UCEDD Program Performance Report (PPR) Guidebook

Created May 2013

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AUCD
ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES
RESEARCH, EDUCATION, SERVICE

UCEDD Resource Center
A project of AUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

Table of Contents

Please note that this is a sample report. All screenshots are from the NIRS Test Center (unless otherwise noted), so all data are simply test data, and in no way a model for what your Center's data should look like. For ease of describing everything, the PPR is broken down into multiple screenshots for each section. Explanations follow after each screenshot.

Starting the PPR

In NIRS, go to **Admin**, **Manage Data** and then select **Program Performance Reports (PPRs)**.

Then, in the section Program Performance Reports (PPRs), click on the **Add** button to the left of the current year's report (this screenshot is not from the Test Center because the report is already started in the Test Center).

After you start the report and save it for the first time, there will be two separate buttons: one for the cover page and one for the report itself. Continue completing everything until you are ready to submit the PPR to your Project Officer at AIDD.

Note: To start/access the PPR, you need Admin access level to NIRS. If you do not see the Admin drop-down menu on the top bar, it means you do not have Admin access level. To have your NIRS account updated, please contact your Center's Director or Data Coordinator.

PPR Cover Page

Program Performance Report Cover Page

Project Title	The Project Title from the Grant Application
*Principal Investigator	Abraham Lincoln, Co-UCEDD Director ▾
*Author of this Report	George Jesien, Director ▾

Although many people will contribute to the report, the "author" of this report is the appropriate senior-level individual at the UCEDD who has authority to submit the report to ADD and is the person that ADD will contact with any questions, clarifications, etc. about the report.

*Who do you want to receive a PDF of this report automatically via email?	John Doe, LEND Director ▾

Introduction
Provide a brief (1-2 page) introduction or summary statement of your progress this year.

(Select the Area for which you will be reporting on Consumer Satisfaction this year)

Areas listed in the DD Act:
- ● Quality Assurance Activities
- ○ Child Care-Related Activities
- ○ Employment-Related Activities
- ○ Education & Early Intervention
- ○ Health-Related Activities
- ○ Housing-Related Activities

Type in the **Project Title** (generally the Center's name from the grant application). Then, from the drop-down menus, select the **Principal Investigator**, the **Author of this Report** and who should receive a copy of this report. The drop-down menus for **Principal Investigator**, **Author of this Report** and **Who do you want to receive a PDF of this report automatically via email** feed from records in the Directory dataset. The names included in these menus are those of faculty and staff whose profiles have a selection made in the **Leadership** field of the **Position** section. If more names need to be added to the menus, go to the Directory dataset and update the appropriate record(s) with a selection under **Position – Leadership**. If any names need to be removed from the menus, then go to the Directory dataset and update the respective record(s) by eliminating any selection made under **Position – Leadership**.

In the **Introduction** textbox, it is recommended to enter an introduction about your Center's projects in the current fiscal year.

The Cover Page is also where you select your primary **Area of Emphasis**, the one for which you are required to report on **Consumer Satisfaction** in Part 2 of the Report, which summarizes the activities conducted at your Center during the current fiscal year.

Optional Attachments

Because the text boxes in the body of the Program Performance Report function in NIRS do not support charts, tables, or graphics, you may submit such material as attachments. These attachments are not a required component of the Program Performance Report, but the ability to submit attachments is provided for your use at your discretion.

You may attach documents to support your report in the following file formats: word, excel, ppt, jpg, gif, and pdf. For all other formats, convert the document to a pdf before uploading.

A. 📁 Choose file
B. 📁 Choose file
C. 📁 Choose file
D. 📁 Choose file
E. 📁 Choose file
F. 📁 Choose file
G. 📁 Choose file
H. 📁 Choose file
I. 📁 Choose file
J. 📁 Choose file

PLEASE NOTE: The **maximum** size per uploaded file is about 1 Megabyte (MB). See below for more information on how large 1 MB is. FYI, you can easily check to see how large a file is before attempting to upload it using the "details" view (rather than list, tiles, or icons) on your system.

1,024 Byte = 1 Kilobyte (KB)
1,024 Kilobyte (KB) = 1 Megabyte (MB)

Information object	How many bytes	Size OK to Upload as a Single Attachment
A single text character	1 Byte	YES
A typical text word	10 Bytes	YES
A typewritten page	2 KB	YES
A low-resolution photograph	100 KB	YES
A short novel	1 MB	YES
A button-size image for a Web page	1 KB to 5 KB	YES
A larger image for a Web page	30 to 60 KB and larger	YES, up to 1 MB
The contents of a 3.5 inch floppy disk	1.44 MB	No
A high-resolution photograph	2 MB	No
The contents of a CD-ROM	500 MB	No
The contents of a DVD	17 GB	No

Save Cancel

If necessary, you can upload several attachments (supporting documentation) to submit along with your PPR. This section provides guidelines on file size restrictions. This section is optional.

PPR

New PPR Submission Procedures:
1. View Program Performance Report cover page
2. Click "Export Final Program Performance Report for GrantSolutions"
3. Your final Program Performance Reports is exported to the UCEDD Director's email inbox
4. Save Program Performance Report to your local files
5. Upload Program Performance Report in GrantSolutions as a "grant note"
6. Your Program Performance Report is now submitted to AIDD

Previous | **1** | Next

Fiscal Year				Last Edited	Submitted	Admin Links
FY 2019 Report	**View**	Cover	**Edit**	05/24/2019 by nmartinez		
		Report	**Edit**			
FY 2018 Report	**View**	Cover	**Edit**	07/25/2018 by nmartinez		
		Report	**Edit**			

When clicking on the **Edit** Report button in the screenshot above, the Summary Page will be displayed. The Summary Page is a feature of the PPR that allows you to check its status. It is organized by parts in the PPR, and for each section, it indicates the status: whether the required information has been provided or it is still incomplete. To make changes, click on **Review and COMPLETE data** for the appropriate section. Please see in the screenshot below an example of different statuses:

Summary Page

Return to Reports / Data Dictionary

Program Performance Report Part ##	Summary of Completion		manage
		status	
AIDD Program Performance Report, Part 1: Work Plan Progress Report	Part 1A. Detailed Work Plan Progress Report	✖	Review and COMPLETE data ↗
		Upload Report Files	**INCOMPLETE**
	Part 1B. Summary of Evaluation Results	✔	Review and EDIT data ↗
		Reported Information	**INFORMATION HAS BEEN PROVIDED**
AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction	Identified Area of Emphasis for which center will be reporting on Consumer Satisfaction this year: **Quality Assurance**		
	CORE FUNCTION Interdisciplinary Pre-Service Preparation	✔	Review and EDIT data ↗
	Output Measures	Data is read only, if needed, revise in datasets	
	Initial Outcome Measure	Data is read only, if needed, revise in datasets	
	Consumer Satisfaction Measure (in identified area of emphasis)	Response Rate Explanation = 100% *(No explanation is required as the response rate was 30% or greater.)*	**NOT REQUIRED**
		Sampling Procedures *(Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)*	**INFORMATION HAS BEEN PROVIDED**
	CORE FUNCTION **Continuing Education**	✖	Review and COMPLETE data ↗

Part 1: Work Plan Progress Report

Part 1A. Detailed Work Plan Progress Report

AIDD Program Performance Report, Part 1A. Detailed Work Plan Progress Report
Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities.
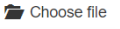
Save Data and Close Window	Close Window

This section provides a progress report on the UCEDD work plan. Use the work plan from the 5-year application, or the most recently updated workplan submitted with a continuation application, to provide annual updates along with a narrative report of progress for each section of the work plan that has activities planned for the time period. Activities not planned for during the reporting period should not be included in this section.

