome numbers unless the services/supports the individuals are receiving are in "the system" and not paid for by short-term Council funds. If you do the latter, explain this in the narrative.

- ***Policies and programs are improved or created.*** When authority for new programs/policies or changes in current programs/policies are approved, whether in the public or private sector, there is ordinarily a period of time before the impact is seen by people with developmental disabilities and their families.

---

## DEVELOPMENTAL DISABILITIES COUNCIL

### INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

▪ ***Dollars are leveraged for services/supports.*** If funds are authorized or approved (by the State legislature or other public or private organization), related to a Council initiative, services are ordinarily not available until the next year. Dollars leveraged means that the Council invested some of its funds with the intent of encouraging funding from another governmental source, such as state appropriations, or a private (non-profit, proprietary, non-governmental) source, such as money, services or equipment donated by a corporation, and the match provided by subgrantees under Council contract.

▪ ***Behavior changes of individuals in various professions and occupations changes which affect the outcome.*** When Councils work with or train people to cause them to do something to increase or improve services and supports, that behavior change can be observed. The change probably does not result immediately in the systems outcome desired. This type of measure acknowledges that in order for systems to change, key individuals need to adjust their thinking or do something differently in order for the lives of people with developmental disabilities to improve. Examples of such individuals are real estate agents, bankers, emergency medical technicians, etc.

◆ **Council Product/Process Measures.** Council Product and Process measures show the accomplishments of Council activities, such as developing publications and conducting training that are precursors to Council Outcomes and System Outcomes. These measures are NOT outcomes, but are included to allow Councils ways to report activities which have not yet resulted in outcomes.

There are five types of Council Product/Process Measures, which are self-explanatory.

- Training.
- Educating Policy Makers.
- People active in systems advocacy.
- Products distributed, and the number of different publications.
- Members of the public reached by public education/awareness.  
Councils public education efforts should be measured for return on investment. Councils should work with their public education

---

## DEVELOPMENTAL DISABILITIES COUNCIL INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

grantees/contractors to determine the best way to measure the effectiveness of these activities.

### MEASURES WITH SUBSETS

Many Measures are quite general and the numerical result alone reveals little about the nature of the outcome. Rather than increasing the number of measures, topic choices, or subsets, have been added to some Measures. Use of subsets is not required; however using them will provide a richness of data that the Measures alone do not.

There are four types of subsets: Type of "Recipient", Level of Government, Types of Policies/Programs, and Types of Occupations/Professions.

- **Type of Recipient (# people were trained, # people advocated).**

There is often a need to report how many individuals with disabilities versus family members received services or training. Various measures contain subsets to report this. Example:

***Measure C.21:*** 200 people were trained in systems advocacy about housing.

(1) # 100 self-advocates

(2) # 75 family members

(3) # 25 other(s)

- **Level of Government. (# public programs and # public dollars.)**

To address programs, funding and policy makers at different levels of government, Measures using these terms allow adding information about the governmental level of the policy/program or dollars: State, sub-state regional/county, or municipal/local level. Councils are not required to use the sub-sets. The State level will be assumed unless otherwise indicated. Examples of reporting for Measures with governmental level

---

**DEVELOPMENTAL DISABILITIES COUNCIL**  
**INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

subsets are:

**Measure A.5:** *\$4000000 public dollars were leveraged for family-directed services/supports.*

- (1) \$ 2500000 state
- (2) \$ 1000000 sub-state/county
- (3) \$ 500000 municipal/local."

**Measure B.10:** *5 current public employment programs/policies were improved.*

- (1) # 2 at the state level
- (2) # 2 at the Sub-state or regional level
- (3) # 1 at the municipal or local level

**Measure D.19:** *# 75 public policymakers were educated about health care*

- (1) # 72 at the state level
- (2) # 3 at the Sub-state or regional level
- (3) #    at the municipal or local level

▪ **Types of policies and programs.** One concern heard repeatedly was that one of the major roles of Councils is to change policy; yet reporting the number of policy changes (i.e., 5 employment policies were improved) is ineffective as an outcome. The recommended solution is to identify specific types of policies and programs, by listing them as choices in subsets for Measures about policies and programs. For example:

**Measure B.10:** *5 current public employment programs/policies were improved*

- (1) # 2      14    [supported employment programs/policies]
- (2) # 2      12    [sheltered workshop conversion programs/policies]
- (3) # 1      10    [rehab services for people with severe disabilities programs/policies]

