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

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Disabilities

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Advocacy

5. Annual Program Performance
Report

6.

7.

PROGRAM INSTRUCTION

TO : Directors, State Protection and Advocacy Agencies

SUBJECT : Developmental Disabilities Protection and
Advocacy Annual Program Performance Report (PPR)
Instructions

LEGAL AND
RELATED

REFERENCES : Developmental Disabilities Assistance and Bill of
Rights Act, as amended by P.L. 97-35.

45 CFR Parts 1385 and 1386, dated March 27, 1984.

CONTENT : Section 113 of the Developmental Disabilities
Assistance and Bill of Rights Act requires that,
in order for a State to receive an allotment
under Part C, the State must have in effect a
system to protect and advocate the rights of
persons with developmental disabilities (P&A
System). It further requires that the State
submit to the Secretary, an annual report
describing the activities carried out by the
system and any changes made in the system during
the previous year.

INSTRUCTION: The Program Performance Report (PPR) covers all
activities during the Federal Fiscal Year,
October 1 through September 30 (the reporting
period). It should be submitted to the
appropriate Regional Office within ninety days
after the end of the Fiscal Year.

ATTACHMENT : Developmental Disabilities Protection and
Advocacy Annual Program Performance Report
Instructions - OMB # 0980-0160.

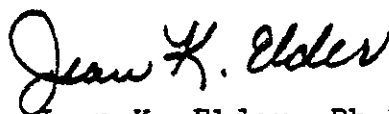
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EFFECTIVE

DATE : The report should be submitted within ninety days following the close of the Federal Fiscal Year, beginning with FY 1985.

INQUIRIES

TO : ADD Regional Program Directors.



Jean K. Elder, Ph.D.
Commissioner
Administration on Developmental
Disabilities

Administration on Developmental Disabilities

PROTECTION AND ADVOCACY PROGRAM
ANNUAL PROGRAM PERFORMANCE REPORT
INSTRUCTIONS

INTRODUCTION

Section 113 of the Developmental Disabilities Assistance and Bill of Rights Act requires that, in order for a State to receive an allotment under Part C, the State must have in effect a system to protect and advocate the rights of persons with developmental disabilities (P&A System). It further requires that the State submit to the Secretary, in a form prescribed by the Secretary in regulations, an annual report (or Program Performance Report) describing the activities carried out by the system and any changes made in the system during the previous year.

The purposes of the Program Performance Report (PPR) are to assist the Administration on Developmental Disabilities (ADD) to: (1) determine whether the P&A system conforms to the requirements of the statute; and (2) inform ADD of program accomplishments.

Each section of the PPR is to be completed by the P&A office. If any section is not applicable, enter N/A.

The PPR is to cover all activities during the Federal Fiscal Year, October 1 through September 30 (the reporting period). It will be due to the Secretary within 90 days after the end of the Fiscal Year.

The PPR will require the following information:

- I. Clients Served
- II. Demographic Data on Clients Served
- III. Case Problem Areas of Clients Served
- IV. Remedies Used to Resolve Client Problems
- V. Narrative Information

Please carefully read all of the instructions before using the reporting form.

Instructions

Section I: Clients Served

For the purpose of this form, a client is defined as a person with a problem related to a developmental disability for whom the P&A System provides a service.

Each client shall be counted only once during the reporting period, regardless of the number of times he or she returns for assistance. Clients carried over from the previous year because of unresolved problems will be included in this count.

- A. Enter the number of individual clients served.
- B. Enter Number of Individuals served under Class Actions (where number is known).

Section II: Demographic Data on Clients Served

A. Age of Clients

Enter the age of each client served during the reporting period. Examples:

"0-4" means from birth through age four.

"5-20" means from the fifth birthday through age 20.

B. Sex of Clients

Enter the sex of each client served during the reporting period.

C. Clients' Geographic Location

Select the geographic location that best corresponds with each client's situation.

Urban - a city with a population of 50,000 or more, including the surrounding contiguous territory.

Rural - all other areas that have less than 50,000 population.

Out of State - legal residence in a State other than the one in which the P&A is located (includes foreign countries).

D. Clients' Living Arrangements*

This is the living arrangement of each client. Count only one living arrangement per client. These living arrangements are not defined here; use each alternative as it most closely matches your own State's classification of living arrangements.

E. Clients' Disability

There are two parts of this count.

(1) Client Impairments

Any one client may have more than one impairment; all major impairments identified for each client should be counted and listed. Example: for a person with mental retardation who also has epilepsy and cerebral palsy, all three impairments would be reported and counted on the list. Example: for a person who has cerebral palsy and diabetes, cerebral palsy would be counted on the list and diabetes would be counted as "other, specify".

(2) Clients' Substantial Functional Limitations - count all functional limitations for each client.