File types accepted: pdf, doc, docx, xls, xlsx, rtf, jpg, gif.

	Delete	
1:	☐	Annual ToDO Nirs list.docx
2:	☐	Reports explained.docx
3:		📁 Choose file
4:		📁 Choose file
5:		📁 Choose file

This is where you need to provide an update on your UCEDD's work plan. You can upload up to 10 documents, with any of the file types listed in the description above. Maximum file size: 1 MB. For more details on file sizes, see screenshot on page 6.

To upload a file: click on the **Choose File** button and locate the desired file on your local drive. When you are done adding files, click on the **Save Data and Close Window** button (top left). If you do not want to add any files, click on **Close Window**, and you will be taken back to the Summary Page with no changes saved.

To delete an uploaded file: check the appropriate checkbox in the **Delete** column, and then click **Save Data and Close Window**.

Note: The files linked in the screenshot above are for illustrating purposes only; they are in no way indicative of what file(s) you should upload in this section.

Part 1B. Summary of Evaluation Results

AIDD Program Performance Report, Part 1B. Summary of Evaluation Results

Save Data and Close Window	Close Window
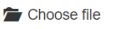
This section provides a summary report of the implementation of the evaluation plan described in the UCEDD 5-year core grant application. Other relevant information not reported elsewhere should also be reported in this section.

This is a test. ABCDEFGHIJKLMNOPQRSTUVWXYZ.

This is a test for the PPR.

File types accepted: pdf, doc, docx, xls, xlsx, rtf, jpg, gif.

	Delete	
1:	☐	Breakout Session- Custom Reports.pdf
2:	☐	Breakout Session- Data Coordinator's Role1.pdf
3:		📁 Choose file

This is where you need to provide a summary report of the implementation of the evaluation plan. You can enter text in the textbox provided and/or upload up to 3 documents, with any of the file types listed in the description above. Maximum file size: 1 MB. For more details on file sizes, see screenshot on page 6.

To upload a file: click on the **Choose File** button and locate the desired file on your local drive. When you are done adding files, click on the **Save Data and Close Window** button (top left). If you do not want to add any files, click on **Close Window**, and you will be taken back to the Summary Page with no changes saved.

To delete an uploaded file: check the appropriate checkbox in the **Delete** column, and then click **Save Data and Close Window**.

Note: The file linked in the screenshot above is for illustrating purposes only; it is in no way indicative of what file(s) you should upload in this section.

Part 2: Measures of Improvement and Consumer Satisfaction

CORE FUNCTION Interdisciplinary Pre-Service Preparation

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction

CORE FUNCTION: Interdisciplinary Pre-Service Preparation

Instructional program offered by the UCEDD that: (1) integrates knowledge and methods from two or more distinct disciplines; (2) integrates direct contributions to the field made by people with disabilities and family members; (3) examines and advances professional practice, scholarship and policy that impacts the lives of people with developmental and other disabilities and their families; (4) is designed to advance an individual?s academic or professional credentials; and (5) takes place in an academic setting or program.

It may: (1) lead to the award of an initial academic degree, professional certificate, or advanced academic credential; and (2) contribute to a discipline-specific course of study offered by the UCEDD or by another academic department.

Save Data and Close Window	Close Window

Output Measures

Number and type (discipline, intermediate, long-term) of UCEDD trainees trained in the DD field

Discipline	Trainee Type	Trainees #
Biological Sciences	Long-term	2
	Intermediate	0
Dentistry-Other	Long-term	1
	Intermediate	0
Education/Special Education	Long-term	0
	Intermediate	1
Other	Long-term	1
	Intermediate	0
	Total Long-term	4
	Total Intermediate	1
Total number of UCEDD trainees		5

The **Output Measures** are based on data entered in the Trainees dataset. They represent current UCEDD trainees. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee?** = **Yes**
  and
- **Fiscal Year** = current year

Note: The disciplines displayed here are only those of your current trainees'. The trainee **Discipline** is selected in the trainee year record. If you suspect numbers are inaccurate, you can run a search in the Trainees dataset and/or run the report Trainees by Discipline and Length of Study. However, this report can be run only for all trainees, so if your Center has LEND-only trainees, they will be included in the report.

Number of UCEDD interdiciplinary training programs	1
List of **Interdisciplinary** training programs.	1. Interdisciplinary Test

The number and list of record(s) in the screenshot above are based on data entered in the Activities dataset. They represent the training activties for your Center's trainees that have **Interdisciplinary** selected as **Discipline of Course or Class**. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Discipline of Course or Class** = **Interdisciplinary**
  and

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = current year

Number of UCEDD discipline specific training programs	2
List of **discipline specific** training programs.	1. Chess Problem for TA for LEND and UCEDD faculty 2. This is a test

The number and list of records in the previous screenshot are based on data entered in the Activities dataset. They represent the training activties for your Center's trainees that have any other option but **Interdisciplinary** selected as **Discipline of Course or Class**. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Discipline of Course or Class** <> **Interdisciplinary** (<> = different from)
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = current year

Diversity of UCEDD trainees (e.g., gender, person w/disability, family member, race/culture/language spoken)				5 total trainees	
Race		**Ethnicity**		**Gender**	
White	4	Hispanic	1	Female	5
Black or African American	0	Non Hispanic	4	Male	0
American Indian and Alaskan Native	1	Unrecorded	0		
Asian	0				
Native Hawaiian and Other Pacific Islander	0				
More than one race	0				
Unrecorded	0				

Figures in the screenshot above are based on data entered in the Trainees dataset, in current UCEDD trainees' main records. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee?** = **Yes**
  and
- **Fiscal Year** = current year

For example, **White** = 4: this means that the Center had 4 UCEDD trainees in the current year who selected White for Race.

Personal Relationship with Disabilities		Primary Language	
Person with a disability	1	Do you speak a language other than English at home?	How well do you speak English? (only trainees who answer YES to the previous question "Do you speak a language other than English at home?" will be answering this question).
Person with a special health care need	1	Spanish	1	Very well	0
Parent of a person with a disability	0	Another language	1	Well	0
Parent of a person with a special health care need	0	No	3	Not well	1
Family member of a person with a disability	0			Not at all	0
Family member of a person with a special health care need	0				
Unrecorded	1				
None	3				

Figures in the screenshot above are based on data entered in the Trainees dataset, in current UCEDD trainees' main records. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee? = Yes**
  and
- **Fiscal Year** = current year

Note: **Personal Relationship with Disablties** is a multiple-choice field, therefore the total may be higher than the actual number of trainees.

Regarding pre-service preparation trainings conducted outside the UCEDD:	
Number of training events	1
Total number of hours for training events	3 total hours
Number of hours for each training event	1. This is a test - 3 hour(s)
Total number of participants/students trained	10

The numbers and list of records in the previous screenshot are based on data entered in the Activities dataset. They represent your Center's academic training activities that were conducted outside the UCEDD. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Was this training conducted outside the UCEDD? = Yes**
  and
- **Fiscal Year** = current year

Number of training events = the number of Activity records that meed the above criteria.

Total number of hours for training events = the total number of hours in the same Activity records as above.

Number of hours for each training event: Activity records that meet the above criteria are listed (their titles), along with individual durations.

Total number of participants/students trained = sum of total number of participants (line **TOTAL PARTICIPANTS**) for the same Activity records.

