>> Hello and welcome to the UCEDD program performance report. My name is Anna Costalas. We would like to thank you all for joining us today. Before we begin at like to address a few adjustable details this webinar is being recorded and will be available on the AUCD handouts on the download section of the webinar screen on the lower right-hand corner. Because of the number of participants all your lines will be muted throughout the presentation. However, we will unmute your audio lines one at a time during the Q&A at the end. You can also submit questions at any point during the presentation via the chat box on your webinar console you may send a chat to the whole audience or presenters only. We will compile your questions throughout webinar and address them at the end. Please note we may not be able to address every question and may have to combine some questions.

First we will provide a brief introduction of our speakers. Following the introductions our presenters will review the learning objectives of the webinar. And we will go over relevance and an overview of key resources and they will also examine UCEDD PPR and NIRS and talk about common errors that happen in NIRS. All questions will be addressed at the end. Feel three to ask questions. Like I said before, throughout the webinar in the webinar console that is toward the right of the slides. Following the speaker's presentation and the question and answers there will be a survey at the close of the webinar. We invite you to provide feedback on the webinar and also to provide suggestions for future topics.

Please join me in welcoming today's speakers. Dawn Rudolph leads the technical assistance network and engagement team and leveraging the expertise of the UCEDD network to inform national efforts at protecting people with disabilities and Natalie Martinez who is a data support manager for the MCH and UCEDD technical assistance team. She will be supporting the NIRS database as assistant UCEDD assisting clients with technical assistance and data retrieval. Now I will turn the mic over to Dawn Rudolph.

>> Thanks so much Anna for the warm welcome and hi everybody. It is Dawn Rudolph here at AUCD. You can see the little pod that shows the attendees and who else is on the webinar, but I can see that and I'm so happy to see all the names that I recognize and folks that we have worked with together for years. I was just thinking with Anna and Natalie that we have not done one of these UCEDD PPR webinars for nearly 5 years and now that NIRS has had sort of an overview or revamp now we are at NIRS 2.0 and it looks different we wanted to make sure to update our materials to support you in your annual report to AIDD with this updated webinar. So here we are.

Today's learning objectives, there are three of them. We do want to make sure you understand the UCEDD annual program performance report requirements. When you hear the term PPR, that acronym means program performance report. It is due annually by every UCEDD. The second learning objective is for you to understand how AUCD's national information reporting system or NIRS supports the development of the PPR. And finally we also want to make sure that you understand how AIDD reviews your PPRs. So it is sort of a whole systems overview. If you will.

So you know which of us is on the phone on the webinar and I'm interested in which of you are on the webinar and what your roles are. So I've just popped over into the presentation screen a poll. If you could just take a minute and click in the poll, and let us know who you are. What is your role, and UCEDD and this will help us sort of dial in a little bit. It looks like people are clicking in a little bit. Most folks are, I see a lot of data coordinators here followed by UCEDD directors. A number of associate directors and core function coordinators and some other folks. So that helpful to know. We will keep that in mind as we go through. I'm going to go ahead and see if I can view the votes here. We've got lots. Did not need to do all that. We can end that poll. And then I have another poll that I'm going to pull into the screen, now that I know who you are I'm very interested in knowing what is your understanding of NIRS and the PPR. So here is your second poll. This will also let us know how deep into the weeds we can get, how much we need to explain of all the acronyms and things like that. Lots of responses here. This is great. Looks like folks a lot of folks are very involved with NIRS and the PPR. About a quarter of you are moderately familiar and there's a good number of you also who are slightly or somewhat familiar so that's helpful to know so that when we are answering the questions and going through all the information to share, we do want to make sure that we had at the knowledge level that any of you have. So that's helpful. Thank you for doing those polls. I'm going to close the pull and move it out of the way. I already see some questions in the chat box. Excellent use of the chat box. Yes, the slides are available for download in the lower right corner of your screen actually in the download files pod you can download them all right now. Let me move on. I want to first talk about why this is relevant. And by this, I mean the PPR. the UCEDD PPR, the program performance report. There are a few reasons why it's relevant. It is UCEDD is required to report its progress to the funder. The funder is the administration on intellectual or develop mental disabilities or AIDD and every UCEDD is required to do this report every year to let them know what you have been doing. The second bullet point here, both

AIDD as the funder and here at AUCD we use your data to track trends and identify expertise. Now, we do it maybe for different reasons. AIDD has a process to review the PPRs every ear. I will go over that in a little bit, but in doing so they also compare your data to prior years' data and so if they see a significant change they call it an outlier. And so a UCEDD director may get an email, an email from the project officer in AIDD just asking for a little bit of information. About what they would call an outlier. A data point in the particular part of the PPR is significantly different than previous years. Maybe it's a huge increase or decrease in the number of trainees or a number of products or all sorts of things. And really it's not a judgment. It's not like right or wrong. They are just checking to make sure whether there is something different like a data trend different than usual, did something different happened. They want to know the co context for it so if you get something from your project officer means they are looking at your PPR, which is good. And here at AUCD we use the PPR and the NIRS data we mind that data pretty consistently to identify expertise in the network and activities that are going on in the network that will support and inform policy initiatives that are happening on Capitol Hill or all sorts of things like that.