(note: use of programs/policies codes 14, 12, and 10 under "Employment" subsets)

(see page 14 for full list of programs/policies codes under "Employment" subsets)



---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

Rather than writing out the type of program or policy, the numbered lists for each Life Goal Area beginning on page 13 provide choices. The actual report for this measure would appear as:

***Measure B.10: # 5 current public employment programs/policies were improved.***

***(1) # 2 type of program/policy 14***

***(2) # 2 type of program/policy 12***

***(3) # 1 type of program/policy 10***

Note that Measures containing the term "improved" ALWAYS assume that improvements in programs and policies are in the direction of choice, flexibility, inclusion and quality.

▪ **Types of Disability-Related and Generic Professions and Occupations. (# people in occupations and professions. )** There are Council Outcome measures in each life goal area regarding improvements made by people in various occupations and professions, both disability related and generic. Because so much of Council work is done in collaboration with others, and so many Councils provide training for various types of professionals to help them provide or administer more inclusive services and supports, these Measures have sub-sets to specify who such individuals are. Numbered lists of occupations and professions (including an "other" category) are provided for each life goal area. Councils are not required to use the sub-sets; however, using them will assist in developing more meaningful aggregated reports regarding Council impact.

The term "generic" professions/occupations refers to individuals working in positions that are not related to disability with whom the general public comes into contact. "Disability-related" occupations and professions are those that people with disabilities and their families are likely to encounter

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

in the service system. An example in the "Homes" Life Goal Area:

**Measure C.14:** # 20 people in generic occupations/professions facilitated home-ownership/rental

(1) # 11 type occupation 1 [bankers]

(2) # 4 type occupation 2 [real estate agents]

(3) # 5 type occupation 4 [public housing administrators]

(note: use of generic occupations/professions codes 1, 2, and 4 under "Housing" subsets)

(see page 17 for full list of generic occupations/professions codes under "Housing" subsets)

An example in the "Community Inclusion" Life Goal Area:

**Measure F.13:** # 25 people in generic occupations/professions received training on community inclusion and participation

(1) # 10 type occupation 1 [child care workers/administrators]

(2) # 10 type occupation 7 [clergy]

(3) # 5 type occupation 9 [law enforcement personnel]

(note: use of generic occupations/professions codes 1, 7, and 9 under "Community Inclusion" subsets)

(see page 23 for full list of generic occupations/professions codes under "Community Inclusion" subsets)

If a particular occupation or profession does not appear in the list, select the number for "other." Describe the "other" categories in the narrative space in Section III,3.

### **MEASURES SPECIFIC TO EACH LIFE AREA.**

In addition to measures common to all life goal areas, each has particular characteristic outcomes, most of which are self-explanatory.

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**INSTRUCTIONS**

**SECTION I: IDENTIFICATION.**

- ◆ Items 1 – 11: Self-explanatory.
- ◆ Item 12: Provides information about the Designated State Agency (DSA) needed for compliance purposes. In States/territories where the DSA has changed, the DD Act requires that the new agency NOT be a provider of direct services to people with developmental disabilities or their families.
- ◆ Item 13: If a Council has neither State Statute nor Executive Order, check N/A.

**SECTION II: REPORTING YEAR STATE TRENDS.** List the major Statewide trends during the fiscal year affecting individuals with developmental disabilities in the State and their families. Examples of trends include: funding changes, policy changes, changes for unserved and underserved groups, new services, new efforts by advocacy groups, changes in consumer involvement. Do not report Council funded activities here, except by reference to Section III. State-wide trends do not necessarily mean only those influenced by the Council. This section is for describing State trends, not necessarily Council impact. Include ALL significant trends in the state, both positive and negative, affecting persons with developmental disabilities and their families.

**SECTION III: STATUS OF STATE PLAN IMPLEMENTATION THIS REPORTING YEAR.** The major subsections, A, B, C, D, E and F, reflect the Life Goals in the ADD RoadMap to the Future. The same format is to be used for all Life Areas.

**Section III is organized by the six Life Goal Areas (A .. F)**  
**For each Life Goal Area, there are three parts:**

- 1. Projects and/or Activities**
- 2. Council Results Table**
- 3. Narrative Description of Council Results**

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**For each Life Goal Area (A .. F):**

For each project/activity intended to pursue this Life Goal Area:

- 1. PROJECTS AND/OR ACTIVITIES.** Use this form for each continuing or new activity conducted during the reporting year in each life area, adding sheets as necessary.