Initial Outcome Measure		
	Total Number surveyed	56
	Total Number responding	56
	Number responding	
	Strongly Agree	25
	Agree	13
	Disagree	16
	Strongly Disagree	2
Percent of UCEDD long-term trainees reporting an increase in knowledge or skills and/or change in attitude	**67%**	

The **Initial Outcome Measure** section above displays aggregate data from all academic training activities for which the **Initial Outcome Measure** was collected. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = current year

Percent of UCEDD long-term trainees reporting an increase in knowledge or skills and/or change in attitude – this number is calculated as follows:

> (**Strongly Agree + Agree**) / **Total Number responding** * 100

In the example above:

> (25 + 13) / 56 * 100 = 67% (the percentage is always rounded; no decimals are displayed)

Consumer Satisfaction Measure		
Area of Emphasis	**Definition**	**Consumer Satisfaction Measure**
Quality Assurance		For those activities in which the UCEDD was the lead:
		Number of activities	2
		Total Number surveyed	30
		Total Respondents	30
		Response rate	100%
		Number Responding	
		Strongly Agree	19 (63.3%)
		Agree	5 (16.7%)
		Disagree	6 (20.0%)
		Strongly Disagree	0 (0.0%)
	Percentage of trainees who reported satisfaction with the knowledge and skills gained to promote quality assurance activities for IWDD. (Strongly Agreed + Agreed)	**80%**
	Response Rate Explanation No explanation is required as the response rate was 30% or greater.	
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)	This is a test.
Quality of Life		For those activities in which the UCEDD was the lead:
		Number of activities	1
		Total Number surveyed	34
		Total Respondents	34
		Response rate	100%

Number Responding	
Strongly Agree	15 (44.1%)
Agree	9 (26.5%)
Disagree	5 (14.7%)
Strongly Disagree	5 (14.7%)
Percentage of trainees who reported satisfaction with the knowledge and skills gained to serve as a resource for IWDD in other areas. (Strongly Agreed + Agreed)	71%

The **Consumer Satisfaction Measure** section lists aggregate data from Activity records. Criteria used:

- **Core Function = Interdisciplinary Pre-Service Preparation**
  and
- **Program Type = UCEDD or UCEDD,LEND**
  and
- **Was the Center the lead on this activity? = Yes**
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

Response rate: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

Percentage of trainees who reported satisfaction with the knowledge and skills gained… – this number is calculated as follows:

(**Strongly Agree + Agree**) / **Total Respondents** * 100

In the examples above:

Quality Assurance: (19 + 5) / 30 * 100 = 80% (the percentage is always rounded; no decimals are displayed)

Quality of Life: (15 + 9) / 34 * 100 = 71% (the percentage is always rounded; no decimals are displayed)

Additionally, for the primary **Area of Emphasis** (as identified in the Cover Page):

Response Rate Explanation: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

Sampling Procedures: This field is required. A short explanation must be entered even if no sampling procedures were used.

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Interdisciplinary Pre-Service Preparation
Instructional program offered by the UCEDD that: (1) integrates knowledge and methods from two or more distinct disciplines; (2) integrates direct contributions to the field made by people with disabilities and family members; (3) examines and advances professional practice, scholarship and policy that impacts the lives of people with developmental and other disabilities and their families; (4) is designed to advance an individual?s academic or professional credentials; and (5) takes place in an academic setting or program.

It may: (1) lead to the award of an initial academic degree, professional certificate, or advanced academic credential; and (2) contribute to a discipline-specific course of study offered by the UCEDD or by another academic department.

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Continuing Education

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Continuing Education
Seminars or courses of instruction offered by the UCEDD that: (1) serve to maintain professional credentials; (2) encourage professionals to expand their knowledge base and stay up-to-date on new developments; and (3) offer certificates of completion or CEUs (or their equivalents).

Save Data and Close Window	Close Window

Output Measures	
Number of professionals participating in UCEDD continuing education programs	189
Number of UCEDD continuing education programs	4
Length (amount of course time) of CE program	34 total hours
	1. Chess Problem for TA for UCEDD ONLY, version 202 - 1 hour(s) 2. This is a test - 5 hour(s) 3. Continuing Ed Test - 25 hour(s) 4. Test 5-21-19 - 3 hour(s)

The numbers and list of records in the **Output Measures** section above are based on data entered in the Activities dataset. Criteria used:

- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **Yes** OR **Are certificates of completion or CEUs (or their equivalents) offered?** = **Yes**
  and
- **Fiscal Year** = current year
  and
- **Duration**, button **Not Applicable** = not checked; this last criteria is used only for **Length of CE program** and the ensuing list of Activity records.

Number of professionals participating in UCEDD continuing education programs = the sum of **TOTAL PARTICIPANTS** for all Activity records that meet the above criteria.

Number of UCEDD continuing education programs = the number of Activity records that meet the same criteria.

Length (amount of course time) of CE program = the total **Duration** for all the Activity records identified; all records are listed then (their titles) with their individual durations.

Consumer Satisfaction Measure		
Area of Emphasis	**Definition**	**Consumer Satisfaction Measure**
Quality Assurance		For those activities in which the UCEDD was the lead:
		Number of activities — 4
		Total Number surveyed — 84
		Total Respondents — 74
		Response rate — 88%
		Number Responding
		Strongly Agree — 42 (56.8%)
		Agree — 28 (37.8%)
		Disagree — 3 (4.1%)
		Strongly Disagree — 1 (1.4%)
	Percentage of trainees who reported satisfaction with the knowledge and skills gained to promote quality assurance activities for IWDD. (Strongly Agreed + Agreed)	95%
	Response Rate Explanation No explanation is required as the response rate was 30% or greater.	
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)	

The **Consumer Satisfaction Measure** section provides aggregate data from continuing education Activity records. Criteria used:

- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **Yes** OR **Are certificates of completion or CEUs (or their equivalents) offered?** = **Yes**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Was the Center the lead on this activity?** = **Yes**
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

Response rate: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

Percentage of trainees who reported satisfaction with the knowledge and skills gained… – this number is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total Respondents** * 100

In the examples above:

Quality Assurance: (42 + 28) / 74 * 100 = 88% (the percentage is always rounded; no decimals are displayed)

For the primary **Area of Emphasis** (identified in the Cover Page):

> **Response Rate Explanation**: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

> **Sampling Procedures**: This field is required. A short explanation must be entered even if no sampling procedures were used.

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Continuing Education
Seminars or courses of instruction offered by the UCEDD that: (1) serve to maintain professional credentials; (2) encourage professionals to expand their knowledge base and stay up-to-date on new developments; and (3) offer certificates of completion or CEUs (or their equivalents).

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Community Training

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Community Services: Training
Training provided by UCEDD faculty/staff to enhance knowledge of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community).