So the third reason why this is relevant is because it does document your PPR documents how federal funds are used for the purposes that they were intended. Now, that is something that's rather important to AIDD as your funder, and very closely related to that final bullet point, that AIDD uses data from your PPRs in their report to Congress to help justify continued funding for the UCEDD network. So they do a biennial report to Congress every two years and actually they are working on it right now for federal fiscal year 15 and 16. So they go through and track some of those trends that I was talking about earlier and help inform that report to Congress. That tells Congress that the money that they allocate to the UCEDD network is important, is useful, is doing good work in the country and all the things that are important to us. So it's I think helpful for everyone to know that it's not just a futile exercise in data collection and management but it's really getting used and we are interested in the way it's getting used.

So this next slide is talking about sort of the flow of information and systems that are interacting with UCEDD reporting. All of these links are live, so when you get the presentation afterward you can click on it. They are also right here in the download files pod. You can look at it and I'm going to go through them and show them on the screen in a little bit but I do want to help you understand the flow of how we got to the PPR system that we have right now.

So the first bullet point here , And I use the triangle bullets on purpose because it points down to the next bullet to show flow but the first bullet point here is the logic model for the UCEDD network. I think back in 2011 there was a final updated logic model for the UCEDD network was developed collaboratively with AIDD and us at AUCD and some of the UCEDD directors and data coordinators. It's not the model you are required you as the UCEDD don't have to use this logic model as the logic model for your UCEDD

this is AIDD's model for the network so it's really their model to guide the network but it also guides all of the data, all of the output and outcomes measures that end up in the logic model. Those are the data points. Now we built NIRS, the international information reporting system to capture all of the data. The logic model directly forms all those fields in NIRS and the development and maintenance and technical assistance related to NIRS is all part of a technical assistance contract that AUCD has with AIDD to support you. So we start the logic model and build that data into NIRS and then in NIRS we also build the program's performance report. It's generated in NIRS with all the data you enter over the course of the year, certainly in June and July we will be cleaning up the data, adding narrative and things like that but that's also done in NIRS and then when it is final, when the program performance report is final, it gets submitted not directly through NIRS. You have to download it and upload it into AIDD grant management system which is called grant solutions. And the final step and the flow of information is a quality review system and this is called QRS. This is AIDD's system for reviewing, part of the AIDD system for reviewing the UCEDDs. It's one tier of a three-tier process. Tier 1 is the guide to reviewing and scoring your PPR. So what I'm going to do now actually is do a little screen sharing and pull a different pod into the screen and I'm hoping that what you see right now is the logic model. And if someone could just type something into the chat box and let me know if you can see it or not... yes. Awesome. Okay so this is the logic model. And I don't know how many folks have seen this before or not but it's also helpful thing to bring back in front of you. I happen to have one printed out at my desk at all times in a certain color paper so if someone asks a question I know which it is. And you can download it and look at it. I don't want to spend too much time on this because there's a lot to go over today but I want to scroll through it and help you understand how, the role that it plays in your reporting. So like any good logic model there are some ultimate outcomes at the top. These are things that are very important to all of the UCEDDs and the whole UCEDD network, these are the ultimate outcomes and the purposes of the UCEDDs and what we are wanting to do. We have a column for inputs. These are the resources that are used. We have a column for activities. These are the processes that the program does and as we scroll this you will see that these activities align oh so closely with your core functions.

Then we have output measures. Reported annually. And we have initial outcomes measures also reported annually and everything in those two columns are the data points that inform your PPR. The final column are intermediate outcomes measures. Not to worry about this today. These were intended to inform five year reporting. That process is not completed so don't worry about it. At this point. So I'm going to scroll down and you can see the first activity that we are talking about here in the last model is leveraging funds. It's not actually a core function but it's required of the UCEDD to leverage funds. You'll notice in the output measures these are the measures you report on and the projects data set and end up in your PPR. So directly from the logic model. Scrolling down again, the next activity really is your interdisciplinary preservice prep core function. The definition of that core function is here. It is the official formal approved government definition of the UCEDD core function. So ever, if ever someone

at your center or you ask a question what we do this activity and I don't know if it counts as interdisciplinary preservice prep or not and you call us... please do call us, we like that. That is what we are here for. But I can tell you right now the first thing I'm going to suggest that you do is to sit back and look at the definition of the core function. Because it needs to meet the definition specifically. Including every and and every or and every May and every will. Those words are selected critically. So you've got these five things in the definition, one, two, three, four, and five. There have to be all five. And then these other things. It could do this but it doesn't have to do this. The definition is here to help guide those decisions that you have on your end about what you report or not.

The output measures and the outcomes measures are the things that you are reporting in NIRS, in the projects data set, the activities data set so I will move down into the next core function is continuing education. Again, the definition is there. The output measures are the things that are in NIRS for the continuing education core function. There are not initial outcomes for continuing education because there was recognition that you don't have, you tend not to have long-term follow-up with folks who participate in your continuing ed events. The community services, the subcategory of training... this is the definition of that core function. These are the outcomes or the outputs for that core function and these are the initial outcomes for that core function. Again, these align directly with the fields that are in NIRS and the reporting template that is your PPR. This is your... technical assistance, the same for model services, demonstration services, research core function information dissemination core function at the bottom of the logic model there's responsibilities with AIDD.

That's a quick overview of the logic model. I hope it helps you see its role in your reporting.

