

UCEDD Annual Report

Guidebook

October 2010



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Please note that this resource explains field by field how to complete the Annual Report. For more information on the Annual Report to ADD, we do recommend that you check the Data Dictionary and User's Guide available both on our website (<http://www.aucd.org/template/page.cfm?id=449>) and in NIRS.

We would like to acknowledge the Data Coordinators whose feedback helped us improve this Guidebook:

Elizabeth Bishop, MSSW, Boling Center for Developmental Disabilities, TN

Robyn Carroll, MSW, The Elizabeth M. Boggs Center on Developmental Disabilities, NJ

Cari Lee Murphy, PhD, Center on Disabilities and Human Development, ID

Annual Report Cover Page

Please note that this is a sample report. For convenience, all instructions and guidelines are written in blue.

UCEDD name - [From database records for the Center \(editable by AUCD only. Please contact AUCD if your Center name has changed.\)](#)

FY 2011 National Information and Reporting System (NIRS)

Click "Save" or "Cancel" before moving to another section • [Data Dictionary](#) • [User's Guide](#)

Annual Report Cover Page

Type in Project Title, generally the Center's name, then choose who should receive a copy of this report from the drop-down menu below. The Principal Investigator feeds from database records for the Center (editable by AUCD only. Please contact AUCD if options here are incorrect.).

Project Title

*Principal Investigator

Although many people will contribute to the report, the "author" of this report is the appropriate senior-level individual at the UCEDD who has authority to submit the report to ADD and is the person that ADD will contact with any questions, clarifications, etc. about the report.

*Who do you want to receive a PDF of this report automatically via email?

Introduction

Provide a brief (1-2 page) introduction or summary statement of your progress this year.

It is recommended to enter an introduction about your Center's projects in the current fiscal year.

This is where you select the Area of Emphasis for which you are required to report on Consumer Satisfaction in Part 3 of the Report, which summarizes the activities conducted at your Center during the current

*Area of Emphasis

(Select the Area for which you will be reporting on Consumer Satisfaction this year)

Areas listed in the DD Act:

- | | | |
|---|---|---|
| <input type="radio"/> Quality Assurance Activities | <input checked="" type="radio"/> Education & Early Intervention | <input type="radio"/> Child Care-Related Activities |
| <input type="radio"/> Health-Related Activities | <input type="radio"/> Employment-Related Activities | <input type="radio"/> Housing-Related Activities |
| <input type="radio"/> Transportation-Related Activities | <input type="radio"/> Recreation-Related Activities | |

Areas not listed in the DD Act:

- ☐ Quality of Life Activities ☐ Other - Assistive Technology
- ☐ Other - Cultural Diversity ☐ Other - Leadership
- ☐ Other - Please Specify:
-

Optional Attachments

Because the text boxes in the body of the annual report function in NIRS do not support charts, tables, or graphics, you may submit such material as attachments. These attachments are not a required component of the Annual Report, but the ability to submit attachments is provided for your use at your discretion.

You may attach documents to support your report in the following file formats: word, excel, ppt, jpg, gif, and pdf. For all other formats, convert the document to a pdf before uploading.

- A.
- B.
- C. [If necessary, you can upload several attachments \(supporting documentation\) to submit along with your Annual Report. This section provides guidelines on file size restrictions. This section is optional.](#)
- D.
- E.
- F.
- G.
- H.
- I.
- J.

PLEASE NOTE: The **maximum** size per uploaded file is about 1 Megabyte (MB). See below for more information on how large 1 MB is. FYI, you can easily check to see how large a file is before attempting to upload it using the "details" view (rather than list, tiles, or icons) on your system.