Save Data and Close Window	Close Window

Output Measures

Number of people trained by participant type (e.g., Individuals with D/OD, family members, Service providers, professionals, paraprofessionals, Policy makers, Community members) IN AREA OF EMPHASIS

Area of Emphasis		
Quality Assurance	24 total	
	Trainees Total	3
	Classroom Students	3
	Professionals & Para-Professionals	3
	Family Members/Caregivers	3
	Adults with Disabilities	3
	Children/Adolescents with Disabilities/SHCN	3
	Legislators/Policymakers	3
	General Public/Community Members	3

Number of discrete training events and/or training series IN AREA OF EMPHASIS		1
Area of Emphasis		
Quality Assurance		1

The **Output Measures** section displays aggregate data from community training Activity records, organized by **Area of Emphasis**. Within each Area of Emphasis, the total and then the breakdown of **Participant types** are listed. Criteria used:

- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and

- **Program Type** = UCEDD or **UCEDD,LEND**
  and
- **Fiscal Year** = current year

Number of discrete training events and/or training series IN AREA OF EMPHASIS	1
Area of Emphasis	
Quality Assurance	1

The numbers in the screenshot above represent counts of community training Activity records, organized by **Area of Emphasis**. Criteria used:

- **Core Function = Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and
- **Program Type** = UCEDD or **UCEDD,LEND**
  and
- **Fiscal Year** = current year

Initial Outcome Measures		
For recipients of regular, on-going trainings, percent reporting an increase in knowledge gained IN AREA OF EMPHASIS:		
Area of Emphasis	Initial Outcome Measure	
Quality Assurance	100%	
	Total number of activities	1
	Total number surveyed	15
	Total number responding	15
	Number responding	
	Strongly Agree	7
	Agree	8
	Disagree	0
	Strongly Disagree	0

The **Initial Outcome Measure** section provides aggregate data from community training Activity records based on the following criteria:

- **Core Function = Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and
- **Program Type = UCEDD or UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; within each Area of Emphasis, **percent reporting an increase in knowledge gained IN AREA OF EMPHASIS** (first row for each Area) is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total number responding** * 100

In the examples above:

Quality Assurance: (7 + 8) / 15 * 100 = 100% (the percentage is always rounded; no decimals are displayed)

Consumer Satisfaction Measure		
Area of Emphasis	**Definition**	**Consumer Satisfaction Measure**
Quality Assurance		For those activities in which the UCEDD was the lead:

		Number of activities	1
		Total Number surveyed	20
		Total Respondents	13
		Response rate	65%
		Number Responding	
		Strongly Agree	10 (76.9%)
		Agree	3 (23.1%)
		Disagree	0 (0.0%)
		Strongly Disagree	0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to promoting quality assurance activities for IWDD. (Strongly Agreed + Agreed)	**100%**	
	Response Rate Explanation No explanation is required as the response rate was 30% or greater.		
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)		

The **Consumer Satisfaction Measure** section provides aggregate data from community training Activity records. Criteria used:

- **Core Function = Continuing Education/Community Training**
  and
- **Are continuing education credits offered? = No** AND **Are certificates of completion or CEUs (or their equivalents) offered? = No**
  and
- **Program Type = UCEDD** or **UCEDD,LEND**
  and
- **Was the Center the lead on this activity? = Yes**
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

> **Response rate**: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained… – this number is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total Respondents** * 100

In the examples above:

Quality Assurance: (10 + 3) / 13 * 100 = 100% (the percentage is always rounded; no decimals are displayed)

Additionally, for the primary **Area of Emphasis** (as identified in the Cover Page):

Response Rate Explanation: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

Sampling Procedures: This field is required. A short explanation must be entered even if no sampling procedures were used.

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Community Services: Training
Training provided by UCEDD faculty/staff to enhance knowledge of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community).

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Technical Assistance

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Community Services: Technical Assistance
Direct problem-solving services provided by UCEDD faculty/staff to assist programs, agencies, or other entities in improving their outcomes, services, management, and/or policies. This includes TA provided to self-advocacy organizations, family support groups, and other organizations.

Save Data and Close Window	Close Window

Output Measures	
Number of hours of technical assistance provided in the areas of emphasis	42 Total hours
Area of Emphasis	**Hours**
Quality Assurance	40
Health-Related Activities	2
Number of hours of technical assistance per type of organization	42 total hours
Type of Organization	**Hours**
State Title V Agency	12
Other MCHB Funded or Related Program	2
State Health Dept.	30
Medicaid	5
Development Disabilities Council	5
Another UCEDD	5

The **Output Measures** section provides aggregate data from technical assistance Activity records based on the following criteria:

- **Core Function** = **Technical Assistance**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Duration**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = current year

Number of hours of technical assistance and the breakdown of hours by Area of Emphasis: these items provide aggregate numbers of data entered in field **Duration** in Activity records.

The breakdown of hours by **Type of Organization**: this lists all the organizations selected from **Recipient of TA/Collaborator** in technical assistance Activities. If more than one organization is checked in a record, then the same duration will be attributed to all organizations checked. Example:

Options checked in an Activity record under **Recipient of TA/Collaborator**:

- State title V Agency
- Other MCHB Funded or Related Program
- State Health Dept.
- Medicaid
- Developmental Disabilities Council
- Another UCEDD

Duration for the same record: 2 (hours)

For this, the PPR will list:

State title V Agency	2
Clinical Programs/Hospitals	2

Initial Outcome Measures

	Total number of activities	2
	Total number surveyed	71
	Total number responding	71
	Number responding	
	Strongly Agree	35
	Agree	19
	Disagree	16
	Strongly Disagree	1
For TA recipients with a sustained relationship with the UCEDD, percent reporting an increase in any of the identified or requested item(s):Enhanced resources , Enhanced services, Strengthened networking of public and private entities across communities , Increased awareness of evidence-based practices , Enhanced capacity to assess current practices in relation to evidenced-based approaches, Identification of policy changes needed within the areas of emphasis: (Strongly Agreed + Agreed)	76%	

The **Initial Outcome Measures** section provides aggregate data from technical assistance Activity records based on the following criteria:

- **Core Function** = **Technical Assistance**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and

- **Fiscal Year** = current year

For TA recipients with a sustained relationship with the UCEDD, percent reporting an increase in any of the identified or requested item(s)… is calculated as follows:

(**Strongly Agree + Agree**) / **Total number responding** * 100

In the example above:

(35 + 19) / 71 * 100 = 76% (the percentage is always rounded; no decimals are displayed)

Consumer Satisfaction Measure		
Area of Emphasis	**Definition**	**Consumer Satisfaction Measure**
Quality Assurance		For those activities in which the UCEDD was the lead:
		Number of activities — 3
		Total Number surveyed — 40
		Total Respondents — 40
		Response rate — 100%
		Number Responding
		Strongly Agree — 25 (62.5%)
		Agree — 11 (27.5%)
		Disagree — 4 (10.0%)
		Strongly Disagree — 0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to promoting quality assurance activities for IWDD. (Strongly Agreed + Agreed)	**90%**
	Response Rate Explanation — No explanation is required as the response rate was 30% or greater.	
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)	This is a test.
Health-Related Activities		For those activities in which the UCEDD was the lead:
		Number of activities — 1
		Total Number surveyed — 97
		Response rate — 100%
		Number Responding
		Strongly Agree — 15 (15.5%)
		Agree — 17 (17.5%)
		Disagree — 23 (23.7%)
		Strongly Disagree — 42 (43.3%)
	Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to the health care needs of IWDD. (Strongly Agreed + Agreed)	**33%**

The **Consumer Satisfaction Measure** section provides aggregate data from technical assistance Activity records. Criteria used:

- **Core Function** = **Technical Assistance**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Was the Center the lead on this activity?** = **Yes**
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

> **Response rate**: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

> **Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained…** – this number is calculated as follows:

> > (**Strongly Agree + Agree**) / **Total Respondents** * 100

> In the examples above:

> **Quality Assurance**: (25 + 11) / 40 * 100 = 90% (the percentage is always rounded; no decimals are displayed)

> **Health Related Activities**: (15 + 17) / 97 * 100 = 33% (the percentage is always rounded; no decimals are displayed)

Additionally, for the primary **Area of Emphasis** (as identified in the Cover Page):

> **Response Rate Explanation**: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

> **Sampling Procedures**: This field is required. A short explanation must be entered even if no sampling procedures were used.