I'm going to go to the next tab that was the next link on the fly that we just looked at that was NIRS and this is NIRS. I'm not going to go into it now because I'm going to hold onto it for minute and let Natalie show you in a little bit. The next link that I had on the slide that was the flow of information is the annual report template. So we start with a logic model. You put it into NIRS and it spits out into the annual report template which is the PPR template. The name changed. It used to be called annual report, now it's called PPR. The name of the template has not been updated yet. There is a cover page to it. And when you go in NIRS you will see there's a different button for cover page and a different button for the report itself. This would be the cover page. All the information here. This template gives you some guidance to tell you part one of your PPR. Here's the explanation about what goes into part one of your PPR. This is the guidance from AIDD that has been approved from the White House office of management and budget because they have to approve all data collections. So the guidance has been through all the bureaucratic levels it needs to go through. So your guidance is here about how you might want to show this information. This is a narrative part, or uploading documents into NIRS for your PPR into the stuff. Part 1B is a summary of the evaluation results. This is how you evaluate the NIRS core grant and I want to specify again how you

evaluate the UCEDD core grant. The UCEDD core grant. There has been some confusion in years past with some UCEDDs who are using this part of their PPR to share evaluations of maybe one of the leveraged projects because it has an easy evaluation template that the funder had provided and they would just drop that into this section of their UCEDD PPR and say this is a sample of how we evaluate our results. That's actually not what AIDD is looking for. They are looking for the evaluation of your UCEDD core grant, how you set up your evaluation plan in your five year application. The results of that are reported right here. Every year. And then again at the and to five years.

Part two of the PPR template, these are the measures of improvement and consumer satisfaction. This is the stuff that is pulled right out of NIRS from the data that you put into NIRS and pre-populate in the PPR, which Natalie will show you in a little bit for you to sort of work through and clean up the data, check on things before you submit the PPR. Again, this is a template, the instructions are here, the definitions are here. All the output measures and initial outcomes measures that were in the logic model are also here. Plus the addition of consumer satisfaction measures. They were not in the logic model. No. I think they are in the logic model. So, everything that was in the logic model then translates over here to the PPR template. So I will just scroll down through the core functions because they are sort of repetitive. We've already looked at the logic model... core function... and at the end of it there are more sections of your PPR that do not align directly with the logic model. But are part of your reporting requirements. So these are completed in the PPR part of NIRS itself. It's not in the project data sets or product data sets. This is [indiscernible] in the PPR, so these are the expectations that AIDD has for your measures of collaboration and this is DD network collaboration to clarify. Then there is a suction for collaborations with non-DD act funded programs. If you'd like to share your information about that with AIDD also they like stories. It's helpful for them because they are not in the field like you guys are in the field. They don't get those stories quite so much. They get bureaucracy. They get red tape. They get numbers and data but they really do love the stories. So here's an opportunity for you to tell stories. And here, this last part of the PPR are the GPRA measures, the Government performance and results act. I can't remember what year the act passed but they are specific measures about the act, and again what AIDD pulls from this report to Congress. They pull these data point here. These are pulled from the trainee follow-up surveys. Those surveys are entered into the survey results are in NIRS, so this part is pre-populated also. That's a very quick overview of the PPR template I'm going to scroll back up to the top. And the next tab, here, this is the final step of the flow come all the flow of information how one step leads to the next to the next to the next after AIDD receives your PPR this is the tool they use to score it. Very helpful for you to see also. You may find it repetitive because it does have a lot of the same information that we've looked at in the logic model and PPR template. And really it is their checklist. They go through this, again in collaboration with AIDD us at AUCD and with some UCEDD directors and data coordinators. A few years back. So it tells you, tells the project officer who is reviewing your PPR where to find it, this is the kind of information that is going to

be found in part one. So you can look at these prompts kind of make sure that your part one narrative addresses these prompts. Because this is what the funder will be looking for. And then it goes through core function by core function. All the different parts of the PPR, all the different requirements of things they're looking for in your PPR. So I will just scroll through this. Again, it is... pretty self explanatory and a lot of repetition that's just making sure that they are being prompted to look for these points in your PPR and maybe make some comments about it. This may be, this is not where they identify outliers because they have a data analyst who does the number crunching who tells them what that is.

Then the next part of this is output and outcomes. This is part two of the PPR. These are the numbers that get spit out from all the data that you entered into NIRS. These are again just more checkboxes. If you'd like to know you can go through all the core functions again. I'm just going to keep scrolling down. I'm going to know this here just because I had noted it earlier. Number 11 here, the core function of the community services model services and also number 12 here demonstration services. These are the only core functions that are optional. All UCEDDs must do all core functions except they don't need to provide direct service. Model services and demonstration services are both direct services. Demonstration would be testing out models of services. But you don't need to participate in these core functions for your UCEDDs, but all other core functions must be in place. I just wanted to make sure to point that out.

And then down toward the end of the tool that it is just more checkboxes that go through the PPR. They are looking at the side-by-side with it and making sure that they are able to answer these questions and find answers to these questions in your narrative, in your numbers. And then just sort of at the end they are checking all the other things that they want to check. You know, they submitted your PPR on time, that you submitted your financial report, you are meeting your goals, you are in compliance and this is where they also recommend whether or not your UCEDD would be recommended for another level of review. So if the PPR maybe shows some weakness in some core functions or others this is the opportunity for the project officer to identify that and take next steps if needed.