1,024 Byte = 1 Kilobyte (KB)

1,024 Kilobyte (KB) = 1 Megabyte (MB)

Information object	How many bytes	Size OK to Upload as a Single Attachment
A single text character	1 Byte	YES
A typical text word	10 Bytes	YES
A typewritten page	2 KB	YES
A low-resolution photograph	100 KB	YES
A short novel	1 MB	YES
A button-size image for a Web page	1 KB to 5 KB	YES
A larger image for a Web page	30 to 60 KB and larger	YES, up to 1 MB
The contents of a 3.5 inch floppy disk	1.44 MB	No
A high-resolution photograph	2 MB	No
The contents of a CD-ROM	500 MB	No
The contents of a DVD	17 GB	No

Submitting the report to ADD:

When the report is finalized and ready to be submitted to ADD, open the report in View mode (click on the View button instead of Edit to open the report). On the first page, in the top left corner, there is a green button that reads Submit to ADD. If the button is gray, that means that at least one required field is blank. Scroll down, and the respective question(s) will be highlighted in orange. Close the report, open it in Edit mode, fill in the missing information, and save the report. Then, open it again in View mode; the button that reads Submit to ADD should now be green, allowing you to submit the report. Click on it and the report will be submitted to your project officer at ADD.

Annual Report

Please note that this is a sample report. For convenience, all instructions and guidelines are written in blue.

UCEDD name - From database records for the Center (editable by AUCD only)
FY 2011 National Information and Reporting System (NIRS)

Click "Save" or "Cancel" before moving to another section • [Data Dictionary](#) • [User's Guide](#)

ADD Annual Report Part 2: UCEDD Annual Report

2A: Narrative Report on Goals – This section pulls data from the Goals dataset, and it can only be edited after goals have been entered into the Goals dataset. If all or any of the fields in this section are blank, please go to the Goals dataset and edit or add goals along with all required details for the current fiscal year. If you want to use goals entered in a previous fiscal year, run a search for goals from the respective fiscal year, then click on the Save As button to the left of the desired goal(s). This will create copies of the goal record(s) for the current fiscal year. Once all the data in the Goals dataset is updated and accurate, you can return to the Annual Report and continue editing it.

Goal	From Goals dataset
Area(s) of Emphasis	From Goals dataset
Core Function(s)	From Goals dataset
Type of Activity	From Goals dataset
Objectives	From Goals dataset

Extent to Which Goal was Achieved: – For each goal, please choose one of the options below, as appropriate.

☐ Achieved ☐ In Progress ☐ Not Achieved

Explanation
(Provide a narrative update on progress achieved in meeting the goal. Describe the strategies that either attributed to or prohibited goal achievement. This may include reference to any of the objectives listed in the original application for funding or specific activities identified in the application for funding.)

Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

Proposed Revision to Goal
(Indicate any revisions to the goal based on current progress reported. State whether the goal is to be modified, deleted, or if a new goal will be added for the next fiscal year. Provide a rationale for the revisions.)

Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report. If no revisions are proposed, please enter just a few words that explain this, like "None." or "No proposed revisions."

2B: ADD Funds Leveraged – This section pulls data from the Projects dataset. If you think the figures are incorrect, please check the information entered for each of your projects.

Total Funding Leveraged:	From Projects dataset	
Source	Funds Leveraged	% of Total Leveraged
Federal	From Projects dataset	=Federal/Total Funding*100
HRSA	From Projects dataset	
NIH	From Projects dataset	
ED (US Department of Education)	From Projects dataset	
State	From Projects dataset	=State/Total Funding*100
Local	From Projects dataset	=Local/Total Funding*100
Other	From Projects dataset	=Other/Total Funding*100
Fee for Services	From Projects dataset	
University	From Projects dataset	

ADD Annual Report Part 3: UCEDD Indicators of Progress

3A: Measures of Improvement and Consumer Satisfaction - This section pulls data from the Activities dataset. For the purpose of this report, activities are grouped by Core Function, and within each Core function, by Area of Emphasis. Some lines are highlighted in green. That is because that is the Area of Emphasis for which Consumer Satisfaction data is reported as required, as selected in the Cover Page of the Annual Report. If necessary, you can change the area of emphasis by selecting a different one from the Cover Page of your Report, which will be described later in this document. For the purpose of this sample report, the Area of Emphasis selected is Education & Early Intervention.

If under a Core Function there are no lines highlighted in green, it means that there were no activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required. If no activities are listed under a Core Function, it means that no activities with the respective Core Function were entered in NIRS for the current fiscal year. If this seems to be incorrect, please go to the Activities dataset and verify that the correct information was entered.

The Area of Emphasis for which Consumer Satisfaction data is reported as required is Education & Early Intervention. Additional consumer satisfaction data is also displayed below.