Section III: Case Problem Areas of Clients Served*

These are the problems of P&A clients or of groups of clients addressed through client-directed services. Each problem area addressed by the P&A on behalf of a client or group during the reporting period should be entered at III.

*States may provide this information in the format of their choice

Section IV: Remedies Used to Resolve Client Problems

- A. Indicate the approximate number of problems resolved in favor of the clients during the reporting period.
- B. Estimate what percentage of these problems were resolved in the clients' favor by each of the remedies listed.

"Supervised Referrals" are P&A agency-monitored referrals of clients to appropriate source of assistance.

"Counseling" pertains to discussions between P&A agency and client and/or client representative which lead to resolution of problem. No other intervention by P&A required.

"Administrative remedies" includes the use of any systems for appeal within an agency or facility or between agencies which do not involve adjudication by a court of law.

"Legal remedies" pertains to legal representation of clients in litigation in court processes concerned with rights, grievances or appeals of such rights or grievances.

"Other appropriate remedies" includes all actions, other than legal or administrative, taken on behalf of clients, e.g., negotiation, participation in conciliation proceedings, public hearings, arbitration proceedings, etc.

Section V. Narrative

Please provide information on the following subjects using the format of your choice:

- (1) The services provided by your P&A system that are not client-directed (e.g., information, referral, training, public education, volunteer networking, materials development and dissemination, public information or media activities, outreach to underserved developmentally disabled persons such as minorities, institutionalized persons).
- (2) Discuss the extent to which your system attained the goals and objectives set forth in your three-year report and describe any changes in the administration, organization or goals of the P&A system which required amendments to your three-year report.
- (3) Provide any additional information which may be of use to other P&A systems in improving their programs or program administration (e.g., development of new funding sources, efforts to improve P&A system management and staff performance, class actions and other actions resulting in systems change on behalf of persons with DD).

Protection and Advocacy Program Annual Program Performance
Report (PPR)

Reporting Period: October 1, 19__ Through September 30, 19__

State: _____ P&A Agency Name: _____

I. Clients Served

A. Number of Individual Clients Served _____

B. Number of Individuals Served Under Class Actions
(Where Number is Known) _____ ?

II. Demographic Data on Clients Served

A. Age of Clients

0-4 _____

5-20 _____

21-64 _____

65 and over _____

TOTAL This Year _____

B. Sex of Clients

Male _____

Female _____

TOTAL This Year _____

C. Clients' Geographic Location

Urban - a city with a population of
50,000 or more, including the
surrounding contiguous territory _____

Rural - all other areas that have less
than 50,000 population _____

Out of State - legal residence in a
State other than the one in which
the P&A system is located (includes
foreign countries) _____

TOTAL This Year _____

D. Clients' Living Arrangements

Community residential home (supervised apartment, semi-independent, halfway house, group home) etc. _____

Foster Care _____

Independent _____

Nursing Home (includes ICF, SNF, ICF/MR etc.) _____

Parental or other Family Home _____

Public Institution _____

Prison _____

State School _____

Private Educational Institution _____

Other _____

TOTAL Client Cases by Living Arrangements
This Year _____

E. Clients' Disability

(1) Client Impairments

Autism _____

Cerebral Palsy _____

Epilepsy _____

Mental Illness _____

Mental Retardation _____

Multiple Sclerosis _____

Physical/Orthopedic
(e.g., paraplegia, quadraplegia)

Spina Bifida

Other, specify (provide total of other
impairments)

TOTAL Impairments This Year

E. (2) Clients' Substantial Functional Limitations

Self Care

Language

Learning

Mobility

Self-Direction

Independent Living

Economic Self Sufficiency

TOTAL Substantial Functional
Limitations This Year

III. Case Problem Areas of Clients Served

- Abuse/Neglect Exploitation _____
- Admission/Commitment to Institution _____
- Architectural Barriers _____
- Conditions in Facilities _____
- Consent _____
- Contracts/Ownership of Property _____
- Criminal Justice Issues _____
- Day Care _____
- Education _____
- Employment _____
- Financial Entitlements _____
- Guardianship/Conservatorship _____
- Habilitation Services _____
- Housing _____
- Insurance _____
- Medical Services _____
- Records (access to, confidentiality of, etc.) _____
- Rehabilitation Services _____
- Rights of Privacy _____

Sterilization		_____
Transportation (Non-Education-Related)		_____
Voting		_____
Wills and Estate Planning		_____
Zoning		_____
Other, Specify	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL by Case Problem Area
This Year _____

Section IV. Remedies Used to Resolve Client Problems

A. Number of Problems Resolved in Clients' Favor (estimated)

B. Percentage of Problems Resolved by Each Remedy listed below. (Estimated)*

1. Supervised Referrals

2. Counseling

3. Administrative Remedies

4. Legal Remedies

5. Other Appropriate Remedies

*Total Should Equal 100%

) Section V. Narrative (See Instructions)

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