So that is the overview of those four pieces of information I had in the slide. So let me go back to the slide for a second to remember where we were and I'm going to move on to the next slide because the next slide isn't just the flow of information. These are the key resources. Some of them are repeated because they were in the flow but some of them are not. Some of them are new. And these are the same resources that are in the lower pod about downloading the files Anna had pointed out earlier. And so the logic model with definitions we already looked at. There's guidance for consumer satisfaction of UCEDD products. This was guidance that AIDD had changed from prior guidance. They changed this back in 2009. This is the guidance that tells you how you test and how you report your customer or consumer satisfaction on information dissemination is a little survey that you have in your website. That survey on your website, it should be

done by 50 people and then the results recorded in NIRS come from the specific guidance I wanted to make sure that everyone understands the link between why you report that and where it is in guidance. And I will show you that in a little bit too.

There is the PPR template which we just looked at. There is the PPR guidebook which is like a magical book that Natalie just updated. Thank you so much, Natalie, that again, I will show you and what this does is walk you through the PPR with screenshots and NIRS so if there is something in the PPR you don't know where the data are in NIRS you can see, just take a look at the guidebook and it will show you the screenshot of where the point is exactly in NIRS. So if you think the data is wrong I need to correct something before you submit your report you can look in the right place. Then, this next resource, the UCEDD logic model and data points in NIRS is pretty much the same thing as a guidebook but it's in a table format so if you are somebody who likes to look quickly at a table and don't want to look at the screenshots, that is an option for you. It's two ways of looking at the same information, shout out again to Natalie for updating that also.

And the other resource we just looked at our tier 1 review tool... and the last one I want to point out are these learning modules that are created in NIRS, created to help data coordinators and learn NIRS and Natalie will be updating these later this year so they reflect the new look of NIRS. I would say this is the package of information like if you want to make a folder that is your UCEDD PPR resource folder these are the things that would be in that folder. So if we don't mind I'm going to go ahead and show you this information also.

So I am screen sharing again. You should again be looking at the logic model. Except you have already seen it so let me skip to the next one. Oh, wait, the PPR template. We have already seen it. Let me skip to the next one. The guidebook, so this is the one where it had screenshots. Let me scroll down through here. Table of contents if you are looking for a specific part of your PPR to look at where the data comes from in NIRS. And then here is your guidance. If you literally don't even know where to start, start right here. It tells you where to go in NIRS, where to click, which button to click on when you click on the button you are going to see this screenshot. This is what you are going to be looking at. So it says admin. If you hover over admin in NIRS you will see the option, the drop-down option to manage data and you can select the program performance report.

This screenshot actually Left over from how NIRS used to look because we were not able to put in a new screenshot because everybody has already added their new PPR for this year so we have to update the screenshots in the next year. But this is how NIRS use to look. And then as we scroll through it will tell you every single step of the way what to look for, that is the text and the screenshot immediately following so you know we will be looking at this page in NIRS. Now if you are on this page this is what you should see after you start to report and save it for the first time there will be two buttons, one for the cover page and one for the report, I mentioned earlier. And you can

see there is the FY 19 report. I can look at it and there is the report. So the whole guidebook you can see it is very long. But it does walk you through piece by piece every little baby step that you need to understand where everything is. If you can't seem to access something it gives you little notes and it goes to the cover page looks like and then guidance all throughout. So I'm not going to go through the whole thing. Because there is still so much to go over but I wanted to give you a brief overview of what that looks like so you have that tool in your folder somewhere.

And then this next one, which I mentioned earlier, this is a table. This is another way of sharing the same information about what are the requirements in a logic model on the consumer satisfaction measures, what is the data form, what part of NIRS do we go to? What data points in that form once you are in that form you want to look for these specific fields. And then where the data is in the annual report. So this is like a master crosswalk of how everything connects to everything else. So if you are confused about something you're always welcome to reach out here at AUCD, Natalie will answer all questions related to NIRS and the role I play is usually sort of the programmatic interaction if you are trying to figure out where something fits in NIRS that Natalie and I will work together and help with the perspective of it. So this is a very helpful tool also.

And then the PPR tool we already looked at. Online learning modules. I mentioned earlier, these are in not in NIRS directly but in the NIRS portion of AUCD's website in the NIRS section of the website, the online learning modules are here tells you an overview of what each of them are for every data set. It's like a webinar. It's like a little webinar every single one how to work in every single data set. And down at the bottom is where you click on them and it opens up into Adobe presenter and or your data coordinator can take the orientation. If you need a refresher or anything like that they are there all the time.

So that's an overview of the resources. I feel like I missed something. I think I have... I think it was the consumer satisfaction guidance. Because I had to restart my computer right before I started. I forgot to pull that up. So here what I'm going to do is click to this NIRS resources page and this is helpful for you to look at also. There are materials for all programs. These are a bunch more resources for all of NIRS, not just specific to the PPR. And if you scroll down there are specific to UCEDD reporting to AIDD. So this is where we pulled a lot of the information that we are sharing today and this is the guidance that we are looking for on the consumer satisfaction. It is slowly going to open. It is slowly opening. There we go. So, this is the formal guidance from AIDD that relates to your collection of consumer satisfaction data about your website. So there's a summary of the issue and the bottom of the page is the guidance. So if you have a PPR folder float that one in there also. So with that I'm going to close out of that. I'm going to stop sharing that screen. And I'm going to I think turn this over to Natalie at that point with all of that background of all the resources and Natalie is going to go into NIRS itself and show you the PPR in NIRS. Natalie I will pull this pod over for you. All yours. We cannot hear you. Maybe you are muted.

