

Instructions for performance reporting for ACL/CDC supplemental funding to Expand COVID-19 Vaccine Access for People with Disabilities

**Complete the tables of quantitative and qualitative data for service activities conducted between April 1, 2021 and September 30, 2022.**

- Enter data for the full project period 4/1/21 through 9/30/22.
- Ensure that the information you enter is complete and correct.
- Enter the information in the column as specified in both Quantitative and Qualitative worksheets.
- If a list of valid values is provided, select only from these values. Do not add or change any values.
- Do not add or delete any columns in the worksheets.
- Do not change the sequence of the columns.
- Do not delete worksheets.
- In the Quantitative worksheet, enter digits only (no letters, punctuation, or symbols).
- In the Qualitative worksheet, enter up to 2,500 characters to describe your narrative, successes, and challenges for the service activities completed. Completion of all service activities was not required. For service activities not completed, enter N/A.
- In the Qualitative worksheet, enter up to 2,500 characters to describe collaborations with ACL partners, collaborations with other community-based organizations, lessons learned, and recommendations for future activities. These fields are not optional.
- Direct any questions related to the completion of this spreadsheet to Sheryl Matney ([smatney@nacdd.org](mailto:smatney@nacdd.org)) or Cherie Moon ([cmoon@nacdd.org](mailto:cmoon@nacdd.org))
- Upload completed data sheets as an attachment in the annual PPR due January 1, 2023.

Project Title	Expand COVID-19 Vaccine Access for People with Disabilities	
Council Name		
Project Timeline	April 1, 2021 - September 30, 2022	
<b>Service Activity</b>	<b>Number of people Served</b>	
Education about the importance of receiving a vaccine	<i>Number of people with disabilities reached by your education activities.</i>	
	<i>Number of all other people (including family members, direct support providers, personal care attendants, and other support providers) reached by your education.</i>	
Identifying people unable to independently travel to a vaccination	<i>Number of people unable to independently travel to a site.</i>	
Providing technical assistance (TA) to local health departments or other entities on vaccine accessibility	<i>Number of local health departments or other entities assisted with TA on vaccine appointments.</i>	
Helping with scheduling a vaccine appointment	<i>Number of people helped in scheduling vaccine appointments.</i>	
Arranging or providing accessible transportation	<i>Number of people assisted with accessible transportation to a vaccination site.</i>	
Providing companion/personal support	<i>Number of people assisted with companion/personal support to receive vaccines.</i>	
Reminding people of their second vaccination appointment if needed	<i>Number of people who needed and received a reminder of their second vaccination appointment</i>	
<b>Overall outcome: Number of people vaccinated as a result of implementing one or more of the service activities</b>		
<i>Number of people with disabilities vaccinated as a result of implementing one or more of the service activities</i>		
<i>Total number of all other people vaccinated as a result of implementing one or more of the service activities.</i>		

CDC Vaccine Access Report

Project Title	Expand COVID-19 Vaccine Access for People with Disabilities		
Council Name			
Project Timeline	April 1, 2021 - September 30, 2022		
Service Activity	Narrative	Successes	Challenges
Education about the importance of receiving a vaccine.	<i>Describe the type of education activities conducted (e.g., one-on-one assistance, brochures/pamphlets/fliers, social media postings, social stories).</i>	<i>Describe the most successful/effective education activities implemented</i>	<i>Describe challenges that limited your ability to educate others about the importance of the vaccine.</i>

CDC Vaccine Access Report

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Service Activity	Narrative		Successes	Challenges
<b>Identifying people unable to independently travel to a vaccination site.</b>	<i>Describe the strategy to identify people unable to independently travel to a vaccination site.</i>	<i>Describe the most commonly cited reasons for why they could not travel to the site.</i>	<i>Describe successes achieved as a result of identifying people to independently travel to a site (i.e., were people able to vaccinated at an alternative site?)</i>	<i>Describe challenges that limited your ability to identify people unable to independently travel to a site.</i>

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Service Activity	Narrative		Successes	Challenges
<b>Providing TA to local health departments or other entities on vaccine accessibility</b>	<i>Describe the types of strategies/TA activities to assist local health departments or other entities on vaccine accessibility.</i>		<i>Describe successes achieved as a result of TA activities provided to local health departments.</i>	<i>Describe challenges that limited your ability to provide TA to local health departments or other entities on vaccine accessibility.</i>

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Service Activity	Narrative	Successes	Challenges
<b>Helping with scheduling a vaccine appointment</b>	<i>Describe the types activities used to assist people in scheduling vaccines.</i>	<i>Describe successes achieved as a result of assistance provided to help schedule vaccine appointments.</i>	<i>Describe challenges that limited your ability to help with scheduling a vaccine appointment.</i>