Core Function	Interdisciplinary Pre-Service Preparation and Continuing Education – From Activities dataset, activity records with the Core Function of Training Trainees.		
Area of Emphasis	Total Number of Activities	Improvement Measure	Consumer Satisfaction Measure

This reporting period, the UCEDD had a total of N Trainees.

N = Count of Long-term & Intermediate Trainees identified as UCEDD trainees in the Trainee dataset.

Consumer Satisfaction Measure for Interdisciplinary Pre-Service Preparation and Continuing Education

The response rate in the selected area of emphasis is: **0%** This percentage reflects the response rate for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required (Education & Early Intervention, in this example). If no such activities were conducted in the current fiscal year (no row is highlighted in green), then this figure will be 0%, regardless of the response rates for activities in other Areas of Emphasis.

1. Response Rate Explanation

The response rate is below 30%, please provide the reason(s).

If the response rate is below 30%, an explanation is required. You will be prevented from submitting the report unless you complete this field.

2. Sampling Procedures

(Sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)

This field is required. A short explanation must be entered even if no sampling procedures were used.

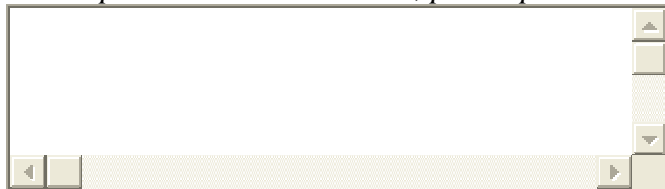
Core Function	Community Services: Training & Technical Assistance – This section includes a sample of activities – From Activities dataset, activity records with the Core Function of Performing Technical Assistance and/or Training.		
Area of Emphasis	Total Number of Activities	Improvement Measure From Activities dataset	Consumer Satisfaction Measure From Activities dataset
Other - Leadership	1 (Count of activity records in this category)	Number of individuals in the community who gained knowledge and skills related to IWDD in other areas. 50 (Number of Individuals = Total number of participants for all the activities in this category)	Percentage of individuals in the community who reported satisfaction with the knowledge and skills gained related to IWDD in other areas. For those activities in which the UCEDD was the lead: <div> Number of activities 1 Number of participating individuals 50 Number of participating individuals surveyed 50 Response rate 66% Number Responding Highly satisfied: 25 Satisfied: 2 Satisfied somewhat: 5 Not at all satisfied: 1 Total: 33 Percent of Total who were Highly Satisfied or Satisfied: 82% </div> All numbers above are sums/percentages calculated on all the activities in NIRS that meet specific criteria (core function, area of emphasis, activity in which the UCEDD was the lead).

Consumer Satisfaction Measure for Community Services: Training & Technical Assistance

The response rate in the selected area of emphasis is: **0%** - This is an example where there were no activities within a Core Function in the Area of Emphasis for which Consumer Satisfaction data is reported as required. For this reason, the response rate in the selected area of emphasis is 0%, regardless of the 66% response rate for activities in the Area of Emphasis Other – Leadership, which is different from Education & Early Intervention, identified as the selected area of emphasis in this sample report.

1. Response Rate Explanation

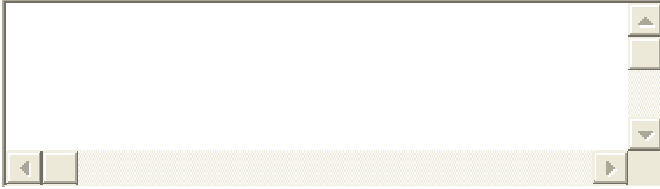
The response rate is below 30%, please provide the reason(s).



If the response rate is below 30%, an explanation is required. You will be prevented from submitting the report unless you complete this field.

2. Sampling Procedures

(Sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)



This field is required. A short explanation must be entered even if no sampling procedures were used.

