

# Reporting Requirements for CDC Funding

## Guidance for Administration on Disabilities Grantees

The Administration for Community Living (ACL), with funding and partnership support from the Centers for Disease Control and Prevention (CDC), awarded grants to disability networks to provide critical services to help communities combat COVID-19. A leading priority of this joint effort is to ensure vaccines are equally accessible to individuals with the disabilities. As part of the agreement with CDC, ACL is required to collect annual progress reports from the Protection and Advocacy Agencies (P&As), Centers for Independent Living (CILs), State Councils on Developmental Disabilities (DDCs), and University Centers for Excellence in Developmental Disabilities (UCEDDs) on the activities conducted, challenges, successes, and lessons learned. ACL is providing guidance on reporting requirements for the Administration on Disabilities grant programs that received CDC funding.

### Guidance:

Grantees will report on any of the service activities listed in the chart below that were implemented using the CDC funding from April 1, 2021 up through September 30, 2022. All narrative sections (narrative, successes, challenges, and the questions 1 - 12) are limited to 500 words each.

AoD is developing the specific mechanisms you will use to submit your report on the CDC funded activities. More information will be provided when we have it available. Until then, you should begin tracking now the activities being carried out through CDC funding using the guidance below as a framework. Specific methods for reporting that data will be shared as soon as possible.

Service Activity	a. Number of People Served	b. Narrative	c. Successes	d. Challenges
1. Education about the importance of receiving a vaccine	Provide the following: <ul style="list-style-type: none"> <li>Number of people with disabilities reached by your education activities</li> <li>Number of all other people<sup>1</sup> reached by your education activities</li> </ul>	Describe the type of education activities conducted (e.g., one on one assistance, brochures/pamphlets/ fliers, social media postings, social stories)	Describe the most successful/effective education activities implemented	Describe challenges that limited your ability to educate others about the importance of the vaccine
2. Identifying people unable to independently travel to a vaccination site	List the number of people unable to independently travel to a site	Describe: <ul style="list-style-type: none"> <li>The strategy to identify people unable to</li> </ul>	Describe successes achieved as a result of identifying people unable to independently travel to a site	Describe challenges that limited your ability to identify people unable to independently travel to a site

<sup>1</sup> Other people include family members, direct support providers/workers, personal care attendants, and other support providers.

		<p>independently travel to a vaccination site</p> <ul style="list-style-type: none"> <li>The most commonly cited reasons for why they couldn't travel to the site</li> </ul>	(e.g., were such individuals able to get vaccinated at an alternative site)	
3. Providing technical assistance (TA) to local health departments or other entities on vaccine accessibility	List the number of local health departments or other entities assisted with TA on vaccine accessibility	Describe the type of strategies/TA activities to assist local health departments or other entities on vaccine accessibility	Describe successes achieved as a result of TA activities provided to local health departments	Describe challenges that limited your ability to provide technical assistance to local health departments or other entities on vaccine accessibility
4. Helping with scheduling a vaccine appointment	List the number of people helped in scheduling vaccine appointments	Describe the type of activities used to assist people in scheduling vaccines	Describe successes achieved as a result of assistance provided to help schedule vaccine appointments	Describe challenges that limited your ability to help with scheduling a vaccine appointment
5. Arranging or providing accessible transportation	List the number of people assisted with accessible transportation to a vaccination site	Describe the type of activities used to assist people with accessible transportation to a vaccination site	Describe successes achieved as a result of accessible transportation activities	Describe challenges that limited your ability to arrange or provide accessible transportation
6. Providing companion/personal support	List the number of people assisted with companion/personal support to receive vaccines	Describe the type of activities to provide companion/personal support services for people to receive vaccines	Describe successes achieved as a result of providing companion/personal support services for people to receive vaccines	Describe challenges that limited your ability to provide companion/personal support
7. Reminding people of their second vaccination appointment if needed	List the number of people who needed and received a reminder of their second vaccination appointment	Describe the type of activities to provide people with reminders on their second vaccination appointment	Describe successes achieved as a result of providing reminders to people on their second vaccination appointment	Describe challenges that limited your ability to provide people reminders on their second vaccination appointment

**8. Overall outcome: Number of people vaccinated as a result of implementing one or more of the service activities (number):**

Provide:

- a. The number of people with disabilities vaccinated as a result of implementing one or more of the service activities
- b. The total number of all other people vaccinated as a result of implementing one or more of the service activities

**9. Collaboration with ACL partners (ADRCs, AAA, CIL, DDC, P&A, UCEDD) (narrative):**

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

**10. Collaboration with other community-based organizations (narrative):**

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

**11. Overall lessons learned (narrative):**

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

**12. Recommendations for future activities (narrative):**

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

## **PHWF- Data reporting requirements**

Award recipients will be required to submit annual progress reports in the form of a :

- written summary on the number of full-time equivalents (FTEs)
- type of public health professional(s) hired
- the activities they are engaged in to advance public health

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (0985-0061). Public reporting burden for this collection of information is estimated to average 35 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (P.L. 105-220 Section 410 Workforce Investment Act).