hds human development services	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Developmental Disabilities	
	1. Log No. ADD-PI-90-3	2. Issuance Date: 12/20/90
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	6.	7.

PROGRAM INSTRUCTION

TO : Executive Directors, State Planning Councils
Chairpersons, State Planning Councils
Directors, Protection and Advocacy Systems
Directors, Designated State Agencies

SUBJECT : Requirements for Complete and Timely Program Performance Reports

LEGAL AND RELATED REFERENCES : Developmental Disabilities Assistance and Bill of Rights Act, as Amended in 1987 by P.L. 100-146 (42 U.S.C. 6000, et seq.)

45 CFR Parts 1385 and 1386, amended November 20, 1989 (54 FR 47982)

ADD-PI-89-1, Developmental Disabilities Basic State Grant Program Annual Program Performance Reports (PPR) Instructions and Reporting Format

ADD-PI-90-1, Developmental Disabilities Protection and Advocacy Annual Program Performance Reports (PPR) Instructions and Reporting Format

ADD-IM-90-8, Implementation Statement of Organization Functions and Delegations of Authority for the Office of Human Development Services (OHDS) Regional Offices

DISCUSSION : By January 1 of each year, the State Planning Council of each State and the Protection and Advocacy system in each State shall prepare and transmit the annual program performance reports to the Regional Office for that State. The requirement is mandated in the Developmental Disabilities Act in Section 107, paragraphs (a) and (b), and in the Regulations (45 CFR Parts 1386.23(b) and 1386.32(b)).

The timely submission of these reports by the State Planning Councils and Protection and Advocacy systems, complete and in accordance with the requirements and formats, is regarded by the Administration on Developmental Disabilities as a compliance issue. Failure to submit a report, submitting an incomplete or substantially late report, or submitting a report that fails to meet the requirements, may result in the State being found, following prescribed procedures, to be substantially out of compliance.

The requirements for the program performance report for the Planning Councils are found in policy issuance ADD-PI-89-1, issued 5/11/89; those for the Protection and Advocacy systems in ADD-PI-90-1, issued 7/27/90. The reports for this year cover the period for the Federal fiscal year: October 1, 1989 to September 30, 1990. They are due January 1, 1991 in the appropriate one of the ten Regional Offices, which have been delegated authority to receive and approve annual program performance reports on behalf of the Commissioner (ADD-IM-90-8).

Since the policy issuance for the report for the Protection and Advocacy systems is relatively recent, there have been some questions regarding some of the new items.

One issue is that the instructions came out late in the year and some of the newly requested data may not have been collected before the new instructions were published. If all the necessary data were not collected for the year, we ask that you annualize the total over the entire year. Please indicate where this method is used.

Section II C (Ethnic Background of Individual Clients) of the program performance report instrument was mistakenly included in the instructions as Section I D. Consequently, the successive Section II designations in the instructions should be read as follows: Clients' Geographic Location should be II D; Clients' Living Arrangements should be II E; Clients' Disability -- Client Impairment should be II F; and Clients' Substantial Functional Limitations should be II G.

We strongly suggest a map format for Section II D (Clients' Geographic Location). In that Section, the requirement is to furnish the population data of the State by County and the percentage of the population in each County served as client cases by the P & A. We ask that an outline map of the State be submitted with the Counties outlined, and include within the outline of each County:

a) name of County,
b) population of County, and
c) percentage of that population served as individual clients.

We understand that States which have a large number of small Counties may have some Counties in which no clients are served. However, the use of such a map format described above will provide a readily accessible and graphic overview of the requirement that services be provided to clients Statewide. If the State does not have Counties, then Townships, Parishes or other such political subdivisions which correspond to Counties should be used.

Under Section II F (Clients' Disability -- Client Impairments), the category "Head Injuries" means all head injuries other than those reported in the preceding category "Traumatic Brain Injuries." This avoids a double count between these two categories.

ATTACHMENT : Listing of the Ten Regional Administrators

EFFECTIVE DATE : Date of Issuance

INQUIRIES TO: Regional Administrators, OHDS Regions I - X

INFORMATIONAL COPIES TO: Regional Administrators, Regions I-X
Regional Directors, Office of State Programs, Regions I-X
Executive Director, National Association of Developmental Disabilities Councils
Executive Director, National Association of Protection and Advocacy Systems

Deborah L. McFadden
Commissioner
Administration on
Developmental Disabilities

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