Core Function	Community Services: Direct Services & Demonstration Projects – From Activities dataset, activity records with the Core Function of Performing Direct and/or Demonstration Services.		
Area of Emphasis	Total Number of Activities	Improvement Measure From Activities dataset	Consumer Satisfaction Measure From Activities dataset
Education & Early Intervention (This line is highlighted in green because this is the Area of Emphasis for which Consumer Satisfaction data is reported as required.)	1 (Count of activity records in this category)	Number of individuals in the community who received services and/or supports related to achieving the developmental and educational goals of IWDD from birth to 22 years of age. 25 (Number of Individuals = Total number of participants + Direct Clinical Services Client Count + Other Direct or Demonstration Services Consult Count) When entering numbers, please make sure not to double count individuals, so do not enter the same figures in more than one place in the Add Activity form.	If field is blank, then no consumer satisfaction data was entered in NIRS or the UCEDD was not the lead for this/these activities. As ADD expects that 10% of the participants in an activity be surveyed, your Annual Report will be more complete if you enter Consumer Satisfaction Measure data for all the activities in which your Center is the lead.
Recreation-Related Activities	1 (Same as above)	Number of individuals in the community who received services and/or supports related to IWDD accessing and participating in recreational, leisure, and social activities in their communities. 1,129 (Same as above)	(Same as above)

Consumer Satisfaction Measure for Community Services: Direct Services & Demonstration Projects

The response rate in the selected area of emphasis is: **0%** This is an example when no consumer satisfaction data was entered for activities in the Area of Emphasis for which Consumer Satisfaction data is reported as required.

1. Response Rate Explanation

The response rate is below 30%, please provide the reason(s).

If the response rate is below 30%, an explanation is required. You will be prevented from submitting the report unless you complete this field.

2. Sampling Procedures

(Sampling is anticipated. Indicate if non-random sampling procedures were used. If non-random sampling measures were used, explain why.)

This field is required. A short explanation must be entered even if no sampling procedures were used.

Core Function	Research – From Activities dataset, activity records with the Core Function of Performing Research or Evaluation,
Area of Emphasis	Improvement Measure – From Activities dataset, Description of Research Activities for each Area of Emphasis and Count of activity records in each Area of Emphasis

Core Function	Information Dissemination – From Activities dataset, activity records with the Core Function of Developing & Disseminating Information. If no activities are noted below, then no product records were linked to the related information dissemination activity records. Please go back to the related activity record and link to an existing product. If the existing product is not in the drop-down list in the activity record, you will need to first create that product record in the product dataset. Please note that products linked to activities show up in the Annual Report under the Area of Emphasis of the respective activities, not under the Area of Emphasis of the product.
Area of Emphasis	Improvement Measure
Education & Early Intervention (This line is highlighted in green because this is the Area of Emphasis for which Consumer Satisfaction data is reported as required.)	Number of products developed and disseminated related to achieving developmental and educational goals of IWDD from birth to 22 years of age. 2 (Count of product records linked to Information Dissemination activity records in this Area of Emphasis)
Quality Assurance	Number of products developed and disseminated on quality assurance activities for IWDD. 1 (Same as above)

Consumer Satisfaction Measure: Information Dissemination

How satisfied were individuals surveyed with the information on the UCEDD's website? (*At least 50 people should be surveyed.*)

*Number surveyed	<input type="text" value="100"/>
Number responding (auto filled from below)	10 = Total below
Response rate	10% = Number responding (above) divided by Number surveyed
Number Responding	
*Highly satisfied (= x)	<input type="text" value="1"/>
*Satisfied (= y)	<input type="text" value="2"/>
*Satisfied somewhat	<input type="text" value="3"/>
*Not at all satisfied	<input type="text" value="4"/>
Total (= t)	10
Percent of Total who were Highly Satisfied or Satisfied	30% $= (x+y)/t * 100$

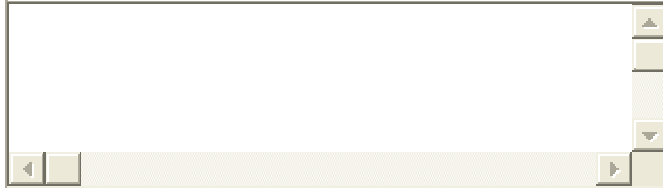
Figures must be entered directly into the Annual Report for the categories with an asterisk. The other numbers will update automatically based on the figures you enter.

3B: Measures of Collaboration:

Required Reporting Elements

(Responses are required for the following two questions.)

