TO: Director, Designated State Agencies
Executive Directors, State Developmental Disabilities Councils
Chairpersons, State Developmental Disabilities Councils
Directors, State Protection and Advocacy Systems

SUBJECT: Distribution of Electronic Data Submission System (EDS) User’s Guide Manuals for use in the submission of DD Council and P&A Program Reports (PPRs and SOPs) and a general Administrative Procedures User’s Guide

LEGAL AND RELATED REFERENCES:

Final Rule, 45 CFR Part 1386

IM 98-6; IM 98-7; IM 99-2

DISCUSSION:
As indicated in previous IMs, all DD Council and P&A program reports (PPRs and SOPs) must be submitted to this office via electronic submission using the EDS system beginning January 1, 2000. Paper-based reports will no longer be accepted.
To assist the DD programs in properly completing the EDS forms, attached are the User's Guide(s) operating manuals for your appropriate program report(s), plus a general use guide to provide step-by-step instructions for performing various administrative functions. In addition to these operating manuals, we have scheduled training sessions on the use of the new system which should fully prepare staff who will be responsible for preparing the report(s).

You are reminded that you must have an email address to enter data onto your appropriate form.

As indicated in the attached operating manual, each program office will be issued a password in order to access (enter) the appropriate PPR and SOP. Your password will be issued in December, 1999. In the interim, you can record "narrative" information only in a Word format to be entered at a later date (via cut and paste) onto the EDS generated form when access is available.

Should you have any further questions regarding the EDS system, of if the attached email address for your program is incorrect, please contact Lonnie Stewart at (202)690-5557, email astewart@acf.dhhs.gov or Sokhama Say at (202)690-6120, email ssay@acf.dhhs.gov.

INQUIRIES TO:

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Sue Swenson
Commissioner
Administration on Developmental Disabilities

Attachments: Administrative Procedures User's Guide
DD Council PPR User's Guide
P&A PPR and SOP User's Guide
DD Council and P&A Program Email Addresses