**project/activity name:** If a project grant/contract or other activity has a name, include it here (e.g., Partners in Policy Making.) If it is an in-house activity, give it a name descriptive of the activity (e.g., Council participation on Inter-Agency Task Force on Managed Care.)

- (i) **Implementer:** In house/ by grant or contract. Indicate if Council funds were invested in (provided to) another entity to implement this activity by checking "by grant/contract." If it is an in-house activity which Council staff and/or members are implementing, check "in-house." If both a grantee/contractor AND Council staff/members are implementers, check both.
- (ii) **Grantee/Contractor name.** If Council funds have been granted or contracted to another entity, put that entity's name here.
- (iii) **Beginning/Ending dates.** If Council intends a grantee/contractor to implement the activity over a multiple year period (even if the grant or contract is approved only one year at a time), put those dates here. If Council members or staff are implementers, put the time-frames here. If it is an on-going activity for the duration of this Three Year State Plan, put October 1, 1997 through September 30, 2000 here.
- (iv) **Part B and Other Funds.** Part B funds are allotments Councils receive from the annual federal appropriation by Congress under the DD Act. Report only those funds expended for the activity during the reporting year here. Other funds are those contributed by the grantee as match. Do not include "leveraged funds" here. These appear later in the outcome measures section.

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

- (v) Intermediaries/Collaborators. If your Council worked with the "sister programs", P&As and UAPs, check the appropriate boxes. If other organizations worked with the Council, list those in the spaces provided. If the P&A and UAP were involved IN ADDITION to other partners, check the boxes provided for these two organizations and list the others in the spaces provided. Only organizations which are NOT the grantee or contractor for the activity are listed here.
- (vi) Primary Type of Activity. Most activities will be predominantly one of the types in the checklist taken from the DD Act. Attempt to use only one, if at all possible. If the project has multiple activities, you may indicate more than one, if all are of high importance.

**2. COUNCIL RESULTS FOR THE REPORTING YEAR IN (LIFE AREA)** Each Life Goal Area contains an item 2 which lists outcome measures. Complete only those measures for which you have verifiable results this fiscal year.

- ◆ Column 1 contains the ID number of the measure.
- ◆ In Column 2 (FPA), indicate which Federal Priority Area (i.e., Employment [E], Child Development [CD], Community Living [CL], Systems Coordination and Community Education [SC]) or State Priority Area [S] best describes the activity under which each result was achieved by using the previous abbreviations.
- ◆ In Column 3 (#) indicate the number of people, programs or dollars that have resulted from or are related to Council work on a particular measure. Do NOT show results accumulated from previous years. Try to avoid counting the same individuals in more than one measure to avoid duplication.
- ◆ Column 4 contains Systems Outcomes, Council Outcomes and Council Products and Processes. For each outcome measure that requires a subset code, refer to the charts below for policies/programs and occupations/professions, unique to the respective Life Goal Area. Use the item number corresponding to the measured policy/program or occupation/profession.

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
SELF-DETERMINATION LIFE GOAL AREA (A)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Programs/Policies**

**Measures Requiring These Codes:**

<b>A.4</b>	<b>A.5</b>	<b>A.9</b>	<b>A.10</b>	<b>A.11</b>
<b>A.12</b>	<b>A.13</b>	<b>A.14</b>	<b>A.15</b>	<b>A.16</b>

- 1 Adoption
- 2 Assistive Technology
- 3 Cash to purchase services/subsidy
- 4 Child care
- 5 Day Services
- 6 Durable Equipment/Supplies
- 7 Family-centered planning
- 8 Financial management services
- 9 Flexible funding mechanisms
- 10 Foster Care
- 11 Home maker services
- 12 Individuals/families control own funds
- 13 Individuals/families part of QA activities
- 14 Personal Assistance Services
- 15 Person-centered (personal futures) planning
- 16 Quality assurance
- 17 Respite
- 18 Restructured services/supports
- 19 Self-Advocacy
- 20 Service/support additions
- 21 Transportation
- 22 Vehicular/Home Modification
- 23 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
SELF-DETERMINATION LIFE GOAL AREA (A)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Generic Occupations and Professions**

**Measures Requiring These Codes:**

**A.17          A.20**

- 1 Volunteers (natural supports)
- 2 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**A.18          A.21**

