

ACF

**Administration
for Children
and Families**

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

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2. Issuance Date: Dec. 11, 1998

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

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

5. Key Word: PPR

Information Memorandum

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

SUBJECT: EDS update and submission of PPRs on January 1, 1999.

DISCUSSION: ACF has made a decision on an alternative to its JetForm Filler as the software for electronic data submission (EDS). We are now moving forward on implementing a EDS system based on the more widely used Adobe Acrobat portable document format (PDF) technology found on the Internet. To use this new approach, ADD is developing PDF forms, which you will be able to access over the Internet.

Unfortunately, the Adobe EDS system will not be operational for the submittal of program reports due January 1, 1999. Therefore, the following required reports (See IM-98-6 and IM-98-7) due January 1, should be submitted in hard copy:

- (1) PPR from Councils
- (2) PPR from P&A

In order to accommodate the new Adobe EDS, the recommended systems requirements are:

Macintosh

- Power Macintosh
- 16 MB of available RAM
- Apple System Software version 7.1.2 or later
- CD-ROM Drive
- 40 MB of available hard-disk space

IBM or Compatible PC for Windows

- Pentium or Pentium processor-based PC
- Windows 95 or Windows NT
- 16 MB of RAM (24 for Windows NT)
- CD-ROM Drive
- 50 MB of available hard-disk space

It is anticipated that the use of the Adobe Acrobat software will permit network programs more flexibility in the processing, transmission, and access to data submitted to ADD.

In order to afford our network programs increased input into the further development of our EDS system and its accompanying software; ADD has constituted a EDS Users Group. (See attachment for listing of members.) The Users Group's primary objective will be to review the new system's software, provide testing sites and give feedback to ADD on the system's merits. In addition, the Users Group has agreed to assist ADD in the development of an Action Plan that will allow feedback and technical assistance to the program network on an ongoing basis.

Responses from our initial Users Group meeting were positive and reinforced ADD's commitment to the EDS system. A list of the Users Group members is attached for your information. Feel free to contact them for individual comments.

During the interim period of redesign and pilot testing of this new EDS software, each Council and P&A should prepare and submit to ADD a hardcopy of their respective PPR by January 1, 1999.

For your convenience each network program office can receive a copy of its respective PPR in either a WORD or WORD PERFECT format by accessing the ADD Internet Home Page at:

www.acf.dhhs.gov/programs/add/

Go to EDS notes to download the desired documents.

Should you have questions regarding the submission of your PPR, please contact:

Lonnie Stewart, Program Specialist
Division of Program Operations
Administration on Developmental Disabilities
U.S. Dept. of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
Telephone (202) 690-5557
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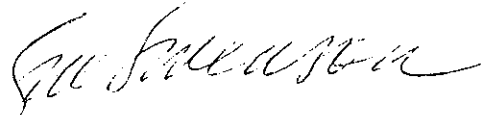
Or

John Gridley, Program Specialist
Division of Program Operations
Administration on Developmental Disabilities
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370 L'Enfant Promenade, S.W.
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Email Address: jgridley@acf.dhhs.gov

Should you have technical questions regarding the implementation of our EDS system, hardware requirements, or use of the Adobe Acrobat 3.02 software, please contact:

Sokhama Say, Computer Consultant
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Sincerely,



Sue Swenson
Commissioner
Administration on Developmental
Disabilities

ATTACHMENT: ADD/EDS Users Group Membership List

Cc: Regional Administrators
Directors, Office of Regional Operations
Regional Office DD Program Specialists

Attachment: ADD/EDS USERS GROUP MEMBERS

Developmental Disabilities Councils

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ADD/EDS Users Group Members - Continued

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Cheryl Trommater
Michigan Developmental Disabilities Council
Lewis Cass Building, 6th Floor
Lansing, Michigan 48913
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Protection and Advocacy Agencies

Rich Contente
Disabilities Law Center, Inc.
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ADD/EDS Users Group Members - Continued

ADD Technical Assistance Contractors

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