DD Council's
User Guide

Administration for Community Living (ACL) Reporting

Updated: October 2016

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ACL Reporting Introduction:

The ACL Reporting System is an ACL-wide grantee management application focusing on program performance, planning and federal report submission. The program currently supported is State Councils on Developmental Disabilities.

The ACL Reporting User Guide documents how to use the ACL Reporting system.

ACL Reporting Login Instructions:

1. Navigate to ACL Reporting: https://reporting.acl.gov

The ACL Reporting Homepage will feature the login information. You may log in with your given credentials, created by your Registrar, or you may authenticate using one of the social media outlets provided: Google, Facebook or LinkedIn. Talk to your Executive Director (Registrar) for questions regarding requesting an ACL Reporting account. You may only log in using your chosen login method (i.e. your chosen social media or your provided credentials - once your account has been created and your login method is identified- you may not log in through multiple methods).

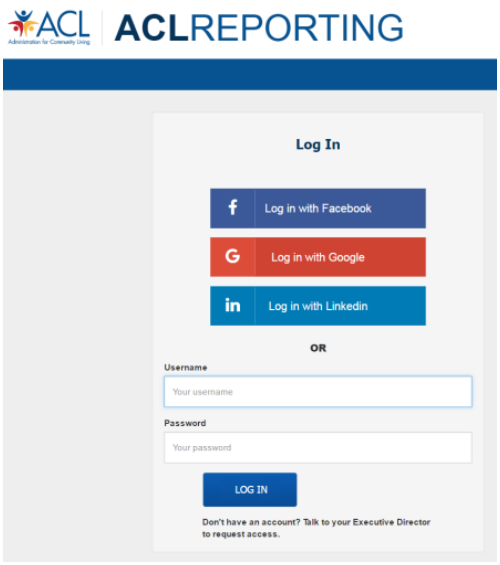
If you choose to contact your Registrar to set up an account please reach out to them outside of the system with the following information so they can create your account:

- Login ID
- First Name
- Last Name
- Email
- Login Provider (ACL-username/password, Google, LinkedIn, Facebook)
- Agency Program (DD Council)
- Profiles (Grantee, Grantee Reviewer, Grantee/Grantee Reviewer)

If you are having issues with the credentials you were provided with by your Registrar, outside of the system, please contact them to resolve or inquire about any issues you may be having with your account.

Also, remember when logging in and authenticating with one of the social media accounts, make sure you are logged in to that social media account before logging into ACL Reporting and continue to use that same account. If you are not logged in to that social media prior to logging in to ACL Reporting, the system will prompt you to log in with the social media you chose- just remember to continue using the same social media to log in otherwise you may be unsuccessful in accessing the system.

If you chose to log in through the ACL username and password, you will be given a password, by your Registrar, and after first logging in to ACL Reporting navigate to your Account Settings and reset your password to ensure further security. Once you have reset your password select Dashboard to navigate back to your dashboard to begin your data entry.

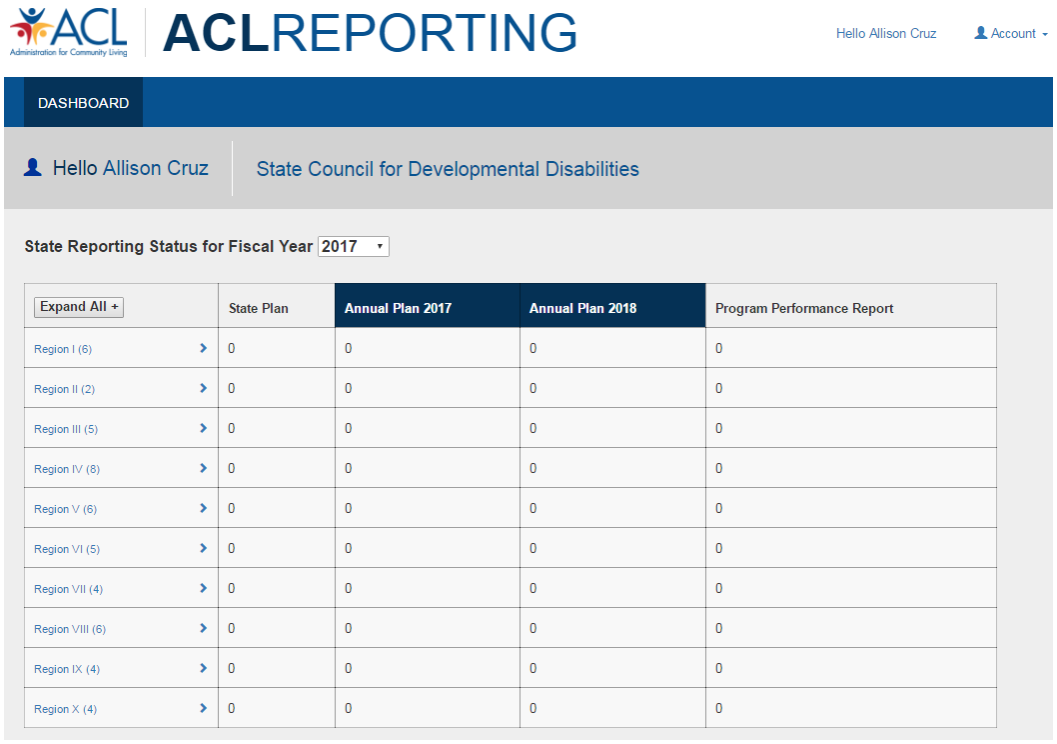


2. Once you have successfully logged in, you will then be navigated to your dashboard. Grantees and Reviewers will view a dashboard with sections of information that need to be completed and submitted to be reviewed.
A PO (Project Officer) will be navigated to a PO dashboard but will have access to the Grantee dashboards to review the information submitted by both the Grantee/Reviewer roles. Below are examples of the dashboards within the system:

Grantee dashboard- (Accessible to the Grantee/Reviewer)
ACL Reporting Grantee Dashboard (features the header, footer, and the data entry fields)

Legend	FFY 2018		FFY 2017	
Δ = Changed	Planning	Reporting	Planning	Reporting
Council Identification			Reviewed	
Designated State Agency			In Progress	
Comprehensive Review and Analysis			In Progress	
5 Year Goals			Not Started	
Evaluation Plan			Not Started	
Logic Model			Not Started	
Projected Council Budget			Not Started	
Assurances			Not Started	
Public Input and Review			Not Started	
Annual Work Planning	Not Started		Not Started	
State Plan Changes			Not Started	

PO dashboard- (Accessible to the PO)



ACL Reporting Account Registration:

If a person needs to have an account that is accessed through username/password in ACL Reporting rather than authenticating with the social media options they must contact their assigned Registrar and send them the information bulleted below. If they don't know who their Registrar is they must contact their Executive Director.

- Login (create a short login to access the system)
- First Name
- Last Name
- Email
- Agency Program: DD Council
- User role(s): Grantee, Grantee Reviewer, Registrar

Upon sending this request to your Registrar, they will create your account accordingly and will then contact you with your account information.

ACL Reporting Role Permissions:

ACL Reporting has four (4) roles:

1. Grantee - A Grantee has access to log in to ACL Reporting. Their dashboard will provide them access to enter information for their grant to report on for the life of the grant. They will be able to select Save to save their data and will be prompted to do so before leaving that section. You may save without submitting for review if you wish to work on the sections in phases. Once the information has been successfully saved, and all of the sub-sections for that section are completed, they will be able to select Ready for Internal Review. If a Reviewer or PO requests a revision be made to a certain section, a Grantee will have access to that section to make the appropriate edit(s) and will then be able to select Ready for Internal Review, again. The Grantee role has the ability to view and print their reports at any time. A Grantee can change their password if they chose the ACL method for logging in with username/password.

2. Reviewer - A Reviewer has access to log in to ACL Reporting. The person who possess this role is someone who works within the DD Council. Their dashboard will show the completed sections for the Reviewer to review. The Reviewer will have the ability to edit the sections and select Review or Request a Revision if a change is necessary for that section and it will need to be edited by the Grantee and resubmitted for internal review. Once all of the sections have been reviewed/approved by the Reviewer, they will then hit Submit. A Reviewer can change their password if they chose the ACL method for logging in with username/password.

3. PO - A Project Officer (PO) is your assigned Federal staff with access to log in to ACL Reporting and has access to log in to ACL Reporting. Their dashboard will display the statuses of the reports from all of their grantees. A PO has the ability to expand a region and then select a state within that region. Upon selecting a state, that will navigate the PO to that grantee's dashboard. From there, they are able to review the Grantee's data for approval. A PO can request a revision by selecting Disapprove, but will be unable to edit the information. A PO can then continue to review the data by section and select Validate if that section is correct. If a PO has Validated all of the sections, the PO can then Approve the report. If even just one section is selected as Disapproved, the PO must Reject the report. The Grantee will then need to make the appropriate edits to the specified sections, have the Reviewer review/approve the document and then the PO can fully Approve the report. (Please refer to the workflow listed in the Appendix). A PO can change their password if they chose the ACL method for logging in with username/password.

4. Registrar - A Registrar has access to log in to ACL Reporting. Each grant has an identified Registrar who will be responsible for creating accounts, providing account information, deactivating accounts or deleting accounts. A Registrar can change their own password if they chose the ACL method for logging in with username/password.

DD Council Data Entry:

The dashboard shows the different sections and when a section is expanded sub-sections will be shown as applicable. Statuses (Not Started, In Progress, Ready for Internal Review, Reviewed, Submitted, Disapproved, Approved) will be displayed for each section.

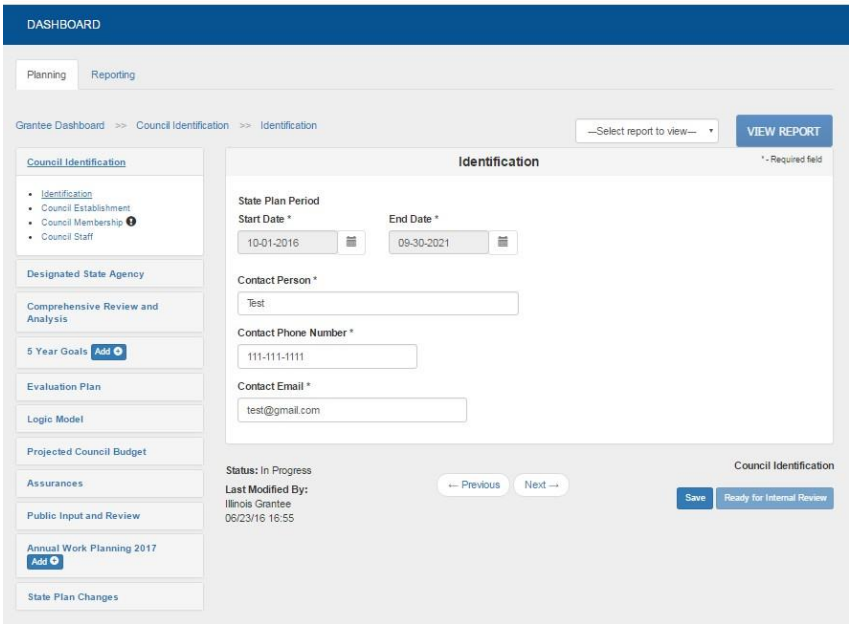
The statuses have different meanings:

- Not Started - That section has not been touched, no information has been entered.
- In Progress - The Grantee has begun entering data into that section and has Saved the data. That section may or may not be completed.
- Ready for Internal Review - The data has been entered in completely by the Grantee and is ready to be reviewed by the Reviewer.
- Reviewed - The information has been reviewed but not yet Submitted by the Reviewer.
- Submitted - The information was officially submitted by the Reviewer for review by the PO.
- Disapproved - the information was rejected by the PO. The Grantee will need to make the appropriate edits.
- Approved - the information was approved by the PO.