- 1 Personal Assistants
- 2 Person-Centered Planners
- 3 Respite workers
- 4 Service Coordinators
- 5 Direct Care Workers
- 6 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
EMPLOYMENT LIFE GOAL AREA (B)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Programs/Policies**

**Measures Requiring These Codes:**

<b>B.3</b>	<b>B.9</b>	<b>B.10</b>
<b>B.11</b>	<b>B.12</b>	

- 1 Career development
- 2 Cash to purchase supports/services (Subsidy)
- 3 Internships made available
- 4 Job adaptations
- 5 Medicaid buy-in of health insurance
- 6 Natural supports provided
- 7 Non-discrimination
- 8 Post-secondary supports
- 9 Public-private partnerships
- 10 Rehab Svs for people with severe disabilities
- 11 Self-employment/entrepreneurship
- 12 Sheltered workshop conversion
- 13 Student summer jobs made available
- 14 Supported employment
- 15 Work disincentives overcome
- 16 Work incentives
- 17 Work with schools on transition to work
- 18 Other



---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
EMPLOYMENT LIFE GOAL AREA (B)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Generic Occupations and Professions**

**Measures Requiring These Codes:**

**B.13**

**B.15**

- 1 Employers
- 2 Co-workers
- 3 Employment agency staff
- 4 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**B.14**

**B.16**

- 1 Rehabilitation Counselors
- 2 Rehabilitation Administrators
- 3 Person-Centered Planners
- 4 Service Coordinators
- 5 Job coaches
- 6 Job developers
- 7 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL**  
**INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.**  
**HOUSING LIFE GOAL AREA (C)**  
(see discussion of measures with subsets, pages 5 -- 8)

**Types of Programs/Policies**

**Measures Requiring These Codes:**

<b>C.5</b>	<b>C.9</b>	<b>C.10</b>
<b>C.11</b>	<b>C.12</b>	

- 1 Consumer protections
- 2 Coverage for challenging behaviors
- 3 Down payment funds available
- 4 Mortgage funds available
- 5 New Units made available
- 6 Public financing/financial assistance
- 7 Quality Assurance
- 8 Renovation/adaptation funds available
- 9 Rent subsidy increase
- 10 Rent Subsidy Made available
- 11 Subsidized Housing
- 12 Units made accessible
- 13 Zoning\ Home Size
- 14 Construction
- 15 Licensing
- 16 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
HOUSING LIFE GOAL AREA (C)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Generic Occupations and Professions**

**Measures Requiring These Codes:**

**C.14            C.16**

- 1 Bankers
- 2 Real Estate Agents
- 3 Architects
- 4 Public Housing Administrators
- 5 Private Housing Developers
- 6 Contractors
- 7 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**C.15            C.17**

- 1 Service Coordinators
- 2 Person Centered Planners
- 3 Direct Care Workers
- 4 Personal Assistants
- 5 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL**  
**INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.**  
**HEALTH LIFE GOAL AREA (D)**  
**(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Programs/Policies**

**Measures Requiring These Codes:**

<b>D.4</b>	<b>D.7</b>	<b>D.8</b>	<b>D.9</b>
<b>D.10</b>	<b>D.11</b>	<b>D.12</b>	

- 1 Consumer protections
- 2 Coverage for Challenging Behaviors
- 3 Coverage for medical specialists
- 4 Generic Health Organizations (HMOs)
- 5 On the job health care
- 6 Quality Assurance
- 7 Acute Primary Care
- 8 Managed Acute/Chronic Health Care
- 9 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
HEALTH LIFE GOAL AREA (D)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Generic Occupations and Professions**

**Measures Requiring These Codes:**

**D.13            D.17**

- 1 Allied Health Professionals
- 2 Physicians
- 3 Employers
- 4 Hospital Administrators
- 5 Insurance Company/HMO Administrators
- 6 Dentists
- 7 Nurses
- 8 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**D.15            D.18**

- 1 Person Centered Planners
- 2 Service Coordinators
- 3 Therapists
- 4 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
EDUCATION LIFE GOAL AREA (E)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Programs/Policies**

**Measures Requiring These Codes:**

**E.7            E.10            E.11**

- 1 Assistive technology
- 2 Early intervention
- 3 Educational standards
- 4 Effective behavior management
- 5 Graduation requirements
- 6 Improved access for students with disabilities
- 7 Person-centered planning-transition
- 8 Post-secondary Schools
- 9 School-to-work transition
- 10 Shared decision-making
- 11 Teacher training
- 12 Teacher certification
- 13 Testing accommodation
- 14 Vocational supports
- 15 Higher Education
- 16 Parent In-Home Training (child development)
- 17 Child Care
- 18 Pre-School
- 19 After School/Summer Programs
- 20 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
EDUCATION LIFE GOAL AREA (E)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Generic Occupations and Professions**