>> Can you hear me now?

>> Yes I can.

>> Okay good, can you see my screen?

>> Yes

>> Okay so this is NIRS. This is where you will access your PPR report. So if you go to the admin tab and you go over to manage data and click on the program performance report, in here, we don't have an add button because I already have a report that has been created but we will go over to the cover page and click on edit and here is where you will enter your project title, the principle investigator, the author of this report and who do you want to receive a PDF of this report automatically via email.

Now for the principle investigator and the author of the report and who you want to receive an email of this, this is all pulled from the directory data set. So anyone who has a leadership position in your directory you can choose them from the drop-down list. And here is where you will type in a summary. And down here your area is listed in the DD app, this is your area of emphasis and later when we go into the PPR report I will show you then what happens in the PPR when one of your core functions is correlated with an area of emphasis. And then down here you can add optional attachments. And further below it gives you information on the types of files and how big of a file you can upload to this cover page.

I'm going to go back. And now we will go to the report and click on edit. Here you can see anything with a green checkmark and the information has been provided means that it has been completed. If we scroll down we will notice a red X and it will say and complete and that means data still needs to be provided in the PPR. So I will just go up here to the first part, which is part one, the work plan progress report. We have part one a and part Ib. We will go into part one a. And here is where you can add your progress report from your five year application or your most updated workplan. And you can also add up to 10 documents. And we will save data and close the window and go to part Ib, the summary of evaluation results. We will click on review and edit data. Here is where you will enter your information and down below you can add up to three files. Let's close the window.

Part two is measures of improvement and consumer satisfaction. So these are where your core functions are located. Again, anything with a green checkmark says information has been provided means the core function has been completed. And we are going to scroll down to one that has a red X so are going to core function technical assistance and you can see under sampling procedures it says and complete. So we are going to review and complete the data. Now as you can see here all this data has been pre-populated, so it has been pulled from NIRS and pre-populated into the PPR. As well as with the initial outcome measure. You notice that in the cover report we had to, in the cover page we had to check an area of emphasis. So anything related to the

area of emphasis has been highlighted in green and four and area of emphasis we picked the quality assurance. Down here then what needs to be filled out and is not pre-populated is a sampling procedure, so random sampling is anticipated. If not, indicate this. And what measures you use and explain why. And here I'm just going to type in something just to get it to complete. And down here we have another area of emphasis with the consumer satisfaction rate. As you can see it's not highlighted in green because it's not our primary area of emphasis. I'm going to scroll up and save data and close window and I'm going to scroll back down to technical assistance and as you can see it now has a green checkmark and it says information has been provided. So this section has been completed. Now what I would like to do, is I'm going to scroll down to core function community services demonstration services. And again, this is incomplete so I'm going to go in here and review and complete data. So here what I would like to do is I'm going to flip-flop between the PPR report and our activities data set. So what I'm going to do is I'm going to show you where you can find the data points NIRS. Anytime you're going through the PPR and that you think I think we did more than this and it doesn't look right you can go back into the da and enter information to the advanced search and pull the information and double check everything. So what I'm going to do, his first look at our output measure. So the number of services offered solely by the UCEDD that are being field-tested as promising or exemplary best practices and we are also going to be looking for the number of services offered in partnership with others that are being field-tested as promising or exemplary best practices. So where you can find this information and you can find this in that guidebook and the logic model with data points, which both have been provided so we are going to go to the activities data set because that is where these data points are located. So we go to manage activities and click on advanced search.

And to look for this... we are going to go and enter our information here. So our program type is going to be equal to UCEDD of UCEDD lend. The fiscal year is going to be the current fiscal year which is 2019. Our activity, we are going to find our activity type. Type of activity. Equal to, and we are looking for demonstration. That is the wrong one. We are looking for demonstration services. Sorry. Core function. My mistake. So we are looking for, we are going to the activity function equal to demonstration services. And we are going to look to see for the primary agency collaborating on the work of the activity. Here it is. We are going to do not equal to zero. I'm going to search. As you can see we have two that pull up. So, the first one we are going to look at is access in the built environment. And if we click on manage and go to edit it kind of gives us a better view of the record. And so the two data points we are going to look at is the core function being demonstration services and then we are going to scroll down to agencies collaborating on the work of the activity. And as you can see here, we have multiple. We have state and local Medicaid, state local housing... agency and housing agency and foundation answer because this had a collaborating agency this goes for the second question, the number of services offered in partnership with others that are being field-tested as promising or exemplary best practices. And then we will go back to our record... and if we go to this is a test demonstration services we will click on manage,

edit and again, if we look at the two data fields or data points we have demonstration services as the core function and then we will school down. Agencies collaborating on the work of the activity. Here we have not applicable, no collaborating agency. This then goes with the number of services offered solely by the UCEDD that are being field-tested as promising or exemplary best practices. And that's where this data is pulled than for the output measures and PPR. So we are going to go back to the PPR. And we will look at that again.