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Service Activity	Narrative	Successes	Challenges
<b>Providing companion or personal support</b>	<i>Describe the types activities to provide companion/personal support services for people to receive vaccines.</i>	<i>Describe successes achieved as a result of providing companion/personal support services for people to receive vaccines.</i>	<i>Describe challenges that limited your ability to provide companion/personal support services.</i>

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Service Activity	Narrative	Successes	Challenges
<b>Reminding people of their second vaccination appointment if needed.</b>	<i>Describe the types activities to provide people with reminders on their second vaccination appointment.</i>	<i>Describe successes achieved as a result of providing reminders to people on their second vaccination appointment.</i>	<i>Describe challenges that limited your ability to provide people reminders on their second vaccination appointment.</i>

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**Collaboration with ACL partners (ADRC's, AAA, CIL, P&A, UCEDD)**

*Describe the nature of collaboration and join activities with ACL partners, including successes and challenges in your collaboration efforts.*

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**Collaboration with other community-based organizations.**

*Describe the collaboration and joint activities with other community-based organizations, including successes and challenges in your collaboration efforts.*

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**Overall Lessons Learned**

*Describe the leading key lessons learned as a result of your overall implementation activities.*

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**Recommendations for future activities.**

*Provide recommendations for ACL to consider that will maximize the impact of future responses to disasters or pandemics.*

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## SCDD

AL - Alabama Council on Developmental Disabilities  
AK - Governor's Council on Disabilities and Special Education  
AR - Governor's Developmental Disabilities Council  
AS - American Samoa Developmental Disabilities Council  
AZ - Arizona Developmental Disabilities Planning Council  
CA - California State Council on Developmental Disabilities  
CNMI - CNMI Council on Developmental Disabilities  
CO - Colorado Developmental Disabilities Council  
CT - Connecticut Council on Developmental Disabilities  
DC - D.C. Developmental Disabilities Council  
DE - Delaware Developmental Disabilities Council  
FL - Florida Developmental Disabilities Council  
GA - Georgia Council on Developmental Disabilities  
GU - Guam Developmental Disabilities Council  
HI - Hawaii State Council on Developmental Disabilities  
IA - Iowa Developmental Disabilities Council  
ID - Idaho State Council on Developmental Disabilities  
IL - Illinois Council on Developmental Disabilities  
IN - Governor's Council for People with Disabilities  
KS - Kansas Council on Developmental Disabilities  
KY - Commonwealth Council on Developmental Disabilities  
LA - Louisiana Developmental Disabilities Council  
MA - Massachusetts Developmental Disabilities Council  
MD - Maryland Developmental Disabilities Council  
ME - Maine Developmental Disabilities Council  
MI - Michigan Developmental Disabilities Council  
MN - Governor's Council on Developmental Disabilities  
MS - Mississippi Developmental Disabilities Council  
MO - Missouri Developmental Disabilities Council  
MT - Montana Council on Developmental Disabilities  
NC - North Carolina Council on Developmental Disabilities  
ND - North Dakota State Council on Developmental Disabilities  
NE - Nebraska Council on Developmental Disabilities  
NH - New Hampshire Developmental Disabilities Council  
NJ - New Jersey Council on Developmental Disabilities  
NM - New Mexico Developmental Disabilities Planning Council  
NV - Nevada Governor's Council on Developmental Disabilities  
NY - New York State Developmental Disabilities Council  
OH - Ohio Developmental Disabilities Council  
OK - Developmental Disabilities Council of Oklahoma  
OR - Oregon Council on Developmental Disabilities  
PA - Pennsylvania Developmental Disabilities Council  
PR - Puerto Rico Council on Developmental Disabilities (CEDD)  
RI - Rhode Island Developmental Disabilities Council

SC - South Carolina Developmental Disabilities Council  
SD - South Dakota Council on Developmental Disabilities  
TN - Tennessee Council on Developmental Disabilities  
TX - Texas Council on Developmental Disabilities  
UT - Utah Developmental Disabilities Council  
VA - Virginia Board for People with Disabilities  
VI - Virgin Islands Developmental Disabilities Council  
VT - Vermont Developmental Disabilities Council  
WA - Washington State Developmental Disabilities Council  
WV - West Virginia Developmental Disabilities Council  
WI - Wisconsin Board for People with Developmental Disabilities  
WY - Wyoming Governor's Council on Developmental Disabilities