

# UCEDD Annual Report Template

COVER PAGE

Date of Report	
AIDD Project Officer	
AIDD Grant Officer	
AIDD Grant Number	
UCEDD Name	
Address	
Phone	
Period of Performance	
Approved Project Period	
Project Title	
Principal Investigator	
Author of this Report	

**Part 1: Work Plan Progress Report**

**Part 1.a. Detailed Work Plan Progress Report**

Each UCEDD has a 'work plan' for the 5-year plan. To this end, application guidance requires the UCEDD to provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, they can be listed in chronological order to show the schedule of accomplishments and their target dates.

The guidance also requires that the UCEDD provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

This section would provide a progress report on the UCEDD workplan. They would use the work plan from the 5-year application to provide annual updates along with a narrative report of progress for each section of the workplan that has activities planned for the time period. Activities not planned for during the reporting period can be reported but must be reflected in a revised work plan or Part 1.b. if the work plan is not yet revised.

UCEDDs would need to tailor this part of the report to the individual work plan style.

UCEDDs should be sure to include information about faculty specialties, their experience with disabilities, and how their racial, ethnic, and spoken language reflect that of the communities in which they work. Additionally, discuss the UCEDD's plan for offering academic credit for interdisciplinary pre-service training.

### **Part 1.b. Summary of Evaluation Results**

The UCEDD provides an evaluation plan in its 5-year core grant application. This section will be used to provide a summary report of the results of the evaluation for that year. This information should be different from the information reported in Part 1A and should be a broad/high level summative report of the progress the UCEDD is making in the implementation of the 5-year plan. If this type of information is already provided as part of the report in 1A, then it does not need to be repeated in Part 1B. Since the UCEDD describes the methodology for data collection in the 5 year application, it is not required in this section of the Annual Report.

Other relevant information not reported elsewhere should also be reported in this section.

UCEDDs should describe how the CAC is involved in an annual review of the 5-year plan, and also describe how often the CAC meets.

**Part 2. Measures of Improvement and Consumer Satisfaction:**

AIDD allows UCEDDs to adapt data collection instruments to ensure accessibility while also ensuring consistency in the data collection process. The language for the initial outcomes measures and consumer satisfaction measures identified below may be revised when presenting these questions to participants or recipients of training, TA, or services.

<p><b>CORE FUNCTION Interdisciplinary Pre-Service Preparation</b>  <i>Instructional program offered by the UCEDD that: (1) integrates knowledge and methods from two or more distinct disciplines; (2) integrates direct contributions to the field made by people with disabilities and family members; (3) examines and advances professional practice, scholarship and policy that impacts the lives of people with developmental and other disabilities and their families; (4) is designed to advance an individual’s academic or professional credentials; and (5) takes place in an academic setting or program.</i></p> <p><i>It may: (1) lead to the award of an initial academic degree, professional certificate, or advanced academic credential; and (2) contribute to a discipline-specific course of study offered by the UCEDD or by another academic department.</i></p>	
Output Measure s	<ul style="list-style-type: none"> <li>• Number and type (discipline, intermediate, long-term) of UCEDD trainees trained in the DD field</li> <li>• Total number of UCEDD trainees</li> <li>• Number of UCEDD interdisciplinary training programs               <ul style="list-style-type: none"> <li>○ List of interdisciplinary training programs</li> </ul> </li> <li>• Number of UCEDD discipline specific training programs               <ul style="list-style-type: none"> <li>○ List of discipline specific training programs</li> </ul> </li> <li>• Diversity of UCEDD trainees (e.g., gender, person w/disability, family member, race/culture/language spoken)</li> <li>• Regarding pre-service preparation trainings conducted outside the UCEDD:               <ul style="list-style-type: none"> <li>• Number of training events</li> <li>• Number of hours for each training event</li> <li>• Number of students trained</li> </ul> </li> </ul>
Initial Outcome Measure	<ul style="list-style-type: none"> <li>• Percent of UCEDD long-term trainees reporting an increase in knowledge or skills and/or change in attitude</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>• Percentage of trainees who reported satisfaction with the knowledge and skills gained to promote quality assurance activities for IWDD.</li> </ul>

<p><b>CORE FUNCTION: Continuing Education</b>  <i>Seminars or courses of instruction offered by the UCEDD that: (1) serve to maintain professional credentials; (2) encourage professionals to expand their knowledge base and stay up-to-date on new developments; and (3) offer certificates of completion or CEUs (or their equivalents).</i></p>	
Output Measures	<ul style="list-style-type: none"> <li>• Number of professionals participating in UCEDD continuing education programs</li> <li>• Number of UCEDD continuing education programs</li> <li>• Length (amount of course time) of CE program</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>• Percentage of continuing education participants who reported satisfaction with the knowledge and skills gained to serve as a resource for achieving the developmental and educational goals of IWDD from birth to 22 years of age</li> </ul>
<p><b>CORE FUNCTION: Community Services: Training</b>  <i>Training provided by UCEDD faculty/staff to enhance knowledge of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community).</i></p>	
Output Measures	<ul style="list-style-type: none"> <li>• Number of people trained by participant type (e.g., individuals with D/OD, family members, Service providers, professionals, paraprofessionals, Policy makers, Community members <i>IN AREA OF EMPHASIS</i>)</li> <li>• Number of discrete training events and/or training series <i>IN AREA OF EMPHASIS</i></li> </ul>
Initial Outcome Measure	<p>For recipients of regular, on-going trainings, percent reporting an increase in knowledge gained:</p> <ul style="list-style-type: none"> <li>• in area of emphasis OR</li> <li>• in training topic in area of emphasis</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>• Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to appropriate child care for CWDD and serving as a resource for family members/caregivers of CWDD to access and use appropriate child care.</li> </ul>
<p><b>CORE FUNCTION: Community Services: Technical Assistance</b>  <i>Direct problem-solving services provided by UCEDD faculty/staff to assist programs, agencies, or other entities in improving their outcomes, services, management, and/or policies. This includes TA provided to self-advocacy organizations, family support groups, and other organizations.</i></p>	
Output Measures	<ul style="list-style-type: none"> <li>• Number of hours of technical assistance provided in the areas of emphasis</li> <li>• Number of hours of technical assistance per type of organization</li> </ul>
Initial Outcome Measures	<p>For TA recipients with a sustained relationship with the UCEDD, percent reporting an increase in any of the identified or requested item(s) below:</p> <ul style="list-style-type: none"> <li>• Enhanced resources</li> <li>• Enhanced services</li> </ul>