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Community Services: Model Services

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Model Services
Specialized services delivered with the intention to enhance the well being and status of the recipient and not for testing new practices and may be integrated with training, research, and/or dissemination functions. Includes direct problem-solving services provided to assist individuals with developmental and other disabilities and their families.

Save Data and Close Window	Close Window

Output Measure

Number of specialized services offered by the UCEDD to enhance the well being and status of the recipient	4

Initial Outcome Measures

Number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient	130
Area of Emphasis	**Number of Individuals**
Quality Assurance	25
Child Care-Related Activities	30
Employment-Related Activities	75

The **Output Measure** and **Initial Outcome Measures** sections provide aggregate data from direct clinical services/model services and other direct/model services Activity records. Criteria used:

- **Core Function** = **Direct Clinical Services/Model Services** or **Other Direct/Model Services** and
- **Program Type** = **UCEDD** or **UCEDD,LEND** and
- **Fiscal Year** = current year

Number of specialized services offered by the UCEDD to enhance the well being and status of the recipient = the number of Activity records that meet the criteria listed above.

Number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient = the total of **Number of unduplicated individuals served** from all Activities that meet the above criteria. The total is then broken down by **Area of Emphasis**.

Consumer Satisfaction Measure

Area of Emphasis	Definition	Consumer Satisfaction Measure	
Quality Assurance		For those activities in which the UCEDD was the lead:	
		Number of activities	1
		Total Number surveyed	15
		Total Respondents	15
		Response rate	100%
		Number Responding	
		Strongly Agree	8 (53.3%)
		Agree	6 (40.0%)
		Disagree	1 (6.7%)
		Strongly Disagree	0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to promoting quality assurance activities for IWDD. (Strongly Agreed + Agreed)	93%	
	Response Rate Explanation No explanation is required as the response rate was 30% or greater.		
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)	This is a test.	
Child Care-Related Activities		For those activities in which the UCEDD was the lead:	
		Number of activities	1
		Total Number surveyed	20
		Total Respondents	10
		Response rate	50%

		Number Responding	
		Strongly Agree	5 (50.0%)
		Agree	3 (30.0%)
		Disagree	2 (20.0%)
		Strongly Disagree	0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to appropriate child care for CWDD and serving as a resource for family members/caregivers of CWDD to access and use appropriate child care. (Strongly Agreed + Agreed)	80%	
Employment-Related Activities		For those activities in which the UCEDD was the lead:	
		Number of activities	1
		Total Number surveyed	0
		Total Respondents	0
		Response rate	0%
		Number Responding	
		Strongly Agree	0 (0.0%)
		Agree	0 (0.0%)
		Disagree	0 (0.0%)
		Strongly Disagree	0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to employment, job choice, and career opportunities for IWDD. (Strongly Agreed + Agreed)	0%	

The **Consumer Satisfaction Measure** section provides aggregate data from direct clinical services/model services and other direct/model services Activity records. Criteria used:

- **Core Function** = **Direct Clinical Services/Model Services** or **Other Direct/Model Services**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Was the Center the lead on this activity?** = **Yes**
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

Response rate: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

Percentage of individuals in the community who reported satisfaction with the services and/or supports received… – this number is calculated as follows:

(**Strongly Agree + Agree**) / **Total Respondents** * 100

In the examples above:

Quality Assurance: (8 + 6) / 15 * 100 = 93% (the percentage is always rounded; no decimals are displayed)

Child Care-Related: (5 + 3) / 10 * 100 = 80% (the percentage is always rounded; no decimals are displayed)

Employment- Related: (0 + 0) / 0 * 100 = 0% (the percentage is always rounded; no decimals are displayed)

Additionally, for the primary **Area of Emphasis** (as identified in the Cover Page):

Response Rate Explanation: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

Sampling Procedures: This field is required. A short explanation must be entered even if no sampling procedures were used.

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Model Services
Specialized services delivered with the intention to enhance the well being and status of the recipient and not for testing new practices and may be integrated with training, research, and/or dissemination functions. Includes direct problem-solving services provided to assist individuals with developmental and other disabilities and their families.

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Community Services: Demonstration Services

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Community Services: Demonstration Services
Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.

Save Data and Close Window	Close Window

Output Measure	
Number of services offered solely by the UCEDD that are being field tested as promising or exemplary/best practices	1
Number of services offered in partnership with others that are being field tested as promising or exemplary/best practices	1

Initial Outcome Measures	
UCEDD and/or partnering agency adopts findings from field test to make at least one modification to the UCEDD services being field tested (ANSWER IS REQUIRED)	
1. Access and the Built Environments	Yes ○ No ⦿
2. This is a Test Demonstration Services	Yes ○ No ⦿

The **Output Measure** and **Initial Outcome Measures** sections provide aggregate data from demonstration services Activity records. Criteria used:

- **Core Function** = **Demonstration Services**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = current year
  and

- **Agencies Collaborating on the Work of the Activity** = **Not Applicable/No Collaborating Agency**; this is used only for the count of **Number of services offered solely by the UCEDD that are being field tested as promising or exemplary/best practices**
  and
- **Agencies Collaborating on the Work of the Activity** = any other choice(s) but **Not Applicable/No Collaborating Agency**; this is used only for the count of **Number of services offered in partnership with others that are being field tested as promising or exemplary/best practices**

For the core function of Demonstration Services, the **Initial Outcome Measures** need to be completed directly in the PPR. The **Initial Outcome Measures** section in the screenshot lists all Activity records that meet the first three criteria above. For each record, please answer the question as applicable. A **Yes** or **No** response is required for each Activity record.

Consumer Satisfaction Measure

Area of Emphasis	Definition	Consumer Satisfaction Measure	
Quality Assurance		For those activities in which the UCEDD was the lead:	
		Number of activities	1
		Total Number surveyed	400
		Total Respondents	400
		Response rate	100%
		Number Responding	
		Strongly Agree	250 (62.5%)
		Agree	100 (25.0%)
		Disagree	50 (12.5%)
		Strongly Disagree	0 (0.0%)
	Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to promoting quality assurance activities for IWDD. (Strongly Agreed + Agreed)	88%	
	Response Rate Explanation No explanation is required as the response rate was 30% or greater.		
	Sampling Procedures (Random sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)	This is a test.	
Child Care-Related Activities		For those activities in which the UCEDD was the lead:	
		Number of activities	1
		Total Number surveyed	34
		Total Respondents	34

		Response rate	100%
		Number Responding	
		Strongly Agree	15 (44.1%)
		Agree	5 (14.7%)
		Disagree	10 (29.4%)
		Strongly Disagree	4 (11.8%)
	Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to appropriate child care for CWDD and serving as a resource for family members/caregivers of CWDD to access and use appropriate child care. (Strongly Agreed + Agreed)	59%	

The **Consumer Satisfaction Measure** section provides aggregate data from demonstration services Activity records. Criteria used:

- **Core Function** = **Demonstration Services**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and

- **Was the Center the lead on this activity?** = Yes
  and
- **Fiscal Year** = current year

This section is organized by **Area of Emphasis**; the first one, highlighted in green, is your Center's primary Area of Emphasis, as identified in the Cover Page of the PPR. If the first line is not highlighted in green, it means that your Center did not report being lead and did not provide consumer satisfaction data for any Activities with your primary Area of Emphasis. If this is incorrect, then go to Activities dataset and update records as needed.