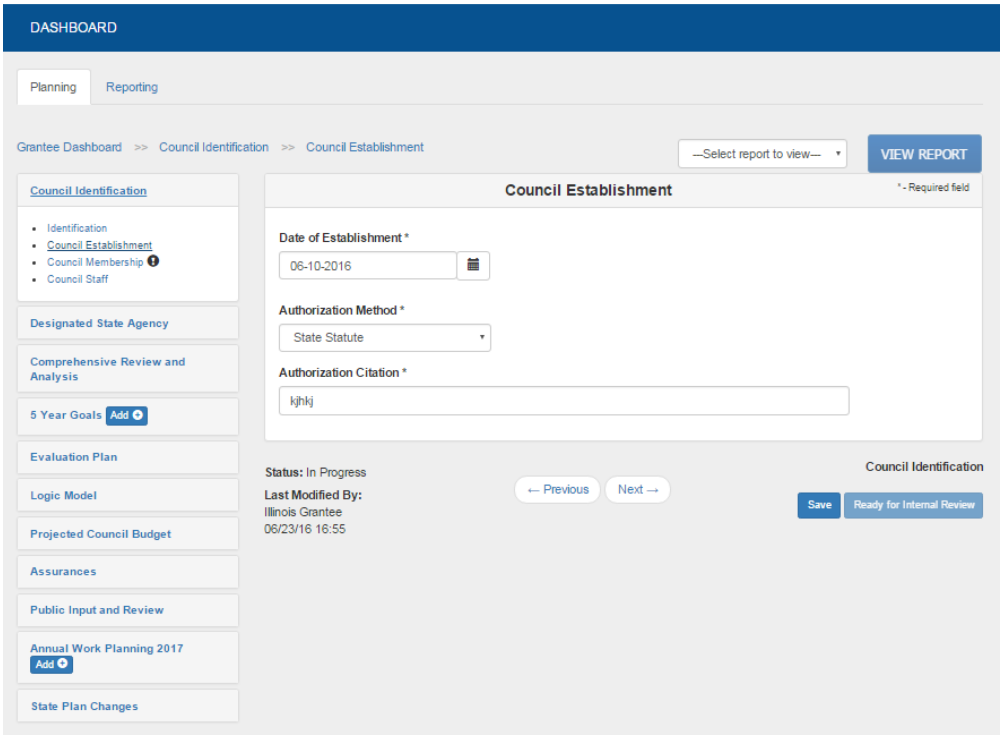
Below are the sections that need to be completed/reviewed/approved. Guidance is listed in each section for certain fields:

Council Identification

- Identification
    - The State Plan Period is in a read-only format because these dates reflect the life of the grant and should not need to be changed.

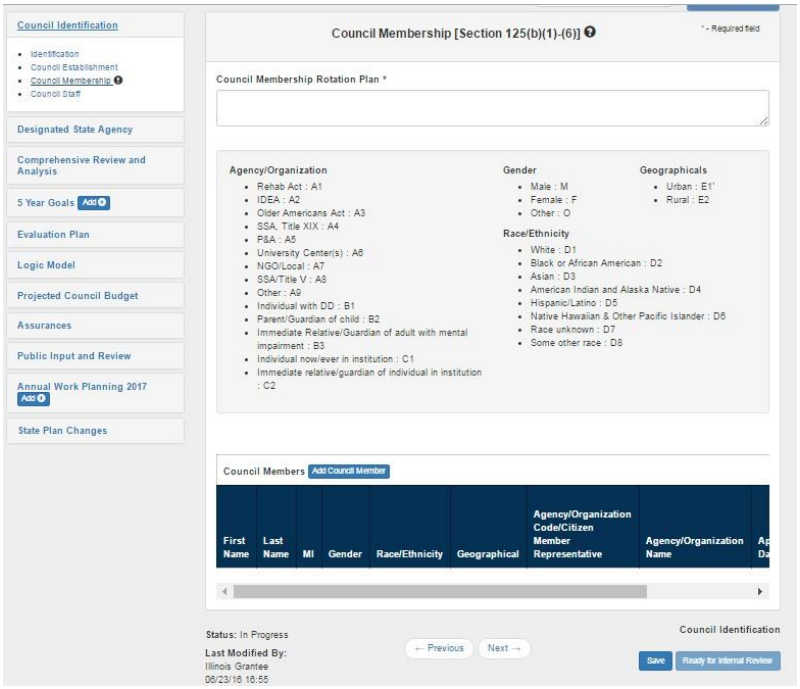


- Council Establishment
    - Date of Establishment has a date selector available to enter in a date or you may enter a date manually but it must be in a mm-dd-yyyy format.

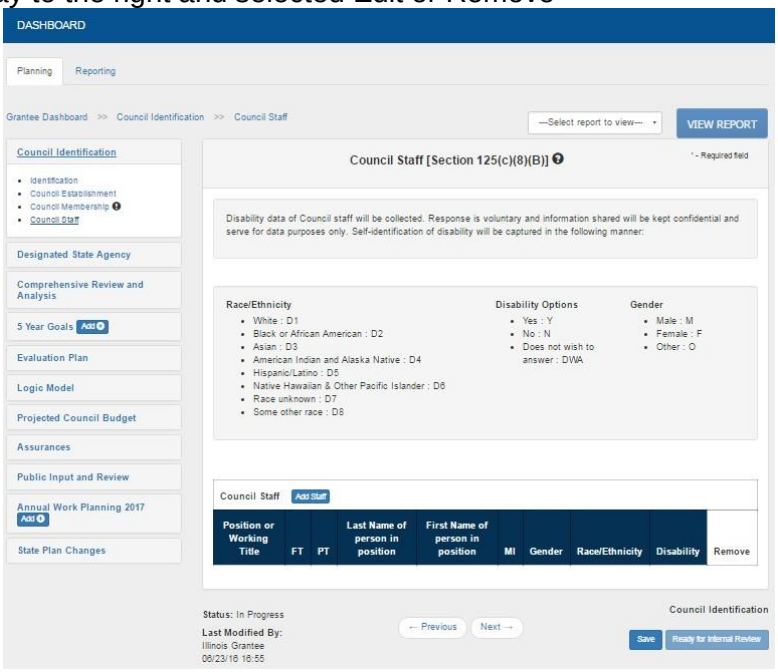


- Council Membership
    - You must select Add Council Member located in the table at the bottom of the page to enter data into the table
    - You may select multiple Races/Ethnicities by selecting an option in the Race/Ethnicity field, holding down the CTRL button and selecting another option (they will be highlighted and you can select as many as you wish to select)
    - Appt Date and Appt Expired Date both have a date selector available. To enter in a date or you may enter a date manually but it must be in a mm-dd-yyyy format

      You may edit or remove any of the rows you have added to this table by scrolling all the way to the right and selected Edit or Remove

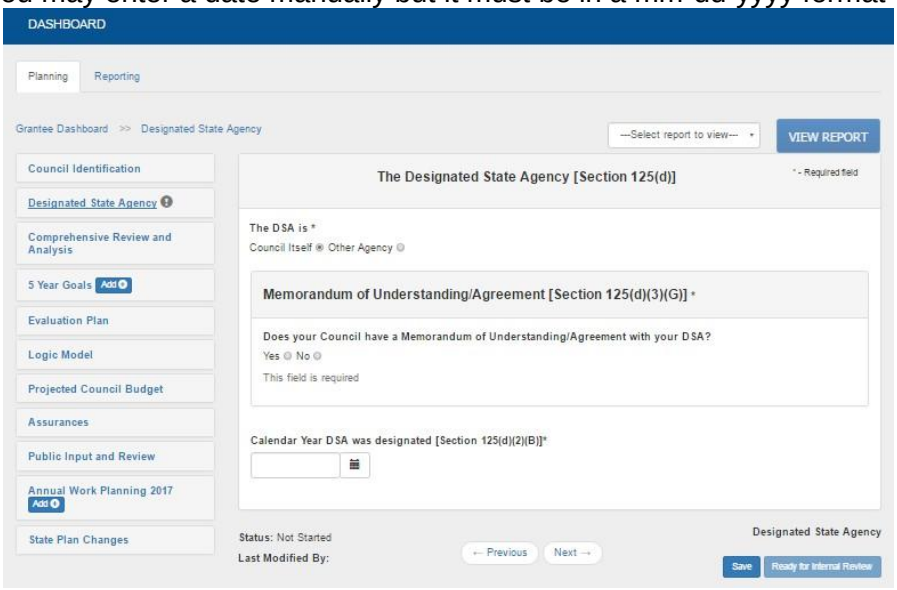


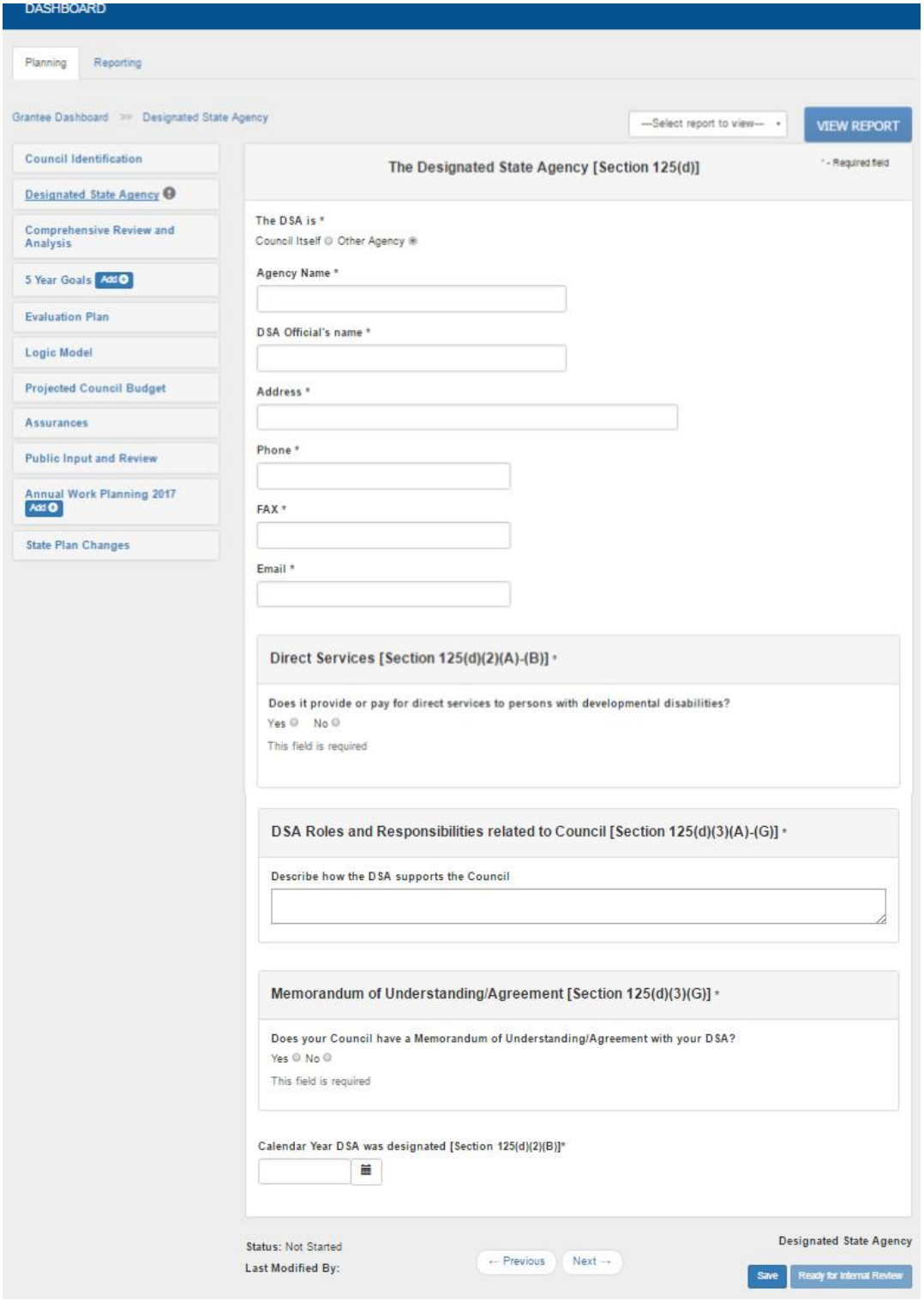
- Council Staff
  - You must select Add Staff located in the table at the bottom of the page to enter data into the table
  - If you select PT (Part-time) in the Council Staff Details field a popup will appear for you to enter the %PT and that field is required
  - You may select multiple Races/Ethnicities by selecting an option in the Race/Ethnicity field, holding down the CTRL button and selecting another option (they will be highlighted and you can select as many as you wish to select)
  - You may edit or remove any of the rows you have added to this table by scrolling all the way to the right and selected Edit or Remove



Designated State Agency (Two views)