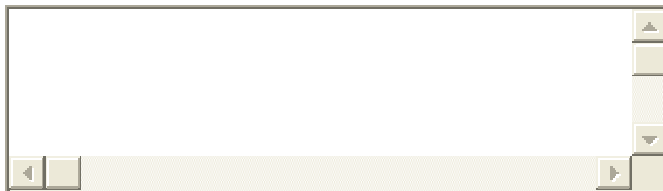
- *1. Identify the critical issues/barriers affecting individuals with developmental disabilities and their families in your State that the DD Network (The State DD Council, Protection and Advocacy Agency, and UCEDD) has jointly identified:



Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

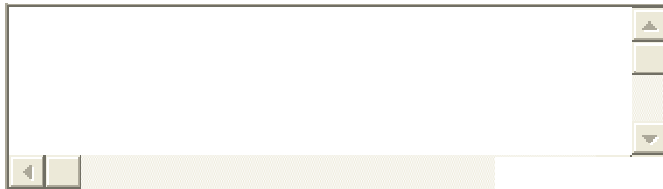
- *2. Describe the strategies collaboratively implemented by the DD Network for at least one of the issues/barriers identified above:

*a. Issue/Barrier:



Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

- *b. Provide a brief description of the collaborative strategies to address issue/barrier and expected outcome(s):



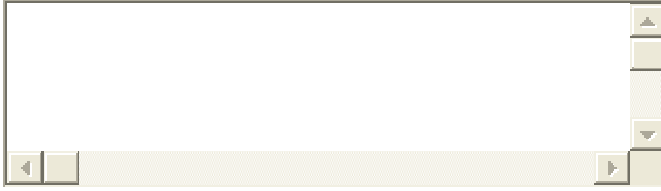
Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

- *c. Check applicable areas of emphasis:

This question is required; multiple areas of emphasis can be selected.

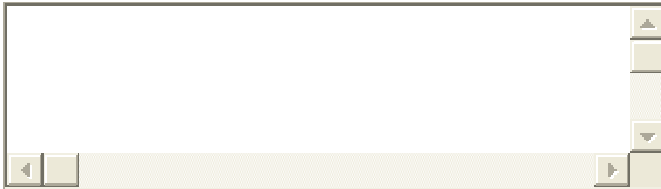
- | | |
|---|---|
| <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> Education & Early Intervention |
| <input type="checkbox"/> Child Care-Related Activities | <input type="checkbox"/> Health-Related Activities |
| <input type="checkbox"/> Employment-Related Activities | <input type="checkbox"/> Housing-Related Activities |
| <input type="checkbox"/> Transportation-Related Activities | <input type="checkbox"/> Recreation-Related Activities |
| <input type="checkbox"/> Quality of Life | <input type="checkbox"/> Other - Assistive Technology |
| <input type="checkbox"/> Other - Cultural Diversity | <input type="checkbox"/> Other - Leadership |
| <input type="checkbox"/> Other - Please Specify: <input type="text"/> | |

- *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:



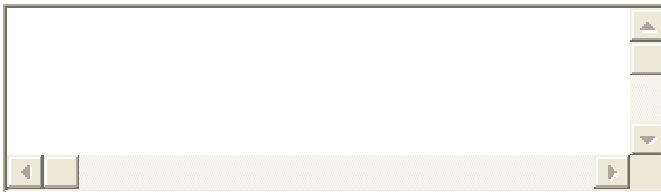
Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

- *e. Briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired:



Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

- *f. Describe any unexpected benefits of this collaborative effort:



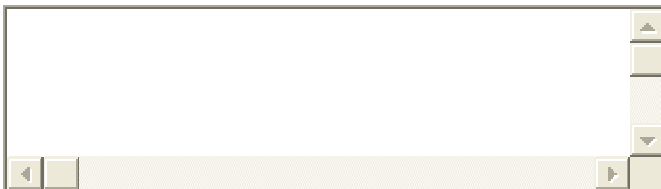
Information must be entered in this textbox, otherwise the field will be highlighted in orange and you will be prevented from submitting the report.

Optional Reporting Elements

(A response to the following question is not required. The following question is not a component of the Annual Report, but is provided for your use at your discretion.)

3. Describe your collaborations with non-DD Act funded programs:

- List which disability populations benefited from your collaborations.
- Estimate the number of individuals with disabilities, other than developmental disabilities, who were affected by your collaborations with non-DD Act funded programs.
- Estimate the number of individuals with developmental disabilities who were affected by your collaborations with non-DD Act funded programs.