Within each **Area of Emphasis**, only records for which your Center was the lead are included in the counts:

Response rate: this percentage is calculated as **Total Respondents** divided by **Total Number surveyed**.

Percentage of individuals in the community who reported satisfaction with the services and/or supports received… – this number is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total Respondents** * 100

In the examples above:

Quality Assurance: (250 + 100) / 400 * 100 = 88% (the percentage is always rounded; no decimals are displayed)

Child Care-Related: (15 + 5) / 34 * 100 = 59% (the percentage is always rounded; no decimals are displayed)

Additionally, for the primary **Area of Emphasis** (as identified in the Cover Page):

Response Rate Explanation: This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Quality Assurance, in this example). If the response rate is below 30%, an explanation is required. You cannot submit the report unless you complete this field.

Sampling Procedures: This field is required. A short explanation must be entered even if no sampling procedures were used.

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Community Services: Demonstration Services
Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Research

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction

CORE FUNCTION: Research

Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities.

Save Data and Close Window	Close Window

Output Measure	
Number of active research activities	4

Initial Outcome Measures	
Have you adopted research findings from research activities completed in current or prior years by modifying activities in other core functions in the current fiscal year? (ANSWER IS REQUIRED)	
	Yes ◉ No ○
	Year: 2019
	NIRS Research Test
	This is a Test Evaluation
	REVIEW | UPDATE list of activities that reflect research findings that initiated changes in the core function.

Number of active research activities: this number represents the count of Activity records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Core Function** = **Research**
  and
- **Fiscal Year** = current year

For the core function of Research, the **Initial Outcome Measures** need to be completed directly in the PPR. You need to select Research activities from previous years that have led to the modification of activities in other core functions in the current fiscal year. Do so by clicking on **REVIEW \| UPDATE list of activities that reflect research findings that initiated changes in the core function**. This will open up a separate window, where you first need to select the fiscal years of the research activities that initiated changes in the current fiscal year.

Select Years	Select Activities

Scroll up/down to see the full list of prior years that have research activities. Check years you would like to include.

☑
2019

☐
2018

☐
2015

☐

Close window without saving selections	Next

Check the appropriate fiscal years, and then click on **Next**. Or if you'd rather not save this time, click on **Close window without saving selections**.

For the year(s) previously selected, all the UCEDD Research activities are listed. Check the boxes to the left to choose which research activities that initiated changes in activities in the current fiscal year. When you are done, click on **Save Data into Report and Close Window**. If you'd like to select more fiscal years, then click on **Previous**. Or if you decide not to save anything, click on **Close window without saving selections**.

When you are done reviewing data and completing the section on Research, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Information Dissemination

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Product Development and Information Dissemination
Distribution of knowledge-based information through UCEDD developed products and activities.

Save Data and Close Window	Close Window

Output Measures		
Number of products developed in the current Fiscal Year	117	
Number of products disseminated (regardless of whether they were created in the current or previous Fiscal Years)	3	Review | Update Number of products disseminated
Number of conferences and conference presentations	66	

The **Output Measures** section provides aggregate data from the Products dataset:

Number of products developed represents the count of Products records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Type of Material** = all but **Conference Presentations and Posters Presented**
  and
- **Fiscal Year** = current year

Number of products disseminated (regardless of whether they were created in the current or previous Fiscal Years) represents the count of Product records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Product** is selected as having been disseminated in the **Product Dissemination Tool.** See (*) below for further explanations.

Number of conferences and conference presentations represents the count of Products records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Type of Material** = **Conference Presentations and Posters Presented**
  and
- **Fiscal Year** = current year

* To report the dissemination of Products, click on the button:

START the process of identifying the number of products which were disseminated during this current Fiscal Year

This will open up the Product Dissemination Tool (from the Products dataset) in a separate window. First, select the fiscal year(s) of the older Products that you disseminated this year:

If you'd rather not save the selections made and return to the main report, then click on **Close window without saving selections**. If you want to continue, click on **Next**:

In this second step, your Center's Products from the previously selected years are listed. Choose the Product(s) for which you want to report dissemination in the current fiscal year by checking the box next to each of them. Note that for each fiscal year there is a scroll bar, so you can see all of the Products from the respective year.

After selecting the Products, click on **Next** to go to the final step. Or if you do not wish to save your selections, click on **Close window without saving selections**. Before you go to the next step, if you realize you need to select more Products from other fiscal years, you can click on **Previous** to return to year selection.

| Select Years | Select Products | Report dissemination quantities |

You have selected the following products.

OPTIONAL: Please enter dissemination quantity, if known, for the selected product(s) below.

Year 2019

Anna Karenina v02

15

Book Test

1000

3

Doctoral Test

500

Previous | Close window without saving selections | Save Data into Report and Close Window

Clear All Selections

In this last step, which is entirely optional, enter the disseminated quantities for each of the Product(s) previously selected. If you realize you need to add more Product(s), then go back by clicking on the button **Previous**. If you do not wish to save what you entered, then click on **Close window without saving selections**. When you are done entering everything and want to return to the PPR, click on **Save Data into Report and Close Window**. Finally, if you need to start over, click on **Clear All Selections**. A small window (below) will pop-up to warn you that all the dissemination information will be deleted. If you do want to clear everything, then click **OK**, otherwise if you selected this accidentally, click **Cancel**.

www.aucd.org says

This action will delete ALL selected products and associated dissemination quantities in the Product Dissemination Tool and in the PPR (UCEDD Program Performance Report). Click "CANCEL" button if this is not what you were planning to do. Click "OK" button if you are sure you want to start over.

OK | Cancel

Back to the PPR, the total number of products disseminated is reflected: 3. You can report dissemination at a later time also, by either coming back to this section and clicking on **Review | Update Number of products disseminated**, or via the Product Dissemination Tool in the Products dataset.

| Number of products disseminated (regardless of whether they were created in the current or previous Fiscal Years) | 3 |

Consumer Satisfaction Measure	
How satisfied were individuals surveyed with the information on the UCEDD's website? (At least 50 people should be surveyed.)	
*Number surveyed	47
Number responding (auto filled from below)	47
Response rate	100%
Number Responding	
*Highly satisfied	25
*Satisfied	15
*Satisfied somewhat	5
*Not at all satisfied	2
Total	47
Percent of Total who were Highly Satisfied or Satisfied	85.1%

The **Consumer Satisfaction Measure** section must be completed directly in the PPR Fields with an asterisk are required. The other numbers will update automatically based on the figures entered.

Number Responding = Total of **Highly Satisfied**, **Satisfied**, **Satisfied somewhat**, and **Not at all satisfied**

Response rate = **Number Responding** (above) divided by **Number surveyed**

Percent of Total who were Highly Satisfied or Satisfied =

(**Highly satisfied** + **Satisfied**) / **Number Responding** * 100

In the example above:

Number Responding: 25 + 15 + 5 +2 = 47

Response rate: 47 / 47 = 100% (the percentage is always rounded; no decimals are displayed)

Percent of Total who were Highly Satisfied or Satisfied: (25 + 40) / 47 = 85%

AIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction
CORE FUNCTION: Product Development and Information Dissemination
Distribution of knowledge-based information through UCEDD developed products and activities.