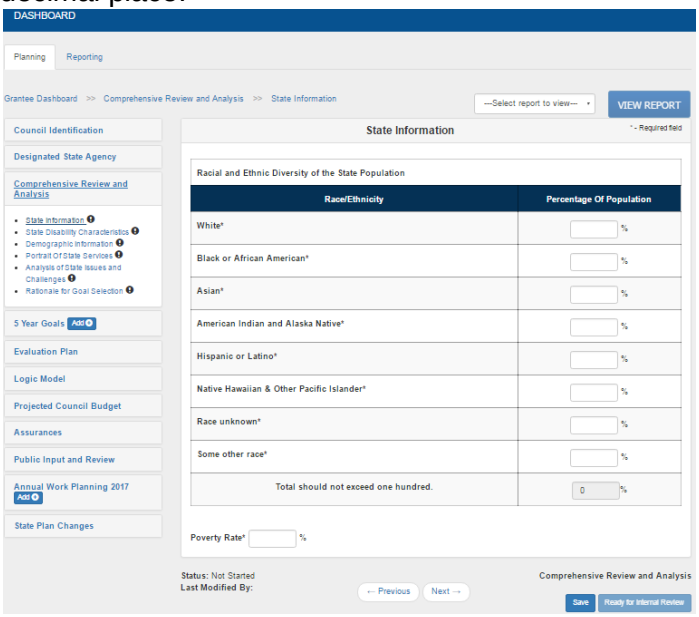
- If you select Council Itself for The DSA is* section, only the Memorandum of Understanding/Agreement and the Calendar Year DSA was designated will be required selections. If you select Other Agency for The DSA is* section, the following will be required: Agency Name, DSA Official's name, Address, Phone, FAX, Email, Direct Services, DSA Roles and Responsibilities related to Council, Memorandum of Understanding/Agreement and the Calendar Year DSA was designated.
- Calendar Year DSA was designated has a date selector available to enter in a date or you may enter a date manually but it must be in a mm-dd-yyyy format



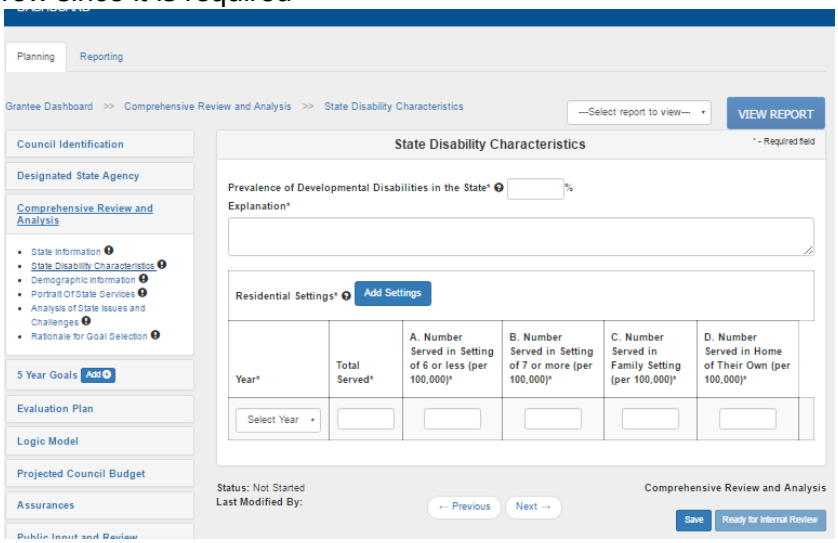

DASHBOARD
Planning
Reporting
Grantee Dashboard >> Designated State Agency
---Select report to view---
VIEW REPORT
Council Identification
Designated State Agency
Comprehensive Review and Analysis
5 Year Goals Add
Evaluation Plan
Logic Model
Projected Council Budget
Assurances
Public Input and Review
Annual Work Planning 2017 Add
State Plan Changes
The Designated State Agency [Section 125(d)]
* - Required field
The DSA is *
Council Itself Other Agency
Agency Name *
DSA Official's name *
Address *
Phone *
FAX *
Email *
Direct Services [Section 125(d)(2)(A)-(B)] *
Does it provide or pay for direct services to persons with developmental disabilities?
Yes No
This field is required
DSA Roles and Responsibilities related to Council [Section 125(d)(3)(A)-(G)] *
Describe how the DSA supports the Council
Memorandum of Understanding/Agreement [Section 125(d)(3)(G)] *
Does your Council have a Memorandum of Understanding/Agreement with your DSA?
Yes No
This field is required
Calendar Year DSA was designated [Section 125(d)(2)(B)]*
Status: Not Started
Last Modified By:
← Previous
Next →
Designated State Agency
Save
Ready for Internal Review

Comprehensive Review and Analysis

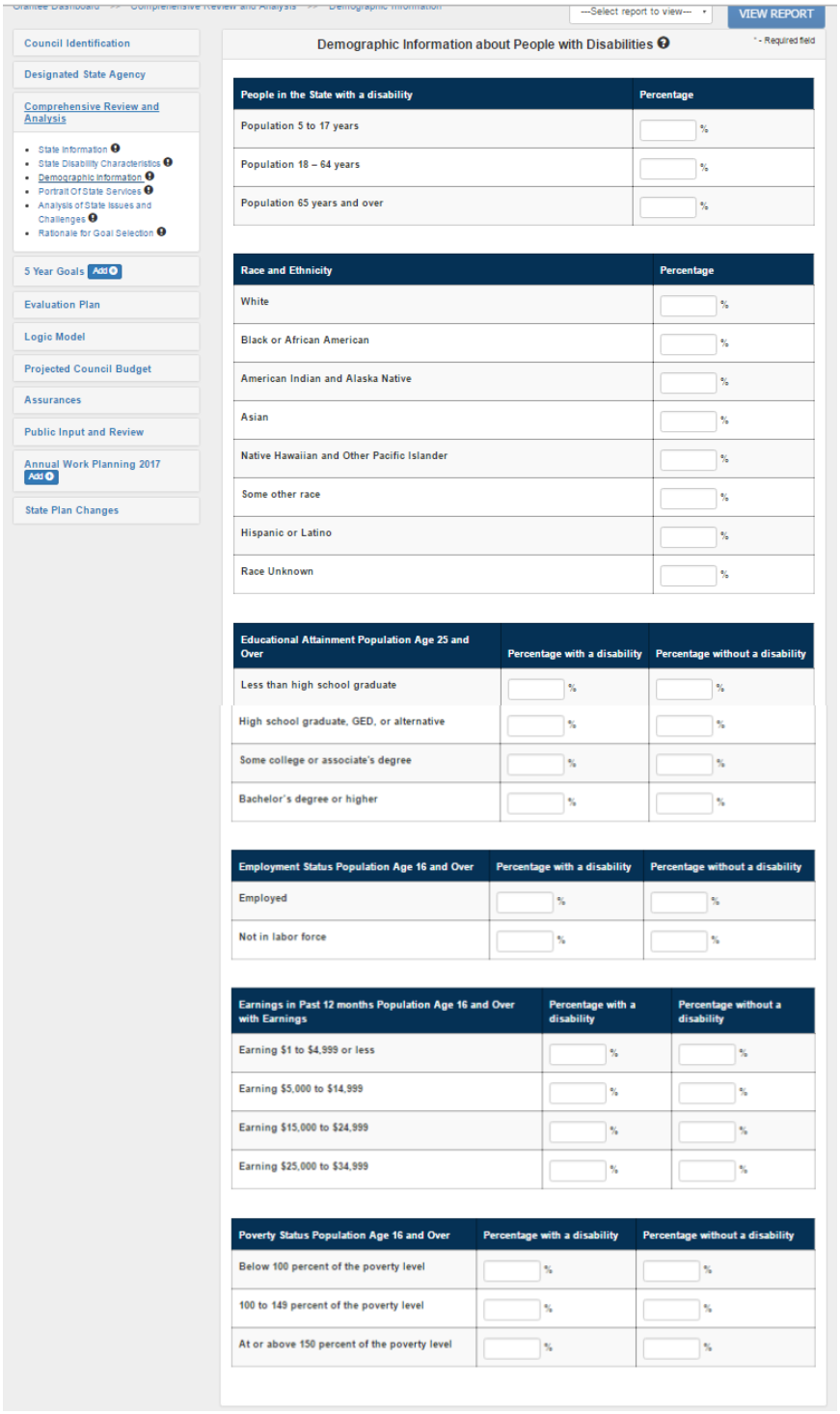
- State Information
  - Racial and Ethnic Diversity of the State Population table's total may be less than 100% and you are able to enter 0% for any of the fields. Any value entered into these fields must be between 0% and 100%. The total will prepopulate and may but lower than 100%. You may enter a number with one decimal point into the fields (Ex: 99.9, 5.1, .9) but these fields cannot exceed one decimal place.



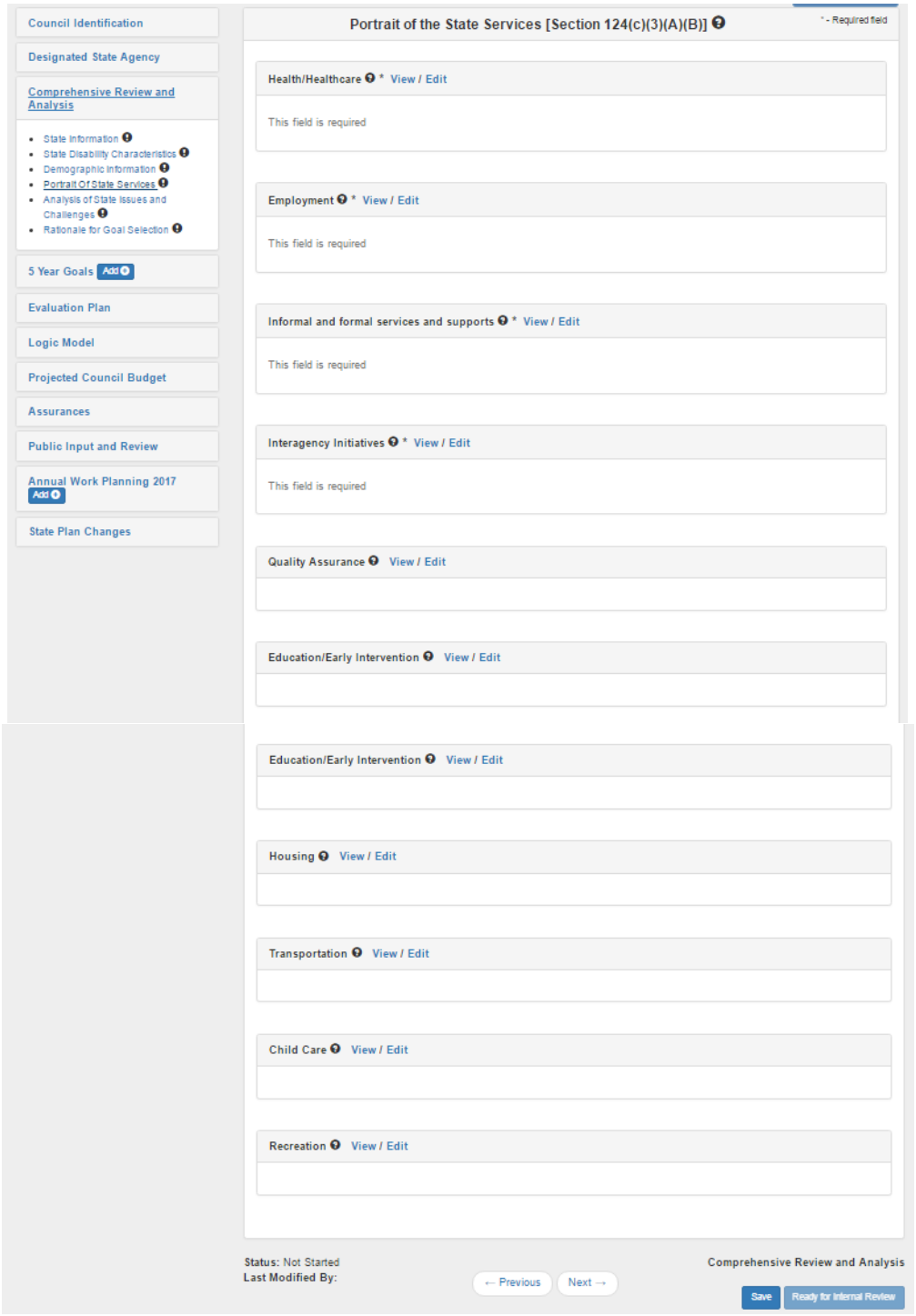
- State Disability Characteristics
  - If you wish to add another row to this table, select Add Settings and another row will appear in the table. You may remove any added row except the first row since it is required



