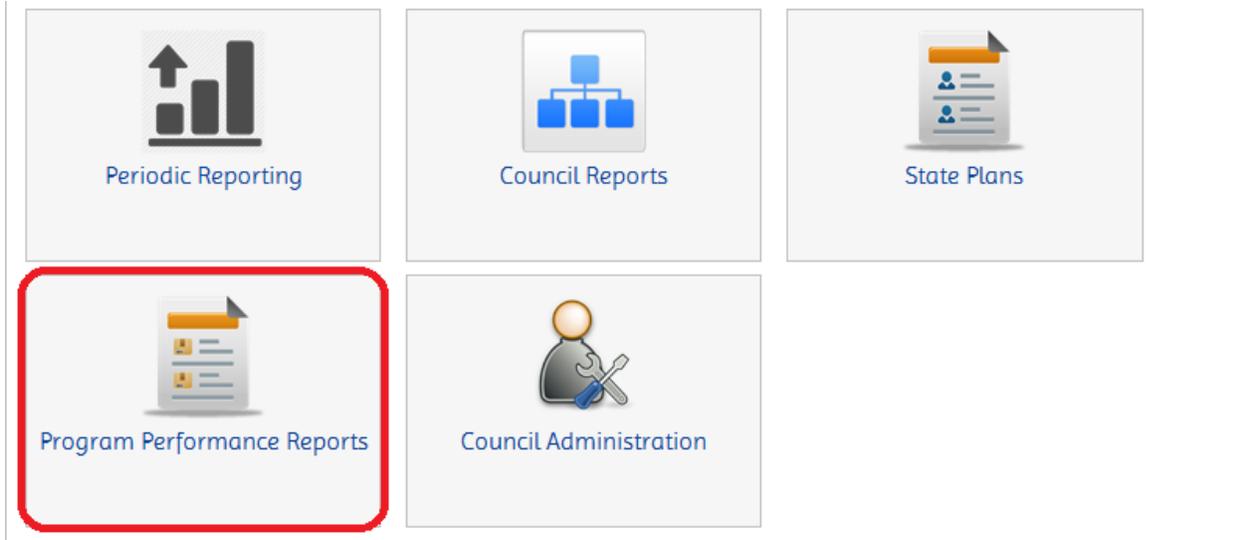


PPR Overview

Log-in to the DD Suite and select the “Program Performance Reports” button.



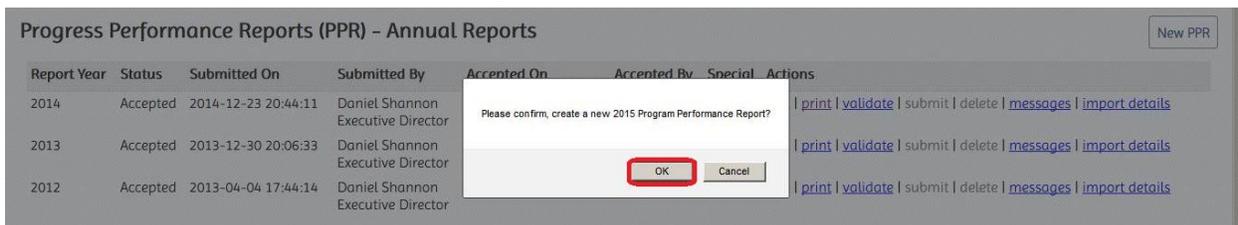
Generating a PPR Template

When you create your PPR template, certain information will be automatically imported from your State Plan for the year you are reporting on or from your most recent PPR. The Identification and the Goals and Objectives sections will be pre-populated from the related reporting year State Plan. The Comprehensive Review, Collaboration and Dissemination sections will be pre-populated from your last PPR.

Select the “New PPR” button.



DD Suite will ask you to confirm that you want to create a new PPR. Click ‘OK’.



The DD Suite will create a new report template for the fiscal year which most recently ended, and a new row will appear at the top of the PPR list, ready for editing.

0:59:22 **dd suite** (dev) Dashboard | Account | Logout | Help
Massachusetts Developmental Disabilities Council

PPR successfully created for 2015

Progress Performance Reports (PPR) - Annual Reports New PPR

Report Year	Status	Submitted On	Submitted By	Accepted On	Accepted By	Special	Actions
2015	In Progress					import	edit print validate submit delete messages import details
2014	Accepted	2014-12-23 20:44:11	Daniel Shannon Executive Director	2015-07-16 14:18:44	Allison Cruz	import	edit print validate submit delete messages import details
2013	Accepted	2013-12-30 20:06:33	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2012	Accepted	2013-04-04 17:44:14	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details

***Note:** If you try to create another PPR for the same year, a message will appear indicating that the PPR already exists. Click 'OK' to go back to the screen.

Progress Performance Reports (PPR) - Annual Reports New PPR

A 2015 PPR already exists, a PPR for the next year cannot be started until November 1

Report Year	Status	Submitted On	Submitted By	Accepted On	Accepted By	Special	Actions
2015	In Progress						validate submit delete messages import details
2014	Accepted	2014-12-23 20:44:11	Daniel Shannon Executive Director				validate submit delete messages import details
2013	Accepted	2013-12-30 20:06:33	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2012	Accepted	2013-04-04 17:44:14	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details

Continuing a PPR

To continue a PPR, select the 'edit' link in the row of the PPR you wish to edit.

Progress Performance Reports (PPR) - Annual Reports New PPR

Report Year	Status	Submitted On	Submitted By	Accepted On	Accepted By	Special	Actions
2014	Mods Requested	2014-12-23 20:44:11	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2013	Accepted	2013-12-30 20:06:33	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2012	Accepted	2013-04-04 17:44:14	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details

Deleting a PPR

To delete a PPR that has been created but not yet submitted, select the 'delete' link at the end of the row next to the PPR that you wish to delete. The PPR will be removed from your dashboard. You can then create a new PPR for the reporting year.

Progress Performance Reports (PPR) - Annual Reports New PPR

Report Year	Status	Submitted On	Submitted By	Accepted On	Accepted By	Special	Actions
2014	Mods Requested	2014-12-23 20:44:11	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2013	Accepted	2013-12-30 20:06:33	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details
2012	Accepted	2013-04-04 17:44:14	Daniel Shannon Executive Director			import	edit print validate submit delete messages import details