Save Data and Close Window	Close Window

When you are done reviewing data and completing this section, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Leveraging

Save Data and Close Window	Close Window

Outcome Measure	
Number of grants and contracts and other funds leveraged.	5

TOTAL FUNDING LEVERAGED (EXCLUDING UCEDD CORE FUNDING):	$1,263,000.00	
SOURCE	FUNDS LEVERAGED	% OF TOTAL LEVERAGED
Federal	$1,263,000.00	100 %
ACL	$1,750,000.00	
HRSA	$20,000.00	
SSA (SSI)	$40,000.00	
State	$0.00	0 %
Local	$0.00	0 %
Other	$0.00	0 %

This section provides aggregate data from Project records. If you think the figures are incorrect, please check the information entered for each of your Projects.

Number of grants and contracts and other funds leveraged: please enter this number directly in the PPR.

Note: The core funding is automatically subtracted from the **Total Funding Leveraged** amount. For the purpose of accurate calculations in this section, please make sure to enter the core funding in NIRS, either as a standalone Project record or in a Project record with other sources of funding as well, or even split between Projects. Any of these options is fine - it is only essential that the core funding be entered in NIRS, along with all other funding amounts so your leveraged funding is accurately calculated. This will also assist in accurate calculations of the funds leveraged by the full UCEDD network.

When you are done reviewing data and completing this section, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Part 3: Measures of Collaboration

AIDD Program Performance Report, Part 3: Measures of Collaboration

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Required Reporting Elements

*1. Identify the critical issues/barriers affecting individuals with developmental disabilities and their families in your State that the DD Network (The State DD Council, Protection and Advocacy Agency, and UCEDD) has jointly identified:	This is a test.

2. Describe the strategies collaboratively implemented by the DD Network for at least one of the issues/barriers identified above:

*a. Issue/Barrier	abcdefg
*b. Provide a brief description of the collaborative strategies to address issue/barrier and expected outcome(s):	c

*c. Check applicable areas of emphasis	
☑ Quality Assurance	☐ Education & Early Intervention
☐ Child Care-Related Activities	☐ Health-Related Activities
☐ Employment-Related Activities	☐ Housing-Related Activities
☐ Transportation-Related Activities	☐ Recreation-Related Activities
☐ Quality of Life	☐ Other - Assistive Technology
☐ Other - Cultural Diversity	☐ Other - Leadership
☐ Other Please Specify	

*d. Describe the UCEDD's specific role and responsibilities in this collaborative effort. Include any technical assistance expertise you can provide to other States in this area	This is a test.
*e. Briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired	Example
*f. Describe any unexpected benefits of this collaborative effort	f

All questions in this section must be answered, otherwise the report will not be complete, and you will not be able to submit it.

Optional Reporting Elements

3. Describe your collaborations with non-DD Act funded programs: a. List which disability populations benefited from your collaborations. b. Estimate the number of individuals with disabilities, other than developmental disabilities, who were affected by your collaborations with non-DD Act funded programs. c. Estimate the number of individuals with developmental disabilities who were affected by your collaborations with non-DD Act funded programs.	

This section is optional, and may be left blank if there is nothing to report.

When you are done reviewing and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Part 4: UCEDD Government Performance and Results Act (GPRA) Measures

AIDD Program Performance Report, Part 4: UCEDD Government Performance and Results Act (GPRA) Measures

Save Data and Close Window	Close Window

Data for the GPRA measures that has been collected through surveys of interdisciplinary pre-service trainees who are asked 2 questions at 1, 5, and 10 years post training.

Data for the GPRA measures is collected through surveys of interdisciplinary pre-service trainees who are asked 2 questions at 1, 5, and 10 years post training (2018, 2014, 2009).

MEASURE 1:	SURVEY QUESTION	NUMBER OF FORMER TRAINEES TO WHOM SURVEYS WERE SENT	NUMBER OF FORMER TRAINEES RESPONDING	REPORTED NUMBER OF INDIVIDUALS WHO ARE RECEIVING SERVICES
Percent of individuals with developmental disabilities who are receiving services through activities in which UCEDD-trained professionals are involved.	What is the number of individuals with developmental disabilities who are receiving direct services through activities in which you are involved?	50	1 years: 0 / 5 years: 0 / 10 years: 1 / Total: 1	1 years: 0 / 5 years: 0 / 10 years: 10 / Total: 10
MEASURE 2:	SURVEY QUESTION	NUMBER OF FORMER TRAINEES TO WHOM SURVEYS WERE SENT	NUMBER OF FORMER TRAINEES RESPONDING	NUMBER OF "YES" RESPONSES
Percent of UCEDD trainees who demonstrate leadership in the developmental disabilities field at 1, 5, and 10 years after completion of UCEDD training.	Are you in a leadership position in the field of developmental disabilities?	50	1 years: 0 / 5 years: 0 / 10 years: 1 / Total: 1	1 years: 0 / 5 years: 0 / 10 years: 0 / Total: 0

Number of individuals to whom surveys were sent.	50

All numbers in the last 2 columns are sums based on former UCEDD trainee surveys.

Number of individuals to whom surveys were sent: Type the figure in the textbox to the right and save the report (click **Save Data and Close Window**). This will update the figure in the two cells above – **Number of former trainees to whom surveys were sent**, so when you open this section next time, both those cells will read the number you entered for **Number of individuals to whom surveys were sent**.

When you are done reviewing and completing this section, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Optional Appendix

AIDD Program Performance Report, Optional Appendix

Save Data and Close Window	Close Window

Other Outcomes or Highlights

You may supply additional noteworthy information. Please clearly note the applicable Areas of Emphasis and/or Core Function(s) for any outcomes or highlights presented in this section. This Appendix is not a component of the Program Performance Report, but is provided for your use at your discretion.

This section is optional, so it may be left blank if needed.

When you are done reviewing and completing this section, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Submitting the report to AIDD

Program Performance Reports (PPRs)

New PPR Submission Procedures:
1. View Program Performance Report cover page
2. Click "Export Final Program Performance Report for GrantSolutions"
3. Your final Program Performance Reports is exported to the UCEDD Director's email inbox
4. Save Program Performance Report to your local files
5. Upload Program Performance Report in GrantSolutions as a "grant note"
6. Your Program Performance Report is now submitted to AIDD

Previous	1	Next						Show 10 ▼ entries

Fiscal Year				Last Edited	Submitted	Admin Links
FY 2019 Report	🅽 View	Cover	✏ Edit	05/29/2019 by nmartinez		
		Report	✏ Edit			
FY 2018 Report	🅽 View	Cover	✏ Edit	07/25/2018 by nmartinez		
		Report	✏ Edit			
FY 2017 Report	🅽 View	Cover	✏ Edit	04/27/2018 by cmiclea		
		Report	✏ Edit			

The PPR is due to AIDD on July 30th. When the report is finalized and ready to be submitted to AIDD, open the report in View mode (click on the **View** button instead of Edit to open the report). On the first page, in the top left corner, there is a button that reads **Export Final Report for GrantSolutions**. If the button is gray, that means that at least one required field is blank. Scroll down, and the respective question(s) will be marked with **INCOMPLETE**. Close the report, open it in Edit mode, fill in the missing information, and save the report. Then, open it again in View mode; the button that reads **Submit to AIDD** should now be blue, allowing you to submit the report. Click on it and the report will be submitted to your project officer at AIDD.

📄 **PDF - Draft**

Button is grayed out; report is incomplete and cannot be submitted yet.