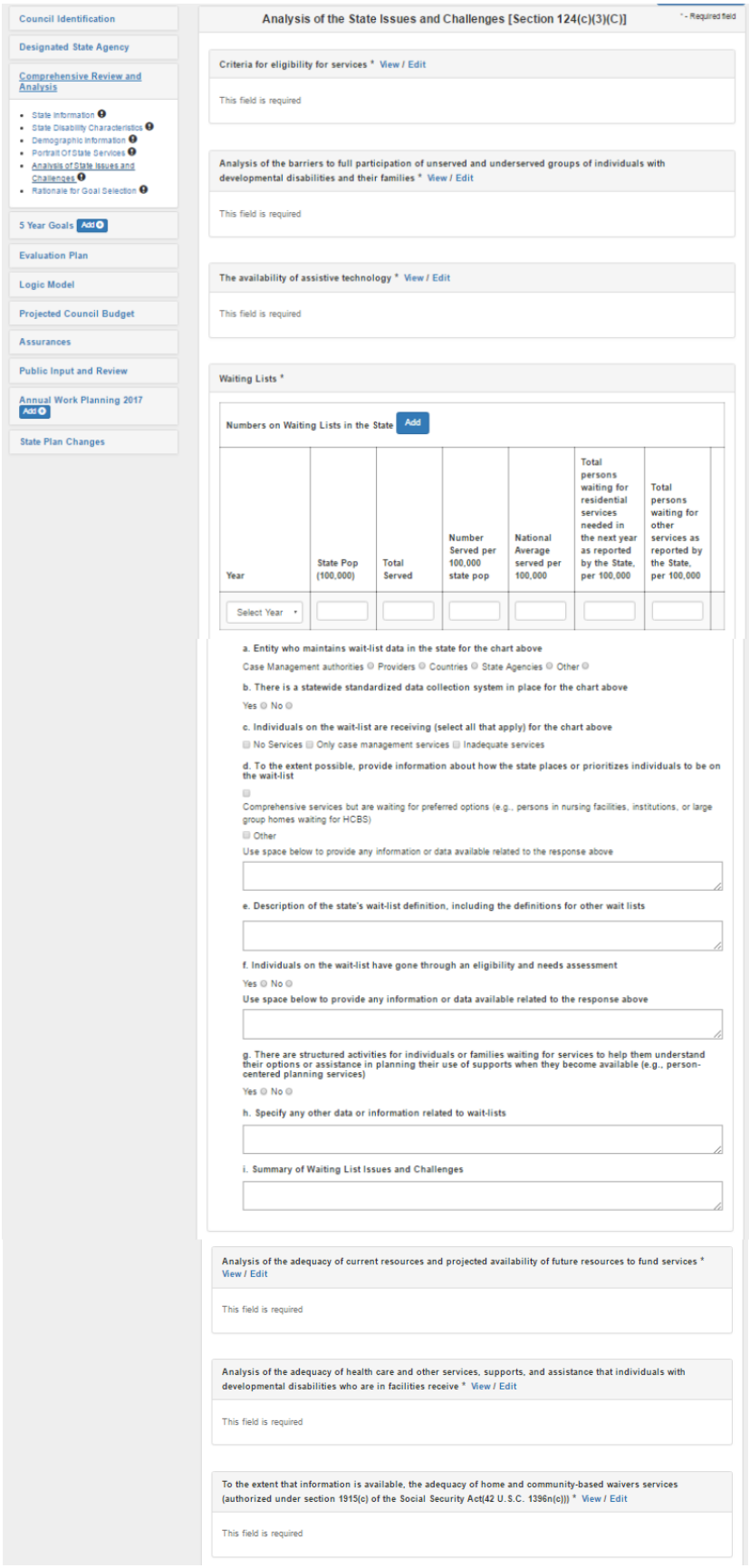
- Demographic Information about People with Disabilities
  - You may enter a number with one decimal point into these table fields (Ex: 99.9, 5.1, .9) but these fields cannot exceed one decimal place. Any value entered into these fields must be between 0% and 100%



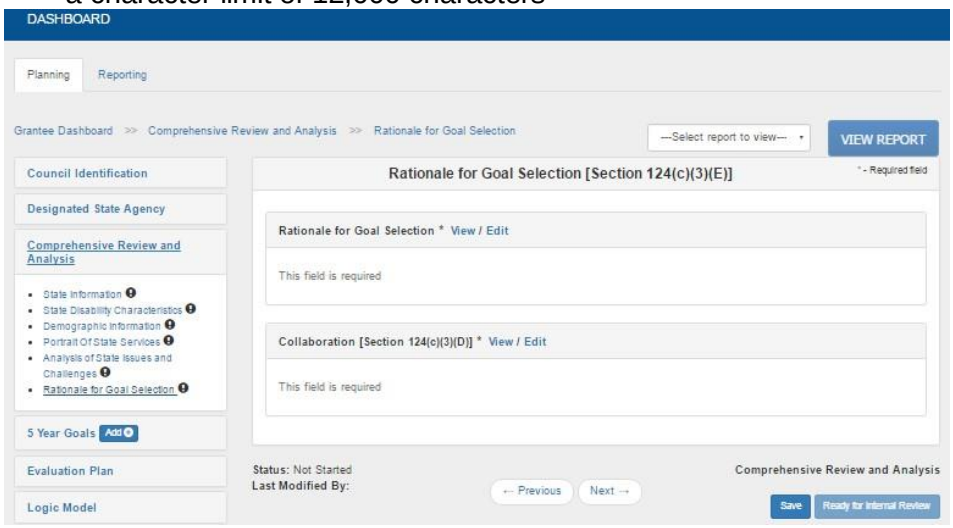
- Portrait of State Services
  - Health/Healthcare, Employment, Information and formal services and supports, Interagency Initiatives are all required fields with a character limit of 12,000 characters
  - The remaining fields in this section are not required but have a character limit of 8,000 characters



- Analysis of the State Issues and Challenges
    - Criteria for eligibility for services, Analysis of the barriers to full participation of unserved and underserved groups of individuals with developmental disabilities and their families, The availability of assistive technology, Analysis of the adequacy of current resources and projected availability of future resources to fund services, Analysis of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive, To the extent that information is available, the adequacy of home and community-based waivers services (authorized under section 1915(c) of the Social Security Act(42 U.S.C. 1396n(c))) are all required text fields on this page and have a character limit of 12,000 characters
    - If you wish to add another row to the Waiting Lists table, select Add and another row will appear in the table. You may remove any added row except the first row since it is required
    - If you select Other for Entity who maintains wait-list data in the state for the chart above a required text field will appear and is required with a character limit of 4,000 characters
    - To the extent possible, provide information about how the state places or prioritizes individuals to be on the wait-list is a required field with a character limit of 8,000 characters
    - Description of the state's wait-list definition, including the definitions for other wait lists is a required field with a character limit of 8,000 characters
    - Individuals on the wait-list have gone through an eligibility and needs assessment is a required field with a character limit of 8,000 characters
    - Specify any other data or information related to wait-lists is a required field with a character limit of 4,000 characters\
    - Summary of Waiting List Issues and Challenges lists is a required field with a character limit of 4,000 characters

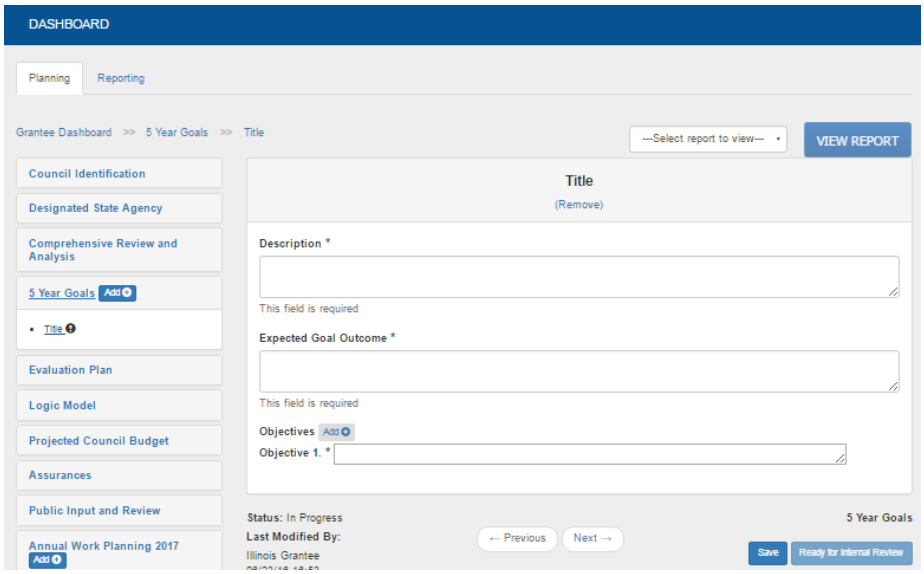

Council Identification
Designated State Agency
Comprehensive Review and Analysis
State Information
State Disability Characteristics
Demographic Information
Portrait Of State Services
Analysis of State Issues and Challenges
Rationale for Goal Selection
5 Year Goals Add
Evaluation Plan
Logic Model
Projected Council Budget
Assurances
Public Input and Review
Annual Work Planning 2017 Add
State Plan Changes
Analysis of the State Issues and Challenges [Section 124(c)(3)(C)]
* - Required field
Criteria for eligibility for services * View / Edit
This field is required
Analysis of the barriers to full participation of unserved and underserved groups of individuals with developmental disabilities and their families * View / Edit
This field is required
The availability of assistive technology * View / Edit
This field is required
Waiting Lists *
Numbers on Waiting Lists in the State Add
Year
State Pop (100,000)
Total Served
Number Served per 100,000 state pop
National Average served per 100,000
Total persons waiting for residential services needed in the next year as reported by the State, per 100,000
Total persons waiting for other services as reported by the State, per 100,000
Select Year
a. Entity who maintains wait-list data in the state for the chart above
Case Management authorities Providers Countries State Agencies Other
b. There is a statewide standardized data collection system in place for the chart above
Yes No
c. Individuals on the wait-list are receiving (select all that apply) for the chart above
No Services Only case management services Inadequate services
d. To the extent possible, provide information about how the state places or prioritizes individuals to be on the wait-list
Comprehensive services but are waiting for preferred options (e.g., persons in nursing facilities, institutions, or large group homes waiting for HCBS)
Other
Use space below to provide any information or data available related to the response above
e. Description of the state's wait-list definition, including the definitions for other wait lists
f. Individuals on the wait-list have gone through an eligibility and needs assessment
Yes No
Use space below to provide any information or data available related to the response above
g. There are structured activities for individuals or families waiting for services to help them understand their options or assistance in planning their use of supports when they become available (e.g., person-centered planning services)
Yes No
h. Specify any other data or information related to wait-lists
i. Summary of Waiting List Issues and Challenges
Analysis of the adequacy of current resources and projected availability of future resources to fund services * View / Edit
This field is required
Analysis of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive * View / Edit
This field is required
To the extent that information is available, the adequacy of home and community-based waivers services (authorized under section 1915(c) of the Social Security Act(42 U.S.C. 1396n(c))) * View / Edit
This field is required

- Rationale for Goal Selection
    - Rationale for Goal Selection and Collaboration are both required fields with a character limit of 12,000 characters