**Measures Requiring These Codes:**

**E.14            E.16**

- 1 Regular Education Classroom Teachers
- 2 Student Teachers
- 3 K-12 Administrators
- 4 College/University Administrators
- 5 School Bus Drivers
- 6 School Nurses
- 7 School Social workers
- 8 Teacher Aides
- 9 Regular Ed Resource Specialists  
(i.e. art, music, etc.)
- 10 Higher Education (non-college) Administrators
- 11 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**E.15            E.17**

- 1 Special Education Teachers
- 2 Person-Centered Planners
- 3 Service Coordinators
- 4 Transition Workers/Coordinators
- 5 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
COMMUNITY INCLUSION GOAL AREA (F)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Programs/Policies**

**Measures Requiring These Codes:**

**F.6                  F.7                  F.8                  F.9**

- 1 Accessible transportation systems
- 2 Challenging behaviors
- 3 Child Care /Day Care/Head Start
- 4 Organized Youth Groups
- 5 Managed Long Term Services/Supports
- 6 Parking
- 7 Public Accommodations (Restaurants, Stores, Theaters, Etc.)
- 8 Recreation/Leisure/Sports
- 9 Places of Worship
- 10 Senior Citizen Programs
- 11 Voting/Polling Places
- 12 Arts/Humanities Institutions
- 13 Other



---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SUBSET CODES FOR SECTION III, 2.  
COMMUNITY INCLUSION GOAL AREA (F)  
(see discussion of measures with subsets, pages 5 -- 8)**

**Types of Generic Occupations and Professions**

**Measures Requiring These Codes:**

**F.11            F.13**

- 1 Child Care Workers/Administrators
- 2 Hotel/restaurant/theater, etc owners/managers
- 3 Parks/recreation Administrators
- 4 Youth Organization Supervisors
- 5 Senior Center Workers/Administrators
- 6 Service organization leaders
- 7 Clergy
- 8 Artists
- 9 Corrections/Law Enforcement Personnel
- 10 State Agency Administrators
- 11 Other

**Disability Related Occupations and Professions**

**Measures Requiring These Codes:**

**F.12            F.14**

- 1 Person-Centered Planners
- 2 Service Coordinators
- 3 Direct Care / Support Workers
- 4 Other

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**SECTION III:**

**3. NARRATIVE DESCRIPTION OF COUNCIL RESULTS IN (LIFE AREA) THIS FISCAL YEAR.** Describe how your most important activities, completed or not, are related to the system and Council outcomes. Describe how previous year's activities culminated in outcomes this year and how this year's products and processes and council outcomes are expected to yield future results. The narrative should describe make Council activities and results "come alive" for the reader and explain the inter-relationship of your projects, activities and strategies to the performance target in each life goal area. If you are reporting measures with subsets that use the "other" categories, summarize those other policies/programs or occupations/professions in this narrative. Please limit this narrative to 1000 words (or two pages.) Examples of a "ho-hum" narrative, taken from actual PPRs and a more lively one appear on page 26.

**SECTION IV: REPORTING YEAR EXPENDITURES.** Total expenditures are not expected to equal the amount awarded during the reporting year, but rather will include federal expenditures of funds awarded in previous fiscal years. Further, "Total" Section A expenditures must equal "Total" Section B expenditures.

**A. Types of Recipient.** Indicate the amount of Federal DD Act Funds (Part B – Council) spent by each of the entities listed in the recipient column.

- ◆ Item 1: If the Council expended funds on Council operations (e.g., meetings, materials, etc.) and staff (salaries, benefits, etc.), these should be accounted for here. If the Council receives State (or other) funding directly related to DD Act implementation, those amounts appear in the "Other \$" column in item #1 only if they are not associated with an activity of a State agency or other recipient.
- ◆ Item 2: Funds expended by the Designated State Agency, if any, should appear under Item #2. This would include functions of the Designated State Agency as well as priority area activities.
- ◆ Items 3 – 6: Self-explanatory

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

- ◆ Item 7: Other types of recipients could include independent consultants, people with developmental disabilities and family members who receive stipends or other assistance for participation on Council activities, etc. Other could also include proprietary organizations or quasi public organizations such as Housing Trust Funds for which Councils may provide seed money.
- ◆ Matching Funds Column: Matching funds may in cash or the value of in kind support from State or private sources.