And here is where the data is located. So, for the initial outcome measure there is an... Data... there isn't corresponding data entry for this and NIRS so you will have to keep track of this and have it collected in NIRS throughout the year and you will have to manually enter yes or no. And then we will move down to consumer satisfaction measure. Again, this is highlighted in green because this is our primary area of emphasis. So what we are going to do again is are going to back to the activity form to see where the information is pulled from. For here and for here. We will go back to activities. And we will enter our search criteria. So, we want the program type to be equal to UCEDD or UCEDD lend. The fiscal year to be the current fiscal year... the core function as demonstration services. And activity was the center the lead. We want this to be not equal to zero. Search. Again, we have two records that show up. And if we look... this is a test demonstration services. Ahead of time I looked but this one correlates with our quality assurance area of emphasis. So I will click on edit. And here we will look at the data points. So the field, the function is demonstration services. And then we are going to look down here at the customer satisfaction. And these numbers are then pulled into the PPR. And then we will just go back quickly. And look at the access in the built environment. Again we want to make sure the core function is demonstration services. Then we will scroll down to customer satisfaction. The number surveyed, total respondents. So we will go back for program performance report. And that is where you will find this information. So over here is the number of activities was one for quality assurance. The total number surveyed is 400 and the total respondents is 400. So the response rate is 100%. For the number responding we only count those that strongly agree or agree. And then we take that number, we add the 250+100 and we divide it by 400 which is the total number of respondents, and multiply by 100 which gives us 88%. Then down here for child care related activities again we had when activity associated with this. The total number surveyed was 34 and the total number of respondents was 34 which gives the response rate of 100%. Then for the number responding we only count those that strongly agree and agree. So 15+5 is 20 divided by the total number of respondents, which is 34. Times 100, which gives us 39% and remember to answer your sampling procedures. And then we will save this data and close the window. And as you can see for demonstration services, we now have a green checkmark and information has been provided. So now I'm going to scroll down to part three, measures of collaboration. We will click on review and edit data and this is information that you have to manually input. Down here is optional reporting ailments. We will save the data and close window. And here we have part for which is the UCEDD Government performance and results act, we have the GPR res measures click

on here and enter the data, and the information is pulled from the long-term former trainee survey so this information is pulled from those surveys. You will find that here. And here. The one thing you will have to manually enter is the number of individuals to come surveys were sent. Yours has no way of knowing how many surveys your center sent to former trainee so you have to manually input the information here. Then it will pre-populate here and here. So we will save data and close window. And at the very and we have the AIDD program performance report optional appendix. This is optional. You don't have to enter anything but if you do you can enter it here. I will just close out of it. So now we look and all our parts have been completed. I see green checkmarks everywhere and information has been provided. Some of this says and complete but underneath it says not required. So what we are going to do then to complete our report and send it to AIDD, we are going to click on return to reports and review and right here are the instructions. So we will click on view. Oh, you know what I wanted to show you? Let me go back real quick to the report. We will go back to demonstration services. I'm going to keep something as incomplete because I want you to see what the button looks like. One moment. Okay return to reports. So we will go back and click on view. This should be grayed out. Let me see this again. Why is it not graying out. Let me do this. Here we go.

So if you look up here, this button is grayed out, that means you still have incomplete sections in your PPR that need to be filled out. And here if you click on this, do not submit this. This says direct. That means do not send this to grant solutions. This is a new feature to help prevent anyone sending over an incomplete PPR report. And here it says at the top incomplete draft, do not submit. So let me go back. I'm going to go back and quickly complete our report. I will go back to return to reports. Now the button is blue. So this is where you can export final report for grant solutions. And we will just click okay. So then you want to save this to your local file and upload your program performance report and grant solutions as a grant note and the grant performance report is now submitted to AIDD if for some reason you do not get an email with a PPR please email me and notify me so I can make sure that you get a copy of it. Okay.

  >> Are you all done, Natalie?

  >> I'm all done.

  >> Awesome. Alright let me move your pod back out of the way. I'm going to bring back in the pod that had the PowerPoint in it because the next thing that we wanted to go over our hot tips and lessons learned. I got these from Pam O'Brien who is one of the project officers at AIDD. She doesn't her policies that she's not able to be on the call today. She's on vacation this week. And when she's back, I'm on vacation. So we couldn't quite get the timing right. To make sure we were all on the calls but she did want to share some things that has been typically found as an issue with PPRs.

So the first thing is the date. I know that July has 31 days. The last day of July if you submit your PPR on that date, you're too late. Sorry. It is due on July 30 because it is

due 30 days after the end of the grant period. And the grant period is done on June 30. So June 30 to July 30. It's not uncommon that people make that mistake. But it's just for you to get it in on time. Then the next bullet point talks about trainee data survey. The way that NIRS is set up the trainee data survey absolutely has a hard stop. That data, the survey data has to be entered in NIRS by June 30. If you try to enter it after June 30, NIRS thinks now we are in July 1 so now we are in a new reporting year and so NIRS is already ready to be accepting training service for the next year and that is not the case so make sure that you get your data in by June 30 for the trainee survey data.

Now the next bullet point, all other data should be entered by June 30 but you've got, you've got access to NIRS. It is still open, you can edit data, clean data if you have a data coordinator leave and you thought they had been entering data all your and you find out in the last month before your report is due and the data was not entered or entered incorrectly and now you have to fix everything and now you are really stressed out about it, I understand the stress. But you can still enter the data through the whole month of July. And so July, that period of time between June 30 and July 30 when you are reporting like your grant year is over and you've got one month before the reporting is due that's the time where you can do all the cleaning, fix data, enter data, check in the PPR, go back into the projects or activity data such as like Natalie showed you, and cleanup that data. And then this last bullet point, which is also what Natalie just showed you about viewing what, people were submitting PPR's that were incomplete. So now the draft... is PDF if it hasn't been a final although we just saw today that it was blue and not green. So this says green is good to go but the export button should not be great. That is the most important thing. Not great. So those are some hot tips. But wait there's more.