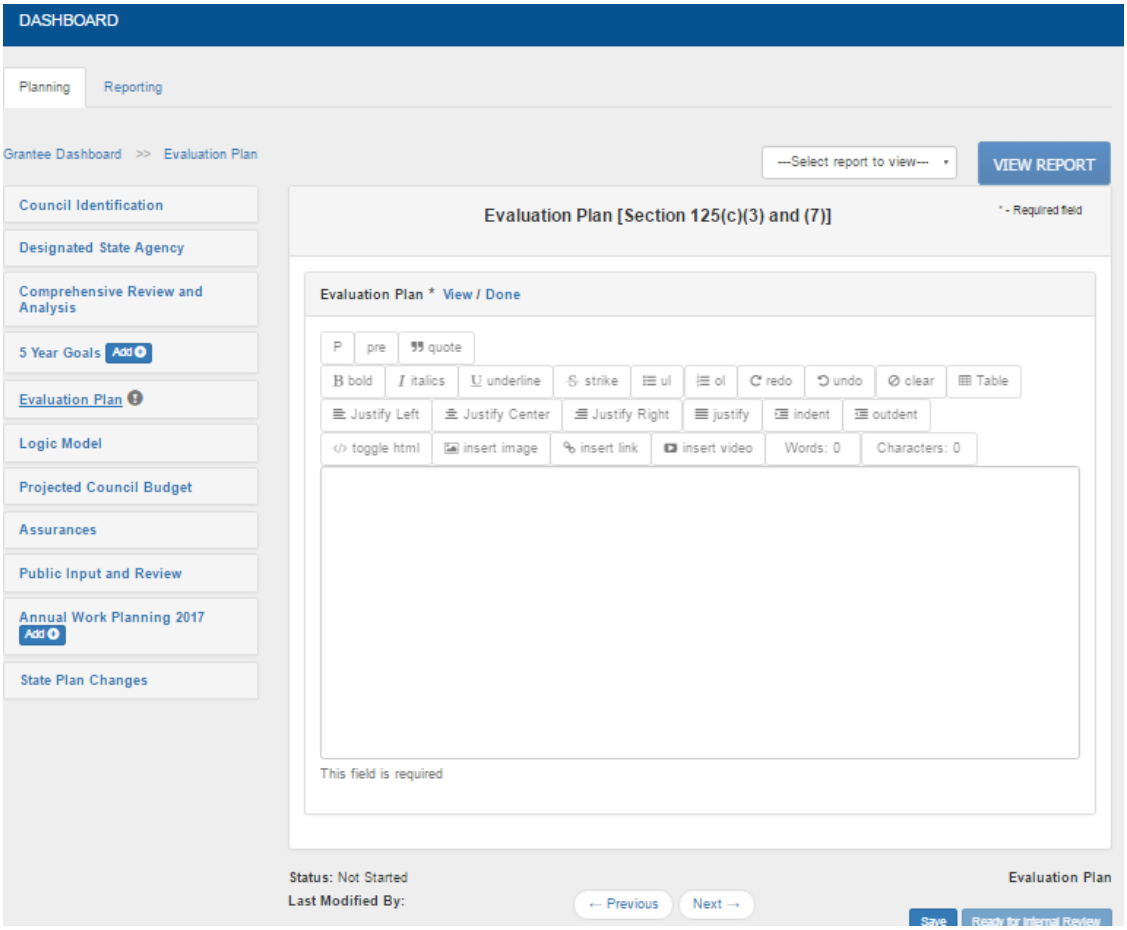
5 Year Goals

- You start this section by creating a title for your goal (Ex: Goal 1, Goal 1: Leadership Development, or Leadership Development) then fill in the description of what the goal is in the Description field, how to accomplish that goal in Expected Goal Outcome, and list the objectives for that goal in the Objective fields. Select the Add + button next to 5 Year Goals, enter in your Goal Title. Select that goal that is now bulleted under 5 Year Goals and enter a Description of the goal, Expected Goal Outcome, and add Objectives. Select the Add + button next to Objectives to add more goal objectives. You can remove any objective by selecting the X, except for the first one since at least on Objective is required for each goal. All the fields on this page are required



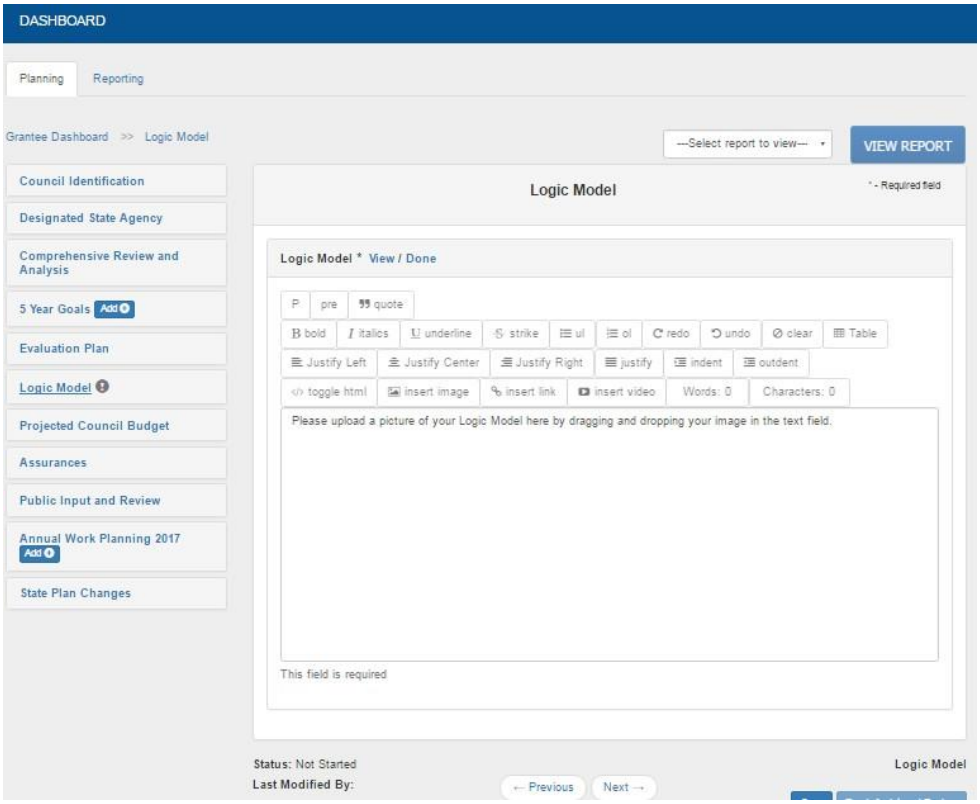
Evaluation Plan

- This field is required and has a character limit of 12,000 characters



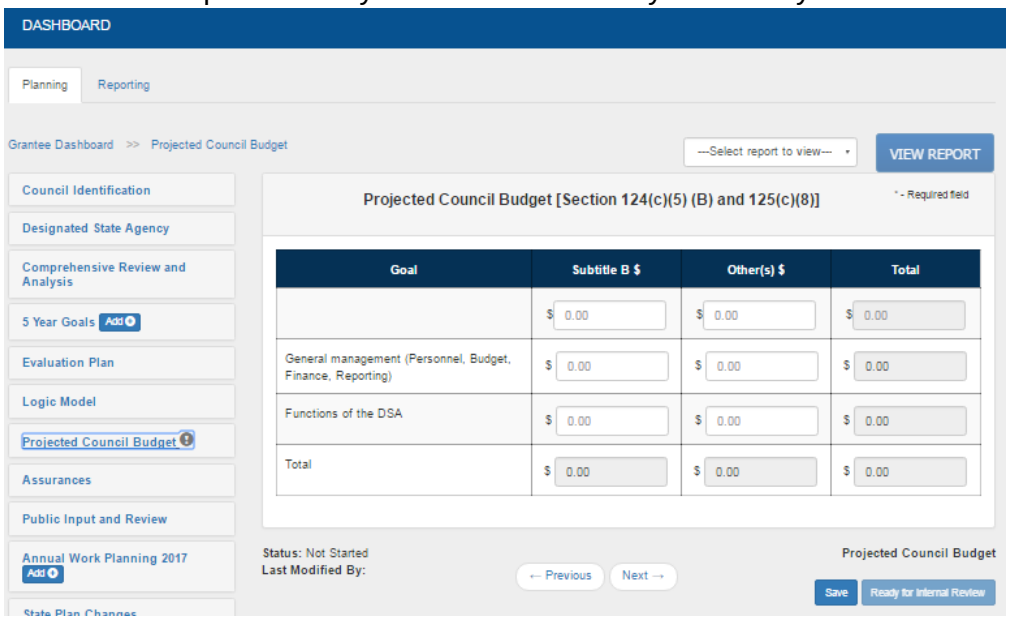
Logic Model

- Upon selecting Edit for this field, you will use the following instructions located in the field “Please upload a picture of your Logic Model here by dragging and dropping your image in the text field.”
- You make take a screenshot of your Logic Model, save it on your desktop and then drag it over to the open Logic Model field. You can take a screenshot by selecting your windows menu, then selecting the Snipping Tool. You may also download a free version of a tool called SnagIt, or press the windows logo key + PrtScn. If you’re using a Mac, select Command, Shift, 4.



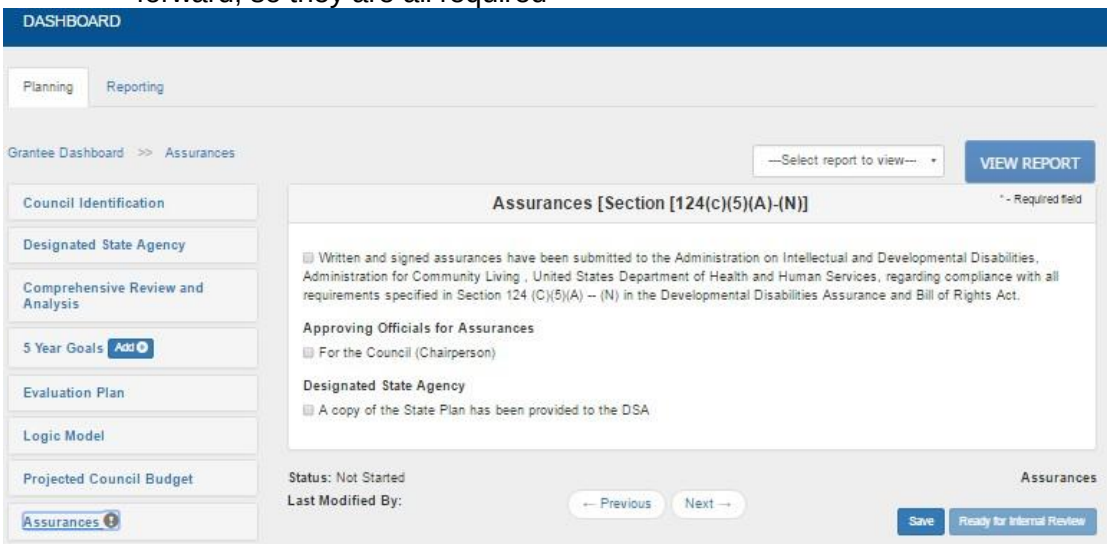
Projected Council Budget

- All of these fields are required and the totals will prepopulate as you enter data into the fields. You are able to enter two decimal places but if you exceed two decimal places the system will automatically round for you



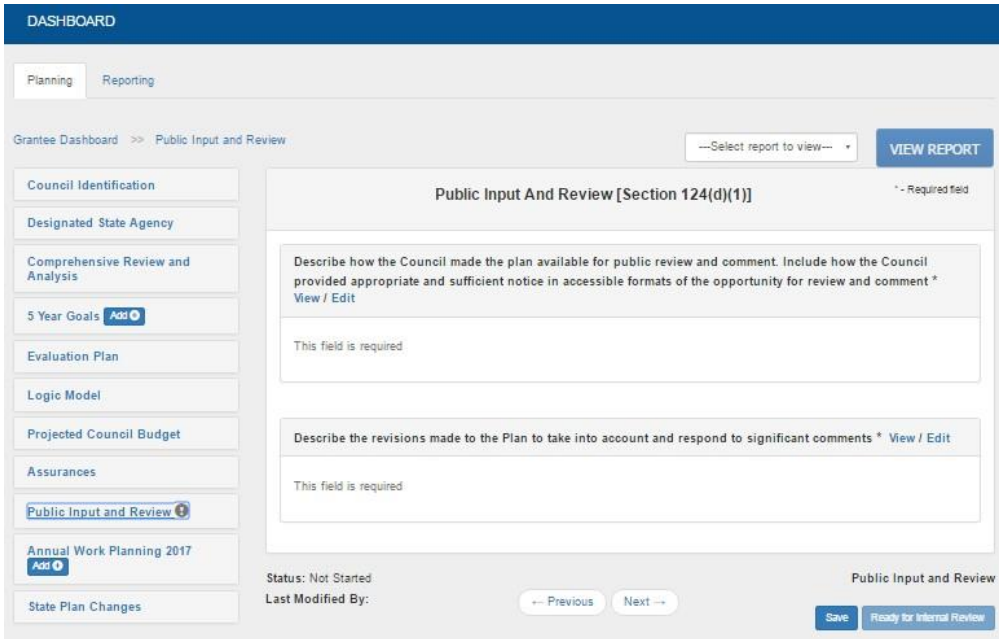
Assurances

- All three check boxes on this screen need to be marked in order to move forward, so they are all required