New PPR Submission Procedures:

1. View Program Performance Report cover page
2. Click "Export Final Program Performance Report for GrantSolutions"
3. Your final Program Performance Rep[ort ...] [d]irector's email inbox
4. Save Program Performance Report t[o ...]
5. Upload Program Performance Repor[t ...] [...]te"
6. Your Program Performance Report is now submitted to AIDD

Fiscal Year 2019
University Center for Excellence in Developmental Disabilities (UCEDD)
Program Performance Report to the
Administration on Developmental Disabilities (AIDD)

Date of Report	May 29, 2019
AIDD Project Officer	Pamela O'Brien Pamela.O'Brien@acl.hhs.gov
AIDD Grant Officer	LaDeva Harris LaDeva.Harris@acl.hhs.gov
AIDD Grant Number	DD1234
UCEDD Name	AAA Test UCEDD Program
Address	Great University Best Department in the office 100 Sunshine Street Big Bucks Donation Building # 920 Washington, DC 54321 https://www.aucd.org
Phone	555-555-5555
Period of Performance	July 1, 2018 - June 30, 2019
Approved Project Period	October 1, 2002 - September 30, 2006
Project Title	The Project Title from the Grant Application
Principal Investigator	Abraham Lincoln qbd@nnf.edu 123-456-7890
Author of this Report	George Jesien

AIDD Program Performance Report, Part 1A. Detailed Work Plan Progress Report

Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities.

This section provides a progress report on the UCEDD work plan. Use the work plan from the 5-year application, or the most recently updated workplan submitted with a continuation application, to provide annual updates along with a narrative report of progress for each section of the work plan that has activities planned for the time period. Activities not planned for during the reporting period should not be included in this section.

INCOMPLETE

Example of how incomplete items are marked.

Export Final Report for GrantSolutions

Button is now blue; report is complete and can be submitted to your Project Officer at AIDD.

PDF

New PPR Submission Procedures:

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3. Your final Program Performance Reports is exported to the UCEDD Director's email inbox
4. Save Program Performance Report to your local files
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**Fiscal Year 2019
University Center for Excellence in Developmental Disabilities (UCEDD)
Program Performance Report to the
Administration on Developmental Disabilities (AIDD)**

Un-submitting and resubmitting the report:

If you discover any errors or inconsistencies after the PPR has been submitted (but before the July 30th deadline), you can contact AUCD (drudolph@ aucd.org, nmartinez@aucd.org) to ask to have the report un-submitted. AUCD staff can un-submit it, then you can make any needed changes and resubmit the report. Note that this applies only to resubmitting the report in NIRS, and it is unrelated to GrantSolutions, which is managed separately.

Other useful information

Special (smart) characters

When typing text, Microsoft Office programs automatically change some characters to smart characters. This creates problems when information is transferred from a Microsoft Office program into NIRS textboxes because the special characters and special formatting are not recognized. While special characters no longer return error messages in NIRS, they may automatically be replaced with question marks or eliminated altogether from the text. So when completing the textboxes in the PPR, it is simply best to avoid special characters. To do so, all text should be saved as plain text prior to transferring it into the PPR. Below are instructions on how to do this. Please note that these instructions are for Microsoft Office 365 Word. The steps should be very similar for previous versions of Word.

1. Start Word. Click on **File**, and then click on **Save As**.
2. From the drop-down menu for **Save as type:** select **Plain Text**, then click on **Save**.
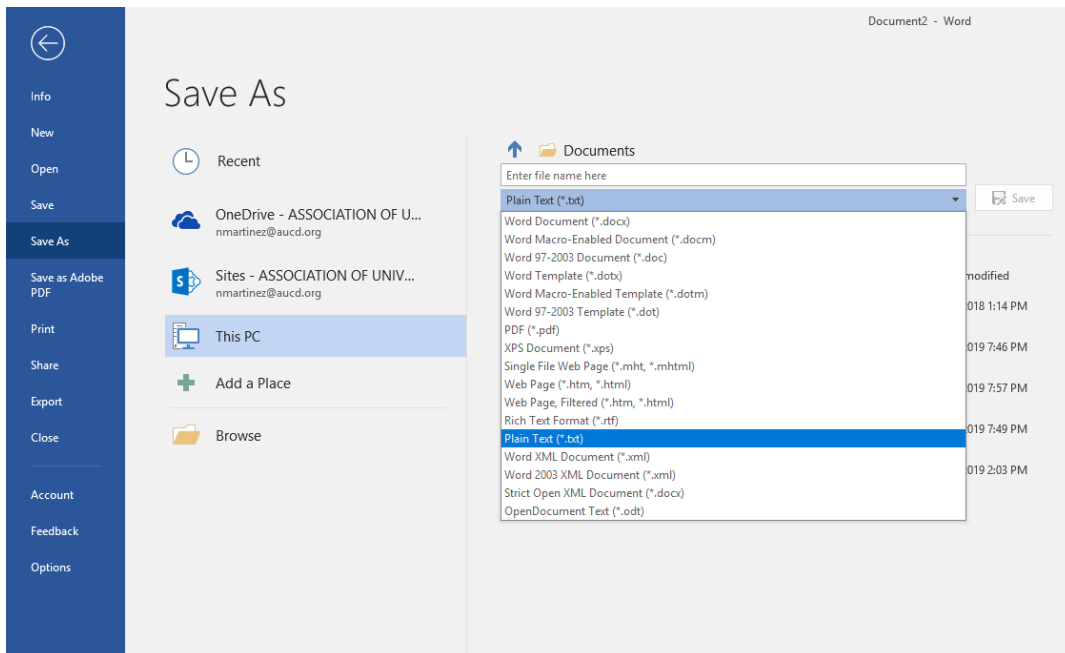
3. A new window will open. Check the box for **Allow character substitution**.
4. Click **OK** and then **Save**.
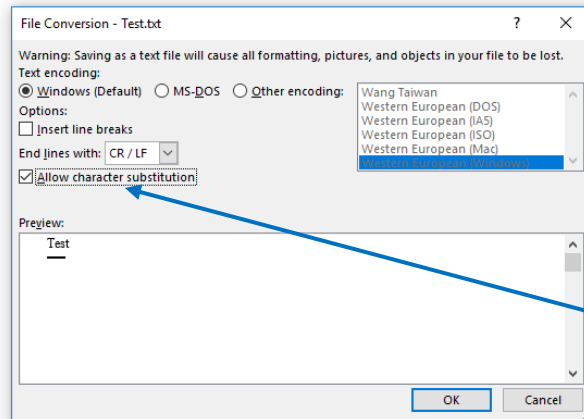
Make sure to check this box.

Tiny URL Instructions

Uniform Resource Locators (URLs) represent the address of a page on a certain website. Sometimes, URLs are very long because they include the full path, which provides many details useful for the IT staff. However, most users do not need to see the full link, and it is helpful to use an online tool to shorten such URLs. For the PPR in particular, very long links do not fit in the width of one page and negatively impact the formatting of the report.

Listed below are several websites that provide useful tools to create tiny URLs, which you can then include in your PPR. These links will not break in your documents and will not expire either.

TinyURL.com – Probably the best known truncator around, TinyURL offers the features most people are looking for: an easy to remember domain name, fairly short (though at 6 characters it's double what others create) identifier, and a preview page for your shortened link by using "preview.tinyurl.com/[link]".

http://www.is.gd/ – A single blank box for your address on the main page (which is totally uncluttered) and you are sent to the finished product. You are also given the option of sending your visitors to a preview page first by simply adding a hyphen to the end of your new URL.

http://url.ie/ – It has a very simple interface; fill in one blank with your URL and receive a three-character, truncated version.

www.snipurl.com – Snurl offers the usual single-blank URL truncation, but it goes way beyond that. Register on the site, and your "snips" will be stored and you can manage them whenever you want – and click-throughs get automatically tracked.