	<ul style="list-style-type: none"> <li>Strengthened networking of public and private entities across communities</li> <li>Increased awareness of evidence-based practices</li> <li>Enhanced capacity to assess current practices in relation to evidenced-based approaches</li> <li>Identification of policy changes needed within the areas of emphasis</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to the health care needs of IWDD.</li> </ul>
<p><b>CORE FUNCTION: Community Services: Model Services</b>  <i>Specialized services delivered with the intention to enhance the well being and status of the recipient and not for testing new practices and may be integrated with training, research, and/or dissemination functions. Includes direct problem-solving services provided by UCEDD faculty/staff to assist individuals with developmental and other disabilities and their families.</i></p>	
Output measure	<ul style="list-style-type: none"> <li>Number of specialized services offered by the UCEDD to enhance the well being and status of the recipient</li> </ul>
Initial Outcome Measure	<ul style="list-style-type: none"> <li>Number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to employment, job choice, and career opportunities for IWDD.</li> </ul>
<p><b>CORE FUNCTION: Community Services: Demonstration Services</b>  <i>Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.</i></p>	
Output Measures	<ul style="list-style-type: none"> <li>Number of services offered solely by the UCEDD that are being field tested as promising or exemplary/best practices</li> <li>Number of services offered in partnership with others that are being field tested as promising or exemplary/best practices</li> </ul>
Initial Outcome Measure	<ul style="list-style-type: none"> <li>UCEDD and/or partnering agency adopts findings from field test to make at least one modification to the UCEDD services being field tested (Y/N)</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>Percentage of individuals in the community who reported satisfaction with the services and/or supports received related to IWDD choosing where and with whom they will live and to facilitate the level of services needed to support those choices.</li> </ul>
<p><b>CORE FUNCTION: Research</b>  <i>Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities</i></p>	
Output Measure	<ul style="list-style-type: none"> <li>Number of active research activities</li> </ul>

Initial Outcome Measure	<ul style="list-style-type: none"> <li>UCEDD adopts research findings by modifying activities in the other core functions (Y/N)</li> </ul>
<b>CORE FUNCTION: Information Dissemination</b> <i>Distribution of knowledge-based information through UCEDD developed products and activities</i>	
Output Measure	<ul style="list-style-type: none"> <li>Number of products developed</li> <li>Number of products disseminated</li> <li>Number of conferences and conference presentations</li> </ul>
Consumer Satisfaction Measure	<ul style="list-style-type: none"> <li>Percent of people satisfied with the information on the UCEDD's website</li> </ul>
<b>Leveraging</b> <i>Efforts to leverage funds for carrying out the core functions (proposal writing and submission, partnership development)</i>	
Output Measure	<ul style="list-style-type: none"> <li>Number of grants and contracts and other sources of funds leveraged</li> <li>Total amount of funds leveraged</li> <li>Source of funding (e.g., federal, state, local, other)</li> </ul>

**Part 3. Measures of Collaboration:**

1. Identify the critical issues/barriers affecting individuals with developmental disabilities and their families in your State that the DD Network (The State DD Council, Protection and Advocacy Agency, and UCEDD) has jointly identified:
  
2. Describe the strategies collaboratively implemented by the DD Network for at least one of the issues/barriers identified above:
  - a. Issue/Barrier:
  - b. Provide a brief description of the collaborative strategies to address issue/barrier and expected outcome(s):
  - c. Check applicable areas of emphasis:
    - Quality Assurance
    - Education and Early Intervention
    - Child Care
    - Health
    - Employment
    - Housing
    - Transportation
    - Recreation
    - Quality of Life
    - Other – Assistive Technology
    - Other – Cultural Diversity
    - Other - Leadership
    - Other – please specify:

- d. Describe the UCEDD's specific role and responsibilities in this collaborative effort. Include any technical assistance expertise you can provide to other States in this area:
  - e. Briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired:
  - f. Describe any unexpected benefits of this collaborative effort:
3. Describe your collaborations with non-DD Act funded programs\*:
    - a. List which disability populations benefited from your collaborations.
    - b. Estimate the number of individuals with disabilities, other than developmental disabilities, who were affected by your collaborations with non-DD Act funded programs.
    - c. Estimate the number of individuals with developmental disabilities who were affected by your collaborations with non-DD Act funded programs.

*In this narrative, be sure to clarify the impact, or outcomes, of collaborations among DD Network and other partners.*

#### **Part 4. UCEDD Government Performance and Results Act (GPRA) Measures:**

1. Percent of individuals with developmental disabilities who are receiving services through activities in which UCEDD-trained professionals are involved.

Survey question at 1, 5, 10 years: What is the number of individuals with developmental disabilities who are receiving direct services through activities in which you are involved?

2. Percent of UCEDD trainees who demonstrate leadership in the developmental disabilities field at 1, 5, and 10 years after completion of UCEDD training.

Survey question at 1, 5, 10 years: Are you in a leadership position in the field of developmental disabilities?

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\*This information is provided on an optional basis.

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