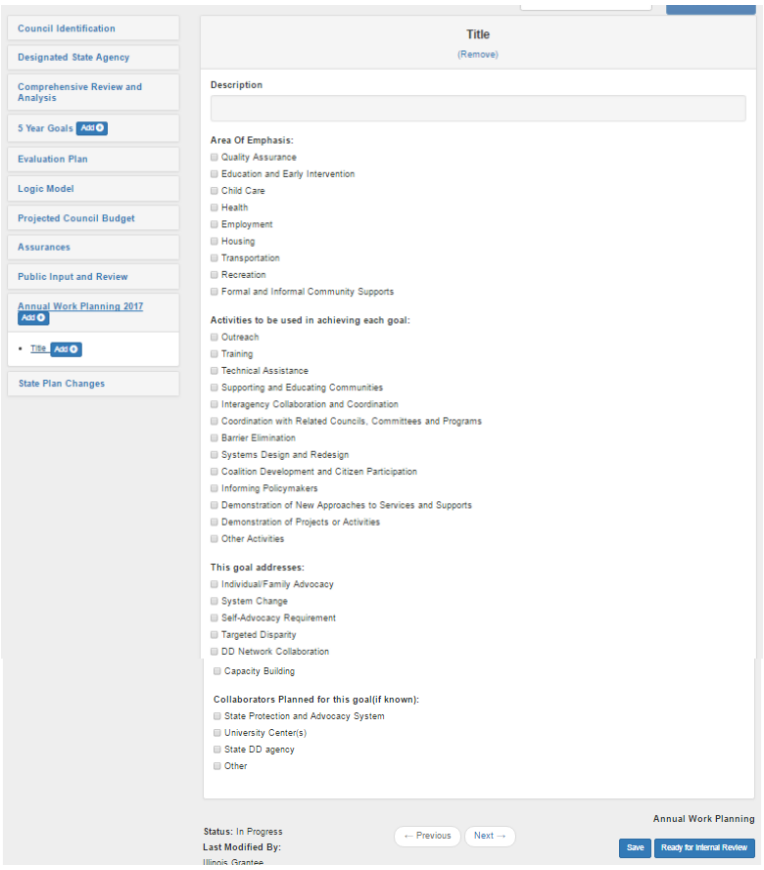
Public Input and Review

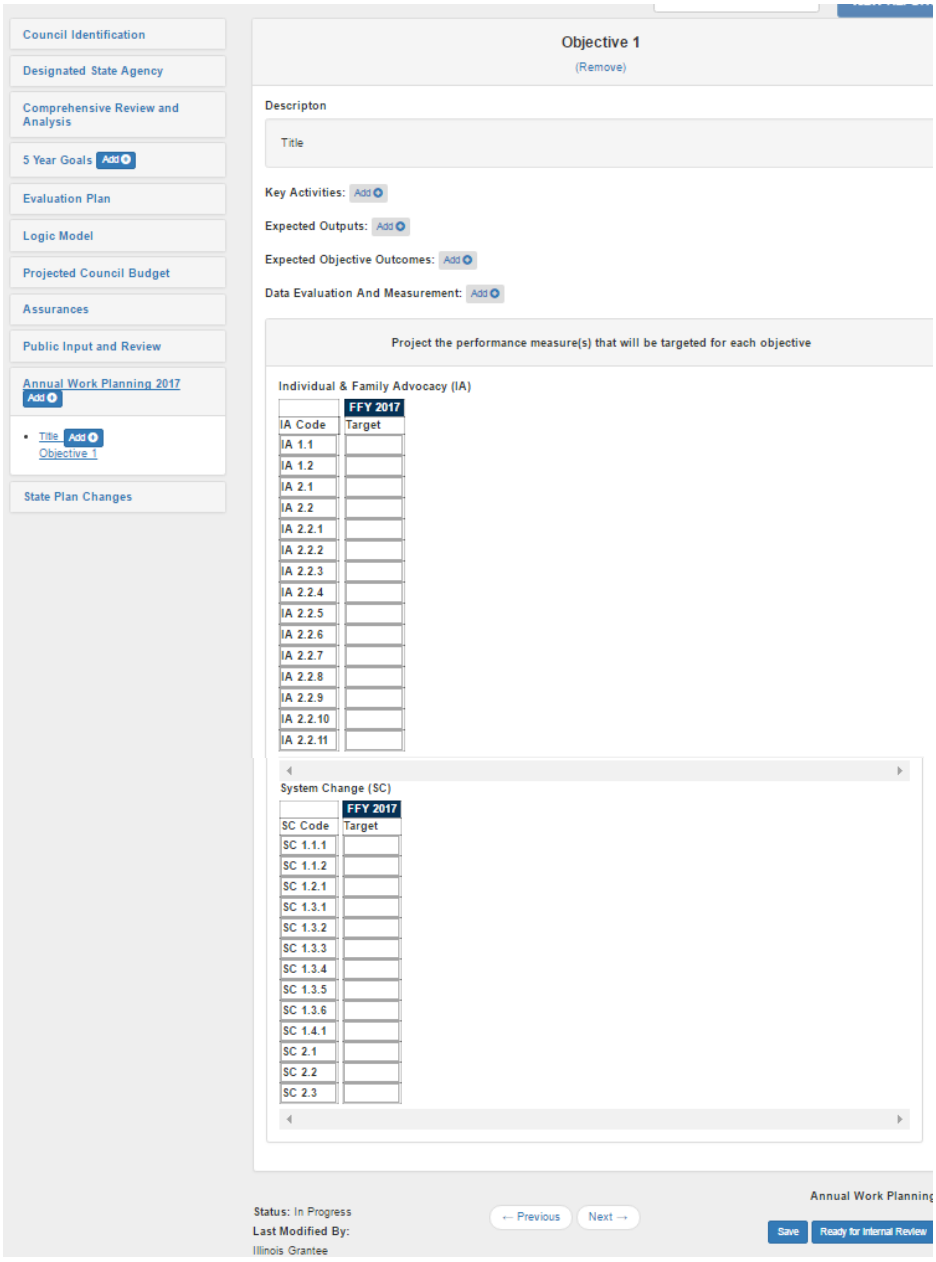
- Describe how the Council made the plan available for public review and comment. Include how the Council provided appropriate and sufficient notice in accessible formats of the opportunity for review and comment and Describe the revisions made to the Plan to take into account and respond to significant comments are both required fields with a character limit of 12,000 characters



Annual Work Planning 2017 (Two views)

- Select the Add + button next to Annual Work Planning 2017, select a goal that was created in 5 Year Goals. Select that goal that is now bulleted under Annual Work Planning 2017 and enter in the Description, Area Of Emphasis, Activities to be used in achieving each goal, This goal addresses, and Collaborators Planned for this goal(if known). You may select as many as needed for each section. If you select Demonstration of New Approaches to Services and Supports and/or Demonstration of Projects or Activities text fields will pop-up for you to provide justification. These fields are required and have a character limit of 8,000 characters. If you select Other under Collaborators Planned for this goal (if known) a text field will pop up for you to identify the other collaborator and you have the option to add more collaborators that need specifying. Then select the Add + button next to the goal to add an objective. Select an objective from the objectives created under that goal from 5 Year Goals. Select that newly added objective now added to the bulleted list under the goal in Annual Work Planning. Then enter data for the description, Key Activities, Expected Outputs, Expected Objective Outcomes, Data Evaluation And Measurement and the Performance measures for Individual & Family Advocacy and System Change.




Council Identification
Designated State Agency
Comprehensive Review and Analysis
5 Year Goals Add
Evaluation Plan
Logic Model
Projected Council Budget
Assurances
Public Input and Review
Annual Work Planning 2017 Add
Title Add
Objective 1
State Plan Changes
Objective 1
(Remove)
Descripton
Title
Key Activities: Add
Expected Outputs: Add
Expected Objective Outcomes: Add
Data Evaluation And Measurement: Add
Project the performance measure(s) that will be targeted for each objective
Individual & Family Advocacy (IA)
IA Code
FFY 2017 Target
IA 1.1
IA 1.2
IA 2.1
IA 2.2
IA 2.2.1
IA 2.2.2
IA 2.2.3
IA 2.2.4
IA 2.2.5
IA 2.2.6
IA 2.2.7
IA 2.2.8
IA 2.2.9
IA 2.2.10
IA 2.2.11
System Change (SC)
SC Code
FFY 2017 Target
SC 1.1.1
SC 1.1.2
SC 1.2.1
SC 1.3.1
SC 1.3.2
SC 1.3.3
SC 1.3.4
SC 1.3.5
SC 1.3.6
SC 1.4.1
SC 2.1
SC 2.2
SC 2.3
Status: In Progress
Last Modified By:
Illinois Grantee
← Previous
Next →
Annual Work Planning
Save
Ready for Internal Review

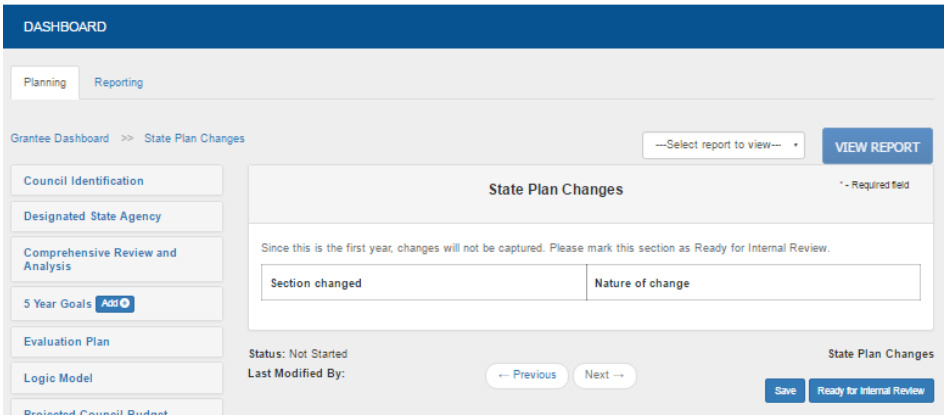
Annual Work Planning 2018

- The same rules/instructions apply for this section as they do for Annual Work Planning 2017. However, to navigate to this section you must navigate to the Dashboard and select Annual Work Planning 2018 in the Planning column under FFY2018

Legend	FFY 2018		FFY 2017	
Δ = Changed	Planning	Reporting	Planning	Reporting
Council Identification			In Progress	
Designated State Agency			Not Started	
Comprehensive Review and Analysis			Not Started	
5 Year Goals			In Progress	
Evaluation Plan			Not Started	
Logic Model			Not Started	
Projected Council Budget			Not Started	
Assurances			Not Started	
Public Input and Review			Not Started	
Annual Work Planning	Not Started		In Progress	
State Plan Changes			Not Started	

State Plan Changes

- The following directions will be available on this page “Since this is the first year, changes will not be captured. Please mark this section as Ready for Grantee Review.” So for the first year, no chances are made so you can just select Ready for Grantee Review to move forward with your submission process



DD Council Reporting Tips

- N/A is a valid response for any required text fields and 0 is a valid response for any required numerical fields
- When copying and pasting information in to the rich text editors (text boxes with formatting features) be sure to right click in the field you wish to paste the information and select:
  Paste as plain text (for Chrome and Internet Explorer)
  or you can simply just select Ctrl-Shift-V (for Chrome and FireFox) or Command-Option-V or Edit > Paste and Match Style (for Safari)
  or paste the information into Notepad (Chrome, Firefox and Internet Explorer) or TextEdit (Safari) which should strip the formatting when you copy and paste from there.

  These options will strip your text from its original formatting so there are no spacing issues created and when you select Done you are able to view the beginning of your text from the page in a collapsed view. Copying information over by right clicking and selecting Paste or selecting Ctrl V will create spacing/formatting issues. Again, the rich text editor fields are equipped with formatting features so feel free to use those as needed!
- The ! icons are used to signal when a field still needs to be edited. Once it's complete it will disappear to signal to the user that that section is completed.
- The ? icon is used as a pop-out window that provides any Help Text for the section that would prove useful in helping the Grantee complete it successfully
- The Add + button is used in the 5 Year Goals and Annual Work Planning sections and it used for the Grantee to add goals/objectives to those sections
- The Delta symbol (Δ) is used in the dashboard to indicate when a change has been made to a given section that has already been approved
- ACL Reporting allows users to work on different sections at the same time. Only one user should be working on a section at any time. The system will save the data from the user who did the last save.
- Once a grantee submits their information to the PO, they can no longer make any edits. Reports can be generated in the system at any point in time.
- Printing instructions:
  - **Chrome**- Log in and select View Report while in one of the data sections, it will then generate an HTML report. Right click on the report and select Print from the dropdown and you'll see a new screen pop-up. To the left on the screen change the Destination to Save as PDF. Then click Save and in the new pop-up select Save again and save the report to your desktop then you'll have a PDF version of the report.
    IE- Log in and select View Report while in one of the data sections, it will then generate an HTML report. Right click on the report and select Print from the dropdown and you'll see a pop-up screen that has a scroll bar, if you scroll it to the left, you'll see the option to select Adobe PDF, select that then Apply and then Print and then in a couple seconds a new screen will appear and you'll select Save again and then your pdf will pop-up.

