# PPR Overview

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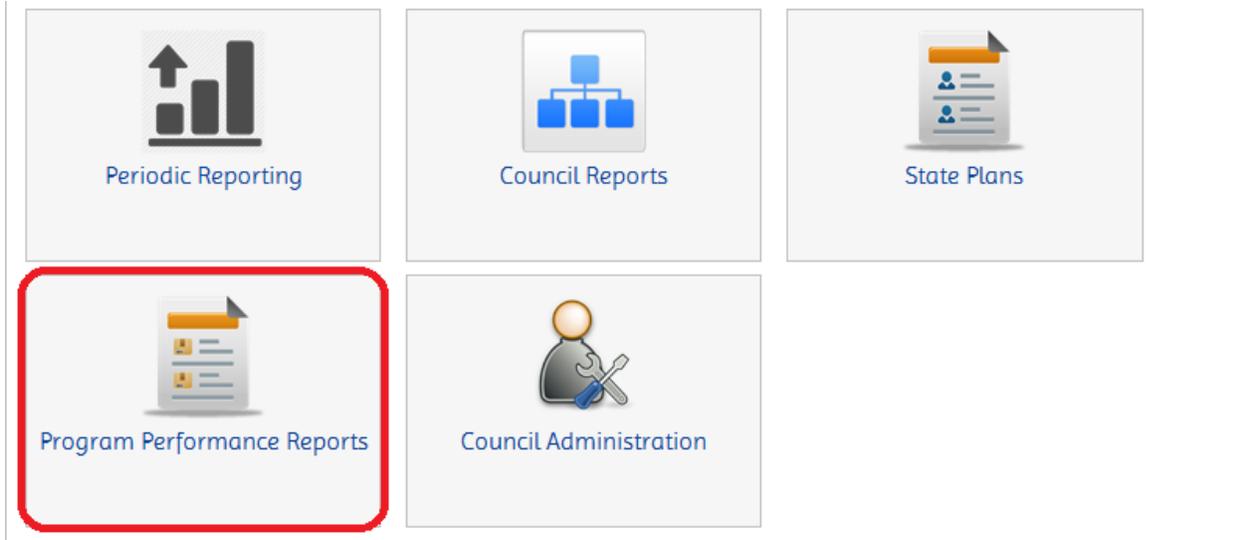


## Generating a PPR Template

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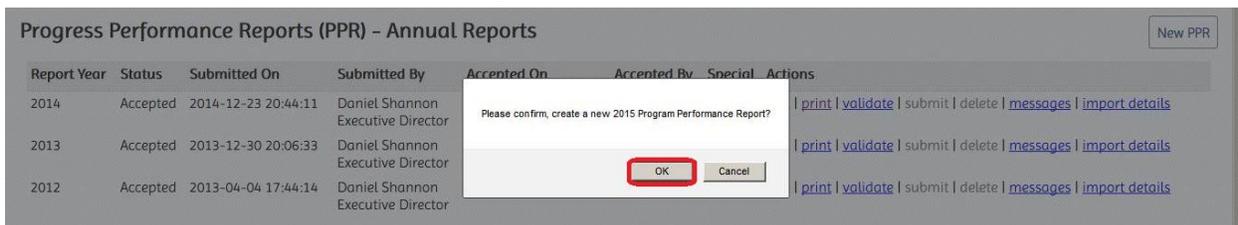
The DD Suite will create a new report template for the fiscal year which most recently ended, and a new row will appear at the top of the PPR list, ready for editing.



*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.



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



## 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.