This is straight from the project officer. In parts one a and part lb of the PPR which is narrative, and they probably, in the collaboration section there is some narrative, please she asked kindly limit your narrative. As an act of kindness for the project officers. Because there are only two of them. And there are 67 PPRs to review and just to project officers. So they love the stories and they want to hear the stories but they are trying to find the right balance of making sure that is not overwhelming for them. So.

The next item that Pam wanted to point out was may be some more bullet points and less paragraphs in the narrative. I understand it's hard to tell a story in bullet points so you can find the right balance there. But I think it's just easier for them to review and quickly get things approved and get feedback for you on a better timeline than they have if they have maybe just a little bit less to read. So Pam wanted to point that out. The third point on this page is to focus on outcomes and not outputs. In your narrative. Now we just went through all of the logic model and which pieces are the outcomes and which pieces are the outputs. The outputs are the pieces of the data that are pre-populated from what you have entered in NIRS and so more of your outcomes can be shared in the narrative portions. And there has been an increased focus on showing outcomes. I would say especially in the current administration there has been a heavy

focus on justifying the purpose of the programs and the way they do that is outcomes. The outputs come all of this, all the work that has been done on the logic model and getting the numbers to AIDD in the PPR's, I can say that the current Commissioner in the current administration says that is all well and good but what is the outcome? what is the impact? And so they are getting a lot of messaging from their bosses to focus on that so we wanted to share that with you also.

And then this is a new tip from Pam this year, this final bullet point. Is to include your public facing annual report as an attachment. Apparently there were a couple of UCEDDs did this. I think one of the South Florida, I can't remember who the other one was but Pam was so happy when she saw that because it's got easy looking data, it's got good stories and she liked the format. And so if you have a public facing annual report, many of you do, I get a lot of them in the mail and they are awesome, we keep a file of them here for visitors who come. So feel free to add them to your mailing list but if you have an electronic copy of it you can feel free to include that as one of your attachments with your PPR.

 I do see a question from Lori in the chat box about whether there is a preferred length for the narrative. No they did not provide guidance for how long the narrative should or should not be. We just went with an act of kindness. So you know what you have to share. So they did not want to put a limit on it. The next hot tip is about, is in the project data set, and this is to make sure that you enter your UCEDD core grant as a separate project with the correct annual funding for the year that you are reporting on. Okay. It is not uncommon at all for folks to not do this. But then if your core grant is not included as a separate project then it causes a mistake in the leveraged funds section of the PPR. Because in NIRS the formulas built into the code is that your total UCEDD funding from all the projects in the project data set. It is all added up and the UCEDD core funding from the ear is subtracted out. Now we enter the core funding number that every UCEDD has for that reporting year. You... your annual amount and your project data set but in the formula that is where we enter the core funding amount for the correct year. So that when the total leveraged funds number ends up in the PPR it is expecting that you have already entered it in the project data set. So if you haven't then please do. And if you have been then the leveraged funds amount is wrong and it's not uncommon that we will get questions about his I know that are leveraged funds is more or less than that it's different. It always goes back to the project data set.

 And then it's helpful to have a UCEDD core funding project in your project data set anyway because there may be activities that you have in the activity data set that you can only report and only fit under the UCEDD core grants so I wanted to point that out for everyone.

The next hot tip is to make sure that your project, in the project data set again, make sure your project contact information and description is up-to-date. This, even though it is not exported into the PPR, like those contacts and those descriptions are not in the PPR itself I'm taking liberty to take this opportunity to ask anyway to make sure that it's

up-to-date and current and sometimes people carry over projects and save it as a new year and the same project from last year save it into the new iteration of NIRS when it opens for a new fiscal year. If you do that without checking the description and the content, like, and then, maybe the contact is somebody who retired the year before, when we go into NIRS and we are pulling by keyword search or areas of expertise or you know, we pull a lot of information from NIRS to help with foreign policymakers and Capitol Hill staff members and federal funders who are looking at certain priority areas like neonatal [indiscernible] right now to help support the HHS Sec. priority of the opioid epidemic, we are looking at this information. We are looking at your project contacts and descriptions and if they are unclear, if they are inaccurate, like I know that person retired, or if the description is not there I'm just not going to share it. So I'm wondering, our current turnaround time for the queries is less than a day and I know we don't always have time to go back and check with the centers, maybe that's a great project but we are not able to pass it on. Just because the turnaround time kind of gets in the way. So just kind of to help us out without and we will get your information into the hands of the people who are looking for it. That would be great.

Okay. The next slide has to do with the first one is the activity data sets and this is to be sure that research activities are documented as this is a required core function. It is, I think this happens almost once a year. I can't remember a year that this hasn't happened where people can't figure out why their PPR, why the button is still great. I can export it. It is still great. Why is it still great. Very often it is because there are no activities identified as a research core function. And I know that you know I'm still remembering which they called about this last year on the very last day they were trying to submit and I know it is one that does a lot of research. So the zero just didn't make any sense. But it was about how the data was entered into the activity data set. So just double check and make sure that all your core functions are covered and reported on. And then in the theme of research in the PPR, this is a question that is answered in the PPR itself that is sometimes missed, there is a question in their that is in the core function of research area that says have you adopted research findings into your other core functions of the UCEDD they want to make sure you know so this is more of an in cup, outcome of the research, is the impact informing your practice, is it informing your services and informing the curriculum you are teaching your trainees. They want to make sure the research is informing your other work so just want to point out that sometimes that is missed.