**B. Cost Categories – Priority Areas, General, and DSA Functions.** Indicate the amount of Federal DD Act Funds (Part B – Council) expended in each of the categories listed in the category column.

- ◆ Items #1 - #5. Indicate the amount of Federal DD Act Funds (Part B- Council) expended in each of the four Federal Priority Areas (and State priority Area if any). In the "Other" column include any match that grantees or the State provided for such priority activities. The value of Council staff and member time may be charged to the priority areas, including time charged to a grant activity.
- ◆ Item 6: Expenditures for General Management includes funds supporting management tasks such as bookkeeping and financial accounting and reporting, budget development and monitoring, personnel supervision and evaluation
- ◆ Item 7: Funds expended by the Designated State Agency and other agencies where applicable, to perform the functions of the DSA appear here. Those functions are: providing assurances for the State Plan, providing support services requested by and negotiated with the Council, receiving, accounting for and disbursing Part B funds, providing internal fiscal control and accounting services, and keeping and providing access to records of expenditures, obligations, liquidation and Federal and non-federal share. This item could also include expenditures by other agencies to perform

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

the functions of the DSA if the Council and DSA agreed that other agencies were to be used for this purpose instead of, or in addition to, the DSA.

- ◆ Matching Funds Column: Matching funds may in cash or the value of in kind support from State or private sources.

**SECTION V: DISSEMINATION OF ANNUAL REPORT.** Describe how the Council disseminated or plans to disseminate this Annual Program Performance Report (or an Executive Summary) to affected constituencies and to the general public. Dissemination should include constituencies that provided input into the State Plan.

**SECTION VI: DEVELOPMENTAL DISABILITIES NETWORK COLLABORATION.** This section is intended to shed light on the collaboration efforts of DD Networks from the perspective of DD Councils. After reporting on ten issues or barriers that the DD Network as a whole has identified as critical (Section VI, A.), please identify one from among those ten, and provide the additional information requested in Section VI, B., with particular emphasis on the DD Council's role, problems encountered in collaborating, and areas of technical assistance that can be provided to other States or that is needed in your State for more successful DD Network collaboration.

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**APPENDIX A  
GLOSSARY OF TERMS AND PHRASES USED IN THE PPR**

**Part B Funds** – funds authorized to Councils through the Developmental Disabilities Assistance and Bill of Rights Act. Each participating State receives an allotment based on population and other factors.

**Collaborators** – those with whom the Council works (but does not fund) in order to accomplish a particular outcome

**Colleges and Universities** – refer to institutions of higher education which grant degree after high school.

**Contractor** – an individual or entity in whom the Council invests to assist in accomplishing performance targets in the State Plan. (See Implementer and Grantee).

**Disability-related occupations and professions** - refers to jobs in the disability service system, including administrators, service workers, skilled and unskilled workers, professionals with required advanced training or education, etc. These are individuals with whom the general public does not routinely have contact unless they have disabilities.

**Dollars leveraged** – refers to the results of an initial investment of Council funds (including time and other resources) to gain a dollar return from other sources. Funds can be either public or private, depending upon the measure.

**Educated about** – refers to Councils (or their grantees) imparting information or knowledge by instruction or teaching. The information can be imparted to individuals or groups of individuals in formal or informal settings. Educating others is used in these measures only with respect to policy makers. For all other target groups the term “training” is used. See below.

**Facilitate** – to make easier or less difficult. Individuals in various occupations and professions with whom Councils work are targeted to make it easier for people with disabilities to attain their goals.

**Family** – refers to the family unit in which there is a member with a developmental disability.

**Family members** – refers to the individual members in families, one of whom has a disability.

**Grantee** – an organization in which Councils invest to assist in accomplishing performance targets in the State Plan.

# DEVELOPMENTAL DISABILITIES COUNCIL INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

**Implementer** – refers to individuals and/or organizations who are the Council's agents in fulfilling activities which result in outcomes. Both council members/staff and grantees/contractors are considered implementers. The latter are recipients of Council funds. (See collaborators, Intermediaries)

**Individuals** – refers to individuals (children or adults) with developmental disabilities

**Intermediaries** – those through whom the Council must work (but does not fund) in order to accomplish a particular outcome.