This question is optional, so it may be left blank if needed.

ADD Annual Part 4: UCEDD Government Performance and Results Act (GPRA) Measures

Data for the GPRA measures is collected through surveys of interdisciplinary pre-service and continuing education trainees who are asked 2 questions at 1, 5, and 10 years post training (Current Year-1, Current Year-5, Current Year-10). This section pulls data from the Trainees dataset – Trainee Surveys entered into NIRS.

Measure 1:	Survey Question	number of former trainees to whom surveys were sent	Number of former trainees responding	Reported number of individuals who are receiving services
Percent of individuals with developmental disabilities who are receiving services through activities in which UCEDD-trained professionals are involved.	What is the number of individuals with developmental disabilities who are receiving direct services through activities in which you are involved?	10 (Figure entered in textbox below table for “Number of individuals to whom surveys were sent.”)	1 years: 0	1 years: 0
			5 years: 0	5 years: 0
			10 years: 0	10 years: 0
			All numbers above are sums based on trainee surveys.	
Measure 2:	Survey Question	number of former trainees to whom surveys were sent	Number of former trainees responding	Number of "Yes" Responses
Percent of UCEDD trainees who demonstrate leadership in the developmental disabilities field at 1, 5, and 10 years after completion of UCEDD training.	Are you in a leadership position in the field of developmental disabilities?	10 (Figure entered in textbox below table for “Number of individuals to whom surveys were sent.”)	1 years: 0	1 years: 0
			5 years: 0	5 years: 0
			10 years: 0	10 years: 0
			All numbers above are sums based on trainee surveys.	

Number of individuals to whom surveys were sent:

10

Type the figure in the textbox to the left and save the report to update the figure in the two cells above – “number of former trainees to whom surveys were sent.” You can still edit the report at a later time, but it is always good to verify that everything you entered is correct before saving the report.

ADD Annual Report: Optional Appendix

Other Outcomes or Highlights

You may supply additional noteworthy information. Please clear and/or Core Function(s) for any outcomes or highlights presented as a component of the Annual Report, but is provided for your use at your discretion.

This question is optional, so it may be left blank if needed.