And then oh this again falls into the category of I'm taking liberty because this is not exactly in the PPR. But, while you are working in NIRS take a look at the PPR data set and make sure everything is there also because that helps us when people are looking for information quickly.

And then I think that's all of everything that we had. I see a bunch of questions in the chat box. Now we can ask questions.

>> Hi everyone, so if you are on the computer using your speakers and your microphone and you would like to ask a question, you can raise your hand and I will go ahead and unmute you. If you are on the phone you can press star and the pound symbol and I will unmute you. Or you can type your question in the console in the chat box and I will read them out.

So Roxanne is asking for updating the directory, is it, oh, she was commenting it was very helpful to watch the NIRS module on that subject.

>> I am seeing a whole trend of comments here about a problem entering project contacts. And I'm really happy that you guys brought that up because we didn't know that there was a problem.

>> So... yeah I see right here we need to update the instructions in NIRS under projects. It tells them to go to admin projects and orders and we don't have that. That is no longer in NIRS. So let me notify [Axona] and we will get that updated.

>> Awesome. Rhonda and Lauren and Ilka, thank you very much for pointing that out so we can get that corrected for you. And quickly. And then I see a question from Rhonda... about whether there was..., can you have one area of emphasis or do you want more areas of emphasis or just primary area of emphasis. And I think in the PPR that had to do with the sections that were turned green, so Natalie, do you mind talking a little bit about that?

>> Sure. Excuse me, so in the PPR and the primary area of emphasis on the cover page you can only choose one primary area of emphasis. But if you go into activities, you can choose any area of emphasis that you want that correlates with activity. But again, you can only choose one that doesn't have to be the same one as your primary area of emphasis.

>> So the primary area of emphasis that you're talking about on the cover page, that is sort of a primary area of emphasis for the UCEDD, and they may touch on lots of other areas of emphasis and many other activities but the primary is really meant to highlight certain sections of the PPR in green so that AIDD is paying more attention to those data. I see a couple folks typing in the chat box. They were typing thanks. You are very welcome. Are there other questions? Oh yes, there are. Okay. Okay so Ilka's question is can you provide an example for research that has been integrated into upper projects. I'm not sure I understand the question very well. We do research but often it something pretty specific that doesn't translate into the other projects that we do. I'm going to just pick an example that has to do with self-determination. I think there are a couple UCEDDs who are doing, probably more than a couple who are doing a lot of work around self-determination in different settings. In employment or self-determination in school. You know, for school-aged kids, or... self-determination in sort of different areas of emphasis. And if the findings from those research projects, for example if they are going to influence other core functions, maybe you are going to include the findings from your research in what curricular materials you have your trainees read or work on.

What projects are available to them to be working with in the UCEDD that reflects the results of what the research on self-determination has found. So that the students are learning the new knowledge if you will. That's just the example that comes to my mind. is that helpful? And it's not saying you have to. AIDD is nothing that you have to, like if you got research that does not translate well into other things you are doing, then justifiably the answer is no, then that is what you should enter. That's fine. I'm just, Letting you know that they are looking for, actually this is a topic that came up from Julie Hopper the Commissioner just this week or last week when I was talking to Pam about a meeting she had with the Commissioner, who is asking about well, what is the impact of all the research that the UCEDD does. And I think that's why Pam came back here and prompted us to include the information in this webinar about making sure that you are including in your narrative or elsewhere some of the impacts and outcomes of the research that you do and all the other work that you do. Okay. I see your response Ilka. You're welcome.

 There is a question from Roxanne. Hey, Roxanne. Do we always have to choose the same primary area of emphasis or can it change from year to year? You can choose it as often as you'd like. There's no formal guidance from AIDD about how often you have to change your areas of emphasis or keep the same areas of emphasis. There is no guidance on that. So it is really up to the UCEDDs. One might say that it would be really hard for AIDD to give guidance around that because their guidance is that your UCEDD should be responsive to your state needs assessment and your state needs assessment may show different things over time and if you're UCEDD wants to be responsive to those things it might be hard to do if you are locked into a certain area of emphasis. You know maybe you have been working on education and people are saying they want transportation or housing or something like that and if you are locked in, are able to be responsive so they don't have any guidance on how long you should keep an area of emphasis or change it, the guidance is really that your work should be responsive to your constituents and your state. All right. Great. Are there other questions that folks have in mind? And you know if they are not popping into your head right now that's totally fine. You can always email Natalie or I, Natalie and me afterwards. I don't see anyone else typing in the checkbox. Anna you don't see any hands going up?

 >> I do not.

 >>... all right. Then I think we might be able to find 10 more minutes in our day to day to do something else that needed to get done. I'm sure there's lots of that thanks everyone for taking the time to join the call I hope this is helpful for you as you go into the reporting season definitely we will be open for questions and in case we are wondering here is our contact information and as we close out of the webinar that Anna, maybe I'm thinking you're going to do that the participant should get a survey in your browser that will give us feedback to help us ensure that our webinars meet your needs at the time. Thank you so much. Have a wonderful rest of your day.