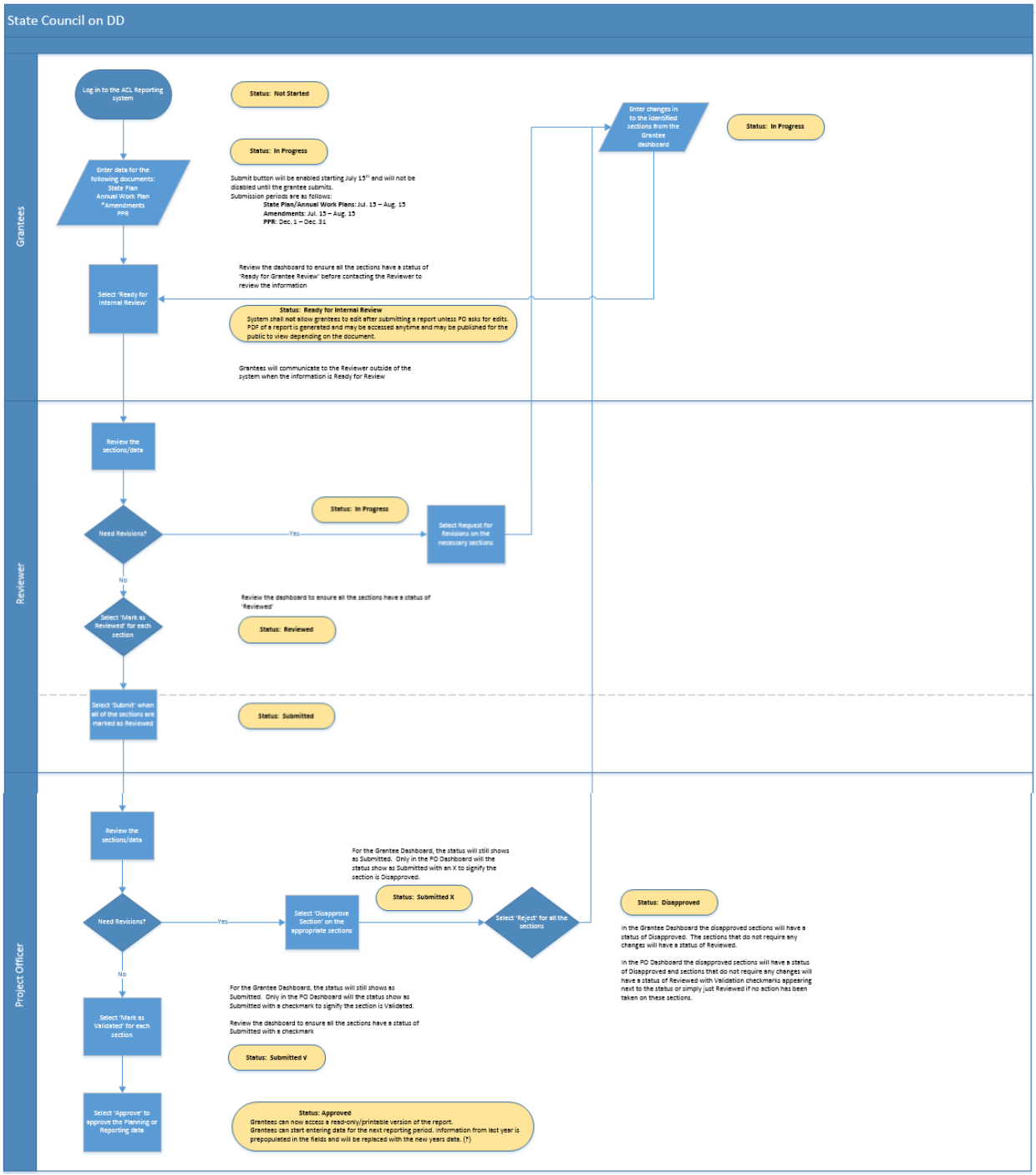
FF- Log in and select View Report while in one of the data sections, it will then generate an HTML report and then select the three lines farthest to the left and select Print from that dropdown. When the new Print page is generated, select Print again (farthest button to the left) and change the Printer Name to Adobe PDF. Then click Okay and you'll see a new pop up and you'll select Save again and save the PDF to your desktop and then you'll have a PDF version of the report.

DD Council's Appendix

Item 1- Role Permissions Matrix

Actions	Grantee	Grantee Reviewer	PO	Registrar
View the homepage	X	X	X	X
Log in through social media	X	X	X	X
Log in through ACL Reporting	X	X	X	X
View Grantee Dashboard	X	X		
State Plan and Annual Work Plan Data Entry	X			
Section Ready for review	X			
Review Section		X		
Section Request revision	X	X		
Submit data		X		
Document changes	X			
Print data	X	X		
View PO Dashboard			X	
View status by Region then State for: State Plan, Annual Work Plan(s)			X	
View PO Grantee Dashboard			X	
View a grantee's dashboard			X	
Section Validate			X	
Section Disapprove			X	
Reject data			X	
Approve data			X	
View Admin/Registrar pages				X
Create Users				X
Deactivate Program users				X
View admin pages				
Modify User in same Program				X
Modify any user				
Modify own user record	X	X	X	X
Delete Users				X

Item 2- DD Council's Workflow



Item 3- DD Council's Help Text

Broken down by the sections within the system:

Council Identification >> Council Establishment >> Date of Establishment
Provide the exact date the Council was established.

Council Identification >> Council Establishment >> Authorization Citation
Provide the actual citation for the Statute or Executive Order establishing the Council.

Council Identification >> Council Membership >> Council Membership Rotation Plan
Provide information about the Council's membership rotation plan, including Council terms and term limits. This section has a character limit of 4,000 characters.

Council Identification >> Council Membership >> Council Members
Provide full names of all Council members, beginning and ending dates of each appointment, and category of membership using the codes provided. Begin with agency/organizational representatives (category A), then list public members (categories B and C). For people representing an agency/organization, provide the name of the agency/organization and the name of any official proxy/alternate. If more than one agency/organization representative represents a particular federal program (e.g. IDEA Part B and Part C) put that category code (A2) next to each individual's name and identify the appropriate program in the space provided.

Council Identification >> Council Staff
Provide information about all full-time and part-time Council staff positions. Check the appropriate box to indicate full-time or part-time; for part-time staff, indicate percentage. Full-time staff on furlough should be counted as full-time staff. Do not include consultants. If the official classification of the staff member does not adequately describe the role of that position, include a working title (e.g., Council Executive Director, NOT Health Administrator IX)

Disability data of Council staff will be collected. Response is voluntary and information shared will be kept confidential and serve for data purposes only. Self-identification of disability will be captured in the following manner: Y- Yes, has a disability (or previously had a disability), N- No, does not have a disability, DWA- Does not wish to answer.

Comprehensive Review and Analysis
Overall, the Council's Comprehensive Review and Analysis (CRA) should demonstrate a thorough understanding and analysis of the extent to which:

- Services, supports, and other assistance are available to individuals with developmental disabilities and their families, and
- There are unmet needs for services, supports, and other assistance for those individuals and their families.
- How Council members and members of the public provided input into the development of the plan and how their feedback was used to developing the goals and objectives outlined in the five-year plan.

Comprehensive Review and Analysis >> State Information >> Racial and Ethnic Diversity of the State Population table

Complete the chart by filling in information from the Census Bureau or some other source on the racial and ethnic diversity in the State.

Comprehensive Review and Analysis >> State Information >> Poverty Rate

The poverty rate can come from the Census Bureau or some other source based upon the current Federal Poverty Guidelines.

Comprehensive Review and Analysis >> State Disability Characteristics >> Prevalence of Developmental Disabilities in the State

Provide the estimated number of people with developmental disabilities living in the State. Include a brief description of how the estimate was created (e.g., using national prevalence rate or some other source). This section has a character limit of 4,000 characters.

Comprehensive Review and Analysis >> State Disability Characteristics >> Residential Settings table

Using the chart, provide information on the number of people with developmental disabilities living in the different types of residential settings. In terms of the definitions, A. should include foster/host homes and other similar non-family home settings with paid caregivers while C. and D. should not.

Comprehensive Review and Analysis >> Demographic Information about People with Disabilities

Using information collected by the Census Bureau through the American Community Survey, complete the charts for this section.

Comprehensive Review and Analysis >> Portrait of the State Services

Use the following fields to describe the state's services, supports, and other assistance available to people with developmental disabilities and their families. There is a 12,000 character limit for required subsections and a 8,000 character limit for non-required subsections. Only some of the fields in this section are required, as noted by the * sign.

Comprehensive Review and Analysis >> Portrait of the State Services >> Healthcare

- Describe available medical assistance, maternal and child health care, services for children with special health care needs, mental health services for children and adults, institutional care options, and other comprehensive health and mental health services.
- To the extent available also include information on public/private insurance access, prevention and wellness initiatives, and long term services and supports.
- To the extent available, include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such health services and supports

- To the extent it is available, include information on the status of health/health care for individuals with developmental disabilities from culturally and linguistically diverse backgrounds, including any information on health disparities
- Information about health is required per Section 124(c)(3)(A)(i).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Employment

- Describe job training, job placement, worksite accommodation, vocational rehabilitation, and other work assistance incentive and benefits programs that are available to people with developmental disabilities. You may choose to include information about "school to work" transition efforts here.
- To the extent available also include information on competitive, integrated employment efforts; sheltered workshops; Employment First policies/efforts; and sub-minimum wage.
- To the extent available, include data regarding the number of youth and adults with developmental disabilities receiving each type of such employment services and
- supports
- To the extent it is available, include information on the status of health/health care for individuals with developmental disabilities from culturally and linguistically diverse backgrounds, including any information on employment disparities
- Information about employment is required per Section 124(c)(3)(A)(ii).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Informal and formal services and supports

- Describe available social, child welfare, aging, independent living, and other such services not described elsewhere that are available to people with developmental disabilities and their families.
- To the extent available, also include information on family support efforts/policies, peer support initiatives, faith-based community efforts, volunteer activities, home and community based services, and long term services and supports.
- To the extent available, include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such services and supports.
- To the extent it is available, include information on the status of health/health care for individuals with developmental disabilities from culturally and linguistically diverse backgrounds, including any information on any disparities for this population on accessing services (for example, do more people from culturally and linguistically diverse backgrounds live in institutional settings?).
- Information about informal and formal services and supports is required per Section 124(c)(3)(A)(iii).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Interagency Initiatives

- Describe the extent to which agencies operating other federally assisted State programs (including activities authorized under section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C. 3011, 3012)) pursue interagency initiatives to improve and enhance community services, individualized supports, and other forms of assistance for individuals with developmental disabilities.
- To the extent available, also include information on other state collaborations, such as the state early learning councils required under the Head Start program, State
- Interagency Coordinating Councils required under Part C of IDEA, Work Investment
- Boards, Centers for Independent Living, State Rehabilitation Council, Aging and Disability Resource Centers and other relevant state-established Councils, Committees, and/or Cabinets.
- As possible, include specific information about participation of individuals with developmental disabilities, family members, and organizations representing people with disabilities on these Councils, Committees and/or Cabinets. Information about interagency initiatives is required per Section 124(c)(3)(B).
- To the extent it is available, include information on the status of health/health care for individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Quality Assurance

- Provide information on monitoring of services, supports, and assistance to prevent abuse, neglect, sexual or financial exploitation, violation of legal or human rights, and inappropriate use of restraints or seclusion; interagency coordination and systems integration efforts that result in improved and enhanced services, supports, and other assistance; access to person-centered planning services; and training in leadership, self-advocacy, and self-determination.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Education/Early Intervention

- Provide information on general and special education services; early intervention services; early childhood services; private school services; education supports; and teacher training.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Housing

- Provide information on the availability of affordable, accessible, integrated housing; housing supports and services; and services related to renting, owning, or modifying a residence.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Transportation

- Provide information on accessible public transportation services, paratransit services, and/or programs that promote community accessibility.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Child care

- Provide information on before-school, after-school, and early care services in communities.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Portrait of the State Services >> Recreation

