



Administration on Developmental Disabilities

Making a difference in the lives of people with developmental disabilities

Information Memorandum

ADD-IM-99-2

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TO:

Directors, State Protection and Advocacy Systems

SUBJECT:

Special Guidance on Development of the Developmental Disabilities Protection and Advocacy Statement of Objectives and Priorities (SOP) (OMB No. 0980-0270), and Adjustments to Program Performance Report (PPR) format (OMB No. 0980-0160)

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 Office of Management and Budget (OMB) has completed its review of information collections in the Protection and Advocacy program for people with developmental disabilities (PADD). The OMB has made the following changes to the Statement of Objectives and Priorities (SOP) and to the Program Performance Report (PPR).

With regard to the SOP, no adjustments were needed for the format, but OMB requested that all PADD programs should be oriented toward outcomes and toward measurability when planning Indicators of Success (Objectives) for the SOP. The following language is hereby appended to the SOP format in the Indicators of Success (Objectives) section:

Indicators of Success should focus on the outcomes



for people with developmental disabilities, specifically how their lives will be different as a result of the accomplishment of this priority. Indicators should be as quantitative and directly measurable as possible.

It is suggested that numerical targets for the Outcome Statements that are reported as part of the Program Performance Report (PPR) would be good Indicators of Success for the SOP.

With regard to the PPR format, some minor adjustments were necessary (see attached revised format). The following are the most significant adjustments that were made:

- For States that fund individual advocacy with both PADD dollars (Part C funds plus program income derived from Part C funds) and non-PADD dollars, and who allocate costs, the pro-rated number of individual clients allocated to PADD dollars should be rounded off to the nearest one client.
- The greatest change is the Racial/Ethnic reporting. All the same categories of racial/ethnic groups are still present as before, with some minor wording changes, but how PADDs collect the data and how it is reported will change. As before, there are six discrete racial/ethnic categories, indicated on the form with asterisks, but there is no "multi-cultural" category. Instead, PADDs are required to permit each client to identify with one OR MORE racial/ethnic categories. Please note: OMB will not permit the "Other Than Above" response. When a PADD reports the aggregated results, the responses for clients who made a single response are aggregated separately from those who made multiple responses. Please see the Racial/Ethnic reporting section of the format (attached) for details on how to report the two groups of aggregated data.
- Some definitions and requirements were clarified (Geographic Location, Clients' Disability, reporting of multiple outcome statements, the need for reporting quantitative information on results of previous year's SOP).

These newly adjusted formats (SOP and PPR) will now be the formats required for PADD submissions this coming January 1, 2000. This reporting will be incorporated into the new Electronic Data Submission (EDS) system. Please be aware that while the data collected under EDS will be the same as in the formats, the appearance of the EDS format may not be precisely the same. Additional information on electronic submission of reports will be sent out under separate cover.

INQUIRIES TO:

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/signature/
Sue Swenson
Commissioner
Administration on Developmental Disabilities

ATTACHMENT:

Click on the following to read or print a Windows 97 version of
the P&A PPR Reporting Form:
[P&A PPR Reporting Form \(OMB No. 0980-0160\), Windows 97
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Click on the following to read or print an Adobe Acrobat version
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