**Invest** – refers to Council funds that are granted or contracted to other entities to result in agreed-upon outcomes.

**Milestone** – a critical point that must be reached to ensure that a project is on course to achieving its performance target.

**Non-disability related occupations and professions** – refers to people working in various jobs in the generic community, including administrators, service workers, skilled and unskilled workers, professionals with advanced training or education, etc. These individuals are those with whom the general public routinely has contact whether or not there is a family member with a disability.

**Outcome** – the final result of an activity or activities or situation

**Part B Funds** – refer to funds appropriated for and authorized by the Developmental Disabilities Assistance and Bill of Rights Act to DD Councils for the DD Council Program.

**Performance Target** – a measurable, observable outcome which describes a change in the behavior of target groups/individuals or the condition of the customer, is bound in time, doable with a stretch and defines success.

**Post-Secondary Institutions (non-college)** – refers to programs after high school that provide education and training but do not lead to college degree

**Policy** – refers to a definite course of action adopted and pursued by a governmental or organizational entity.

**Private programs** - refer to those programs maintained at private expense through the non-profit, proprietary non-governmental (non-public) sectors. While non-profit organizations frequently are grantees/contractors of governmental agencies, making it difficult to determine whether they are publicly or privately financed, for purposes of

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

*these measures, such programs should be viewed as private.*

**Products** – refers to the output of particular activities, including publications, audios, videos, reports, issue papers, PSA, curricula, manuals, etc. (Note: the current measure related to dissemination of products refers to “publications”. This term should be changed in the measures to “products” to include more items.)

**Programs Created** – when in reference to public programs, refers to programs which are authorized in law, such as by State legislatures, county councils/commissions, or city councils.

**Programs Improved** – refers to changes in the approach, structure, quantity or quality of programs which serve people with developmental disabilities which bring the program closer to the vision expressed in the life goal.

**Public dollars** - refer to funds that are appropriated through a legislative process at the State, county or municipal level.

**Public policy makers** – refers to elected and appointed officials at the State, regional/county or local/municipal levels. This term may refer to heads of important agencies who may be state employees rather than “elected or appointed officials” if their positions enable them to change publicly financed programs for the better. Results by people who make policy in the private sector are reported in measures dealing with occupations and professions.

**Public programs** – refer to those programs created by law which are maintained at public (taxpayer) expense through governmental agencies

**Self-advocates** – refers to individuals with developmental disabilities who speak for themselves with regard to services, supports and rights.

**Stakeholders** – any person or group who has an interest in, stands to benefit from or be harmed by a particular action or activity

**Systems advocacy** – refers to a process of pleading, supporting or recommending a cause or course of action on behalf of others

**Target Groups** – groups of individuals whose behavior Councils wish to change to enable people with developmental disabilities and their families to attain their life goals (people in various professions, occupations, policy makers, self-advocates and family members) to meet a performance target.

---

**DEVELOPMENTAL DISABILITIES COUNCIL  
INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT**

---

**Training** – refers to a method of instruction in a particular skill or topic with opportunities to practice that skill. Training occurs in a group setting, as opposed to educating which can be individual as well as a group setting.



---

# DEVELOPMENTAL DISABILITIES COUNCIL

## INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

### APPENDIX B

#### Example of Narratives on Housing

##### 1. From several actual FY 1997 PPRs

The Council recently entered into a contract with a rural provider of housing services to assist in development of opportunities for individuals with developmental disabilities. The project director has recently been appointed to a statewide housing organization which is comprised of "Who's Who" in affordable housing financing in the state. An advisory team was selected to provide oversight of a project to develop affordable housing integrated into the community and for programs that provide direct rental subsidies, down payment and closing cost assistance, below market rate interest and flexible underwriting to individuals who have developmental disabilities. A needs assessment was completed to outline specific areas targeted for financing. An implementation plan has been developed outlining strategies to meet identified needs. With the ongoing efforts to phase down our large state operated institution, as well as the legislature's decisions to change funding streams to the Medicaid Waiver, the identification of these strategies takes on increased importance.

Technical assistance and workshops are being held in specified locales targeting both the housing financing industry as well as groups and individuals either served by or serving individuals with developmental disabilities. Stipends have been provided throughout the state to allow individuals to attend housing conferences to learn and teach about the area of housing financing as well as about what supports and services are available to individuals to assist them to maintain a home. Technical assistance is being provided throughout the state as requested and demonstration sites have been selected to receive more intensive assistance in identifying and securing financing to expand housing opportunities. In a related Council initiative, cost analyses were provided to the State DD agency regarding resource needs of individuals who potentially would move from the institution.