- Provide information on recreational, leisure, and social activities in communities that are available to individuals with developmental disabilities.
- In your description, include information specific to individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This information is optional.
- This section is limited to 8,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges

Use the fields to summarize the Councils' comprehensive analysis of the extent to which individuals with developmental disabilities directly benefit from the available community services, supports, and other assistance provided in the state. Focus on the ability of individuals with developmental disabilities to access and use services provided in their communities; to participate in opportunities, activities, and events offered in their communities; and to contribute to community life. Describe how people experience the services and supports they receive or don't receive, and how they view their lives rather the service system. Summarize the Council's analysis of obstacles that impact the ability of people with developmental disabilities and their families in the state to fully participate in and contribute to their community through full integration and inclusion in

economic, political, social, cultural, and education activities. Fields required are noted by the * sign. Required fields have a character limit of 12,000 and non- required fields have a character limit of 8,000.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> Criteria for eligibility for services

- Summarize the Council's analysis of the eligibility criteria used to determine access to specialized services provided by State agencies that may exclude individuals with developmental disabilities from receiving services.
- This may include if available an analysis of eligibility criteria for generic services, waiver services, early intervention services, special education services, employment services, and long-term services and supports.
- Information about eligibility for services is required per Section 124(c)(3)(C)(ii).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> Analysis of the barriers to full participation of unserved and underserved groups of individuals with developmental disabilities and their families

- Based on the analysis of Part B, state what populations are identified by the Council as unserved and underserved. This may include populations such as: gender, individuals from racial and ethnic minority backgrounds; Lesbian Gay, Bi-Sexual, Transgender, Queer and Questioning (LGBTQQ), disadvantaged individuals, people who speak a primary language other than English, individuals from underserved geographic areas (rural or urban); specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life; or some other group.
- Describe the process the Council used to identify the unserved and underserved population in the State and the rationale for identifying these population(s) over others.
- Review and analyze barriers to full participation of unserved and underserved groups is required per Section 124(c)(3)(C)(iii).
- Review and summarize the needs for the identified unserved and underserved population(s), including the needs of individuals with developmental disabilities from culturally and linguistically diverse backgrounds.
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> The availability of assistive technology

- Summarize the Council's analysis of the availability of assistive technology, assistive technology services, rehabilitation technology, and/or the availability of information about these three things, to individuals with developmental disabilities. This may include if available information about access to generic technologies, such as universally designed technology, smart home-based technology, monitoring technology, etc.
- Include information of the availability of assistive technology of individuals with developmental disabilities from culturally and linguistically diverse backgrounds.

- Information about the availability of assistive technology is required per Section 124(c)(3)(C)(iv).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> Waiting Lists

- Provide the number of people waiting for residential services per 100,000.
- To the extent possible, include state data on all other types of wait-lists per 100,000.
- Information on the number of people with developmental disabilities on waiting lists for services is required per Section 124(c)(3)(C)(v).

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> d. To the extent possible,

Include if available whether the state has uniform statewide guidance regarding wait-lists, whether the state breaks the wait-list into categories or tiers, how individuals are prioritized, breakdowns by urgency of need, demographic characteristics, wait-lists for specific services, order of selection policy, evaluation policy, etc. This field has a character limit of 8,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> h.

Specify any other data or information related to wait-lists:
Use this section to provide any other relevant information that is available related to the waitlists in the state. This field has a character limit of 4,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> i.

Summary of Waiting Lists Issues and Challenges
Based on the information provided in items a – h, describe the Councils' analysis of the issues, challenges, and limitations, if any related to the state waiting list(s). This field has a character limit of 4,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> Analysis of the adequacy of current resources and projected availability of future resources to fund services

- Using available tools and/or data, summarize the State's current resources to fund services for people with developmental disabilities and their families.
- In reviewing the State resources, Councils may want to:
    - Include information about the State's fiscal resources to fund home and community-based services, long-term services and supports, education services, employment services, transportation services, etc.

- Estimate the State's future resources for funding services (sources for this type of information may be the State's proposed budget, studies of State spending trends, etc.).
- Use data from the National Core Indicators project, the State of the State in Developmental Disabilities study, the Annual Residential Services and Trends

Report, the Annual Report on Day and Employment Supports, and the Special Education Expenditure Project.

- Information about resources is required per Section 124(c)(3)(C)(vi).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> Analysis of the adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive

- Provide information that describes the Council's analysis of the adequacy of health care and other services, supports, and assistance that people with developmental disabilities who are in facilities receive. This description should be based in part on each independent review (pursuant to section 1902(a)(30)(C) of the Social Security Act (42

U.S.C. 1396a(a)(30)(C))) of an Intermediate Care Facility within the State, which the State shall provide to the Council not later than 30 days after the availability of the review.

- Adequacy may be described in terms of quality and/or population served versus need.
- Facilities can include state-run institutions, privately run institutions, intermediary care facilities, nursing homes or some other type of facility identified by the Council.
- Information about health care and other services, supports, and assistance is required per Section 124(c)(3)(C)(vii).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Analysis of State Issues and Challenges >> To the extent that information is available, the adequacy of home and community-based waivers services (authorized under section 1915(c) of the Social Security Act (42 U.S.C. 1396n(c)))

- Summarize the Council's analysis of the adequacy of services provided through home and community-based waivers for people with developmental disabilities authorized under Section 1915(c) of the Social Security Act.
- Adequacy may be described in terms of quality and/or population served versus need.
- Information about home and community-based waivers services is required per Section 124(c)(3)(C)(viii).
- This section is limited to 12,000 characters.

Comprehensive Review and Analysis >> Rationale for Goal Selection

- Provide a rationale for the Council's selection of specific goals based on and related to the information in Part A and information from the CRA provided in Parts B and C; including rationale for strategies selected to address the goals. There should be a direct relationship between the goals and the needs identified based on the data collected and/or reviewed and feedback from a wide range of diverse stakeholders.
- Given that the DD Act provides a broad mandate to address needs in the State, it is essential that Councils prioritize their work. Not all the issues identified and analyzed in

Parts B and C can be addressed by the Council. Include a brief explanation of how the Council prioritized issues to be addressed in the Plan.

- The rationale is required per Section 124(c)(3)(E).
- This section is limited to 12,000 characters.

Rationale for Goal Selection >> Collaboration [Section 124(c)(3)(D)]

Describe how, through interagency agreements or other mechanisms, the UCEDD(s) and P&A will collaborate with the Council to achieve outcomes consistent with the Council purpose. Information about DD Network collaboration is required per Section 124(c)(3)(D). Each subsection below is limited to 12,000 characters.

1. As a Network: Describe the planning of collaborative efforts (goals, objectives, or activities of a goal or objective) of the Council, P&A, and UCEDD(s), and how each entity will use their resources in collaboration with the effort(s) that are supported by the Comprehensive Review and Analysis.
2. With each other: Describe plans the Council has to collaborate with the UCEDD(s). Describe plans the Council has to collaborate with the P&A and how each of these plans will assist in the Council purpose.
3. With other entities: Describe how the DD Network will collaborate with other entities in the State, including both disability and non-disability organizations, as well as the State agency responsible for developmental disabilities services, to assist with the goals and outcomes of the Council's 5 year state plan. Identify the organizations and summarize the collaborative activities planned, such as joint meetings, joint public education events/initiatives, joint trainings, etc.

5-Year Goals

Included in the Council's goals are:

Self-Advocacy Goal(s)

1-3 Goals, and/or objectives, to address the self-advocacy requirement to:

- Establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities;

- Support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders; and
- Support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions

Note: For each of the years of a 5-Year State Plan, there must be obvious work being done related to the three requirements of self-advocacy (as mandated in the DD Act– strengthen a statewide SA organization, SA leaders training others, and; SA as part of coalitions.

Include at least one goal and/or objective to address the following two components during the course of the 5-year State plan implementation:

Targeted Disparity
Based on the findings of the comprehensive review and analysis (1) identify a subpopulation (i.e., racial, ethnic, sexual orientation, gender minority groups with developmental disabilities) vulnerable to disparities (e.g., health, education, employment, housing, etc.) (2) Identify a disparity and develop an impact statement in a targeted area of emphasis around individual/family advocacy and/or systems change; and implement strategies to decrease the differences in access, service use, and outcomes among such sub population during the course of the 5 year state plan implementation. The identified targeted disparity could be a goal, an objective, or an activity within a goal or objective. These strategies should include evidenced based, best and/or promising practices, to the extent feasible.

5-Year Goals >> Areas of Emphasis

For each goal, check all the area(s) of emphasis that relate to the goal statement. Here are the definitions of the area(s) of emphasis.

Evaluation Plan

- Outline how the Council will examine the progress made in achieving the goals of the State Plan to determine:
    - The extent to which the goals were achieved;
    - The strategies that contributed to achieving the goals;
    - Factors that impeded achievement of the goal(s);
    - Separate information on the self-advocacy goal and the three required elements;
    - As appropriate, an update on the results of the comprehensive review and analysis; and
    - As appropriate, consumer satisfaction with Council supported or conducted activities.
    - Explain the methodology, which may be qualitative or quantitative, that will be used to determine if the needs identified and discussed are being met and if the Council results are being achieved.

    - Define the procedures the Council will use to monitor progress in meeting its goals including tracking the progress to address the targeted disparity
    - Discuss Council activities that will measure or otherwise address the Council's effectiveness.
    - The evaluation plan should not be limited to measuring the progress of the performance measures. The evaluation plan should also measure the extent to which the intended sub-outcomes for the given objective are being met. This is above and beyond the performance measures. The performance measures are solely a snap shot of a piece of data that should be assessed in the larger context of the intended sub-outcome measures of the objective and achievement of the goal.
    - Councils are encouraged to develop its own methods and measures for determining progress, such as annual benchmarks for the goals that are tied to measuring outcomes.
    - In describing the evaluation plan, Councils are required to use and submit a logic model. The logic model generally summarizes the logical connections between the needs that are the focus of the Council, Council goals and objectives, the target population, Council inputs (resources), the proposed activities/processes/outputs directed toward the target needs/population, the expected short- and long-term outcomes the Council plans to achieve, and the data sources the DD Council will use to measuring the extent to which proposed processes and outcomes actually occur and have been achieved.
- Describe the Council's role in reviewing and commenting on the progress towards reaching the goals of the Plan.
- Describe how the annual review will identify emerging trends and needs as a means for updating the Comprehensive Review and Analysis.
- This section is limited to 12,000 characters.

Projected Council Budget

- Provide the budget, broken down into three cost categories (Goals, General Management, and DSA functions) for the first year of the grant only. The Council will submit budget for subsequent years of the grant through the State Plan Amendments.
- Provide the breakdown of Part B funds (the Council's allotment from ADD) for each cost category; the amount of money from other sources, such as match, for each cost category; and the total amount for each cost category.
    - GOALS COST CATEGORY: Break down the costs associated with the goals of the plan by each goal. For example, if the Council has 5 goals, there should be 5 line items identifying the budget amount for each goal. The budget amounts for the goals may vary and should be based on the planned activities. Section 124(c)(5) requires that not less than 70 percent of the funds available to the Council will be expended for activities related to the goals. Therefore, the total amount for the goals must be at least 70 percent of the Council's total allotment.

For example, if the Council has 5 goals, the total budget for the 5 goals should amount to at least 70 percent of the Council's total allotment.

- GENERAL MANAGEMENT COST CATEGORY: Show the amount of money budgeted for administrative type functions. This may include personnel, budget, finance, and reporting administrative functions that are not related specifically to a state plan goal or goals.
- DSA COST CATEGORY: Provide the amount of money provided to the DSA to carry out its functions. Section 124(c)(5) requires that not more than 5 percent of the Council's allotment for any fiscal year, or $50,000, whichever is less, shall be made available for total expenditures for the purposes of the DSA agency.
- NON-FEDERAL SHARE (Match): Indicate the non-federal share amount. The non-federal share may include cash or in kind contributions, fairly evaluated, including plant, equipment, or services. Federal funds from other sources cannot be the source of the non-federal share. Section 126 requires that the Federal share of the cost of all projects in a State supported by an allotment to the State may not be more than 75 percent of the aggregate necessary cost of such projects, with the exception of:
  - Projects whose activities or products target individuals with developmental disabilities who live in poverty areas; the Federal share of the cost of all such projects may not be more than 90 percent of the aggregate necessary cost of such projects.
  - Projects undertaken by the Council or Council staff to implement State plan activities; the Federal share of the cost of all such projects may be not more than 100 percent of the aggregate necessary cost of such activities.