Approximately eighteen technical assistance and training sessions were held throughout the state at the local level to expand the cadre of supported living coaches and to enhance services being provided. A Supported Living Guide was updated and over 1,000 copies printed and distributed. Copies of various videos on home ownership were made. Two formal presentations were also made to audiences interested in housing and related issues. A volunteer base of experts in the field of supported living continue to assist in providing training and technical assistance. The population of persons residing in supported living in the State increased approximately by 200 individuals during this project.

Our State Administration on Children and Families identified as one of their performance indicators for people needing developmental services that they reside in

---

## DEVELOPMENTAL DISABILITIES COUNCIL

### INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

their own homes, reflecting the department's strong commitment to supported living initiatives.

This is the second year of a project to increase home ownership opportunities for people with developmental disabilities. During this year, five communities have established expertise teams comprised of housing experts, real estate professionals, bank/lending institutions and people with disabilities and family members. The mission of the teams is to expand home ownership opportunities for people with disabilities. To qualify for participation in the project, each team was required to initiate a coalition between disability organizations and low income housing organizations, complete a community survey on the inclusion of people with disabilities, commit to integrated (scattered site) housing as opposed to project-based "disability" housing, and commit to assist at least two "most in need" individuals with disabilities to secure their own homes. Five people with disabilities were able to purchase their own homes with assistance from the expertise teams. Also, the Department of Community Services committed \$1 million for the establishment of a mortgage initiative for persons with disabilities. In addition, the Fannie Mae Corporation has pledged \$600,000 to help 10 individuals with disabilities purchase their homes.

#### **2. Fictitious Narrative on Housing Initiatives to make the issue "come alive" for the reader.**

The Council began Home of Your Own initiative in 1995 to show that people with developmental disabilities can live in homes of their own. In 1997, our final year of this project, 10 additional people obtained their own homes or apartments in the community, bringing home ownership/rental to a total of 35 people during the entire project.

In the early 1990s the Council worked in coalition to gain authorization for a Housing Trust Fund to help individuals and families with down-payments on homes. While the fund started out with only \$500,000, the success of the Council's demonstration provided the impetus to increase the fund to over \$10 million. In 1997, this Fund generated over \$500,000 in interest and investments alone.

The Council has been training people with developmental disabilities, families, architects, bankers and real estate agents and others, as well as providing information to our State legislature and public housing administrators about consumer-directed housing, accessibility and related housing issues. As a result, 1997 successes include the opening of 10 accessible units in a new integrated apartment complex in a residential area of the State capital. The state banking consortium of 15 local banks made available \$10 million in new mortgage funds for people with developmental disabilities in 1997. The consortium increased the funds available for each of the last three years, as banks experienced responsible borrowing practices by people with developmental disabilities and favorable local media publicity provided added

---

## DEVELOPMENTAL DISABILITIES COUNCIL

### INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

---

incentive.

But having a place to live is not enough. People with developmental disabilities need supports to have quality lives in the community. From 1994 – 1996 the Council worked with State agency administrators, non-profit providers and community groups to build organizational capacity to provide needed supports. In 1997, 6 new supported living programs began operating, including 2 in previously unserved rural areas.

The Council has worked to develop community capacity for the 144 residents remaining in our developmental center by the year 2000, when the State legislature has mandated it to close. In FY 1997, 55 people chose to move from the institution to their own apartments with supports. Two of these young adults were able to return to their rural home towns because of the supported living programs the Council helped to establish there. While members of small communities typically welcome people with developmental disabilities, this is not always the case in our larger cities. Therefore, the Council conducted a media campaign in two metropolitan areas to increase the knowledge of the general public about the needs and abilities of people with developmental disabilities. Evidence that the campaign, with an estimated viewing/listening audience of 500,000, was successful was the enthusiastic neighborhood welcome and positive press coverage for people who moved into new accessible apartments in the capital.

Our Council's years of work in the area of housing paid off in many important ways in 1997. Total Council expenditures in housing overall were only \$150,000 this year. More than \$10,580,000 was leveraged in 1997 from other sources, advocated by the Council in prior years. All in all, the Council's Home of Our Own initiatives are resoundingly successful.