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t a


Smart Quotes Instructions

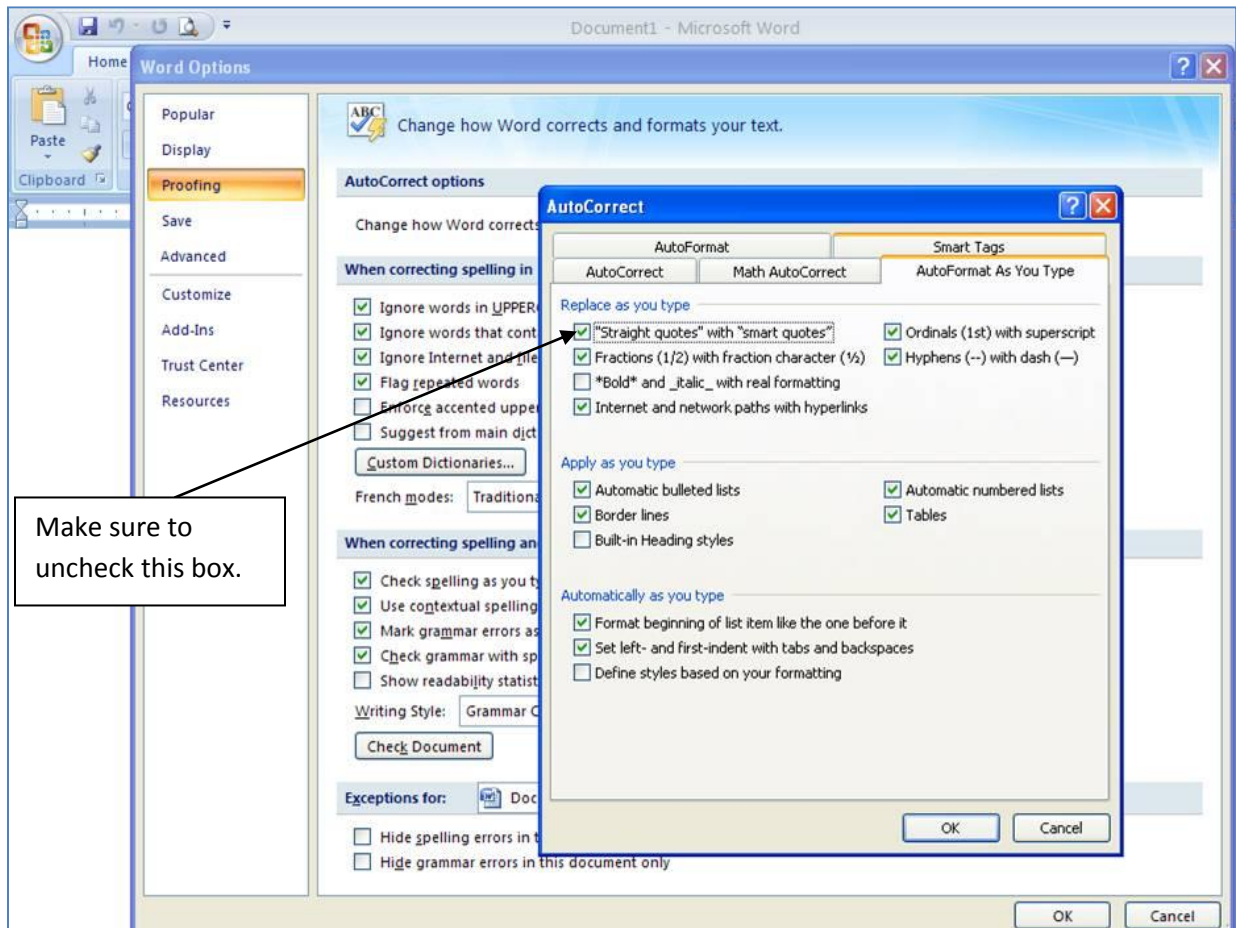
When typing text, some Microsoft Office programs automatically change straight quotation marks (' or ") to curly quotation marks (also known as “smart quotes” or typographer's quotes). This creates problems when information is transferred from a Microsoft Office program into NIRS because the special characters are not recognized and they are replaced with question marks “?” To avoid this problem, the Smart Quotes feature can be turned off. Below are instructions on how to do this, for several versions of Microsoft Office Word. Once you have made this change, next time text is transferred from Word into NIRS, the quotes will no longer be replaced with question marks.

Word 2002 or Word 2003

1. Start Word. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoFormat As You Type** tab.
3. Under **Replace as you type**, **Apply as you type**, and **Automatically as you type**, select or clear the check boxes for the options that you want to enable or disable. After you do this, you can format these items manually.
4. Click **OK**.

Word 2007 or Word 2010

1. Start Word. In Word 2007 (shown below), click the **Microsoft Office Button**,  and then click **Word Options**.
In Word 2010, select **Options** from the **File** tab.
2. Click **Proofing**, and then click **AutoCorrect Options**.
3. On the **AutoCorrect** tab, click to select or to clear the check boxes for the options that you want to enable or disable. After you do this, you can format these items manually.
4. Click **OK** two times.



Tiny URL Instructions

Uniform Resource Locators (URLs) represent the address of a page on a certain website. Sometimes, URLs are very long because they include the full path, which provides many details useful for the IT staff. However, most users do not need to see the full link, and it is helpful to use an online tool to shorten such URLs. For the Annual Report in particular, very long links do not fit in the width of one page. To accommodate the lengthy links, the page setup automatically changes to landscape, which negatively impacts the report font size. Below are listed several websites that provide useful tools to create tiny URLs, which you can then include in your Annual Report. These links will not break in your documents and will not expire either.

TinyURL.com – Probably the best known truncator around, TinyURL offers the features most people are looking for: an easy to remember domain name, fairly short (though at 6 characters it's double what others create) identifier, and a preview page for your shortened link by using "preview.tinyurl.com/[link]".

MakeAShorterLink.com – has been acquired by TinyURL.com

<http://www.is.gd/> – A single blank box for your address on the main page (which is totally uncluttered) and you are sent to the finished product. You are also given the option of sending your visitors to a preview page first by simply adding a hyphen to the end of your new URL.

<http://url.ie/> – It has a very simple interface; fill in one blank with your URL and receive a three-character, truncated version.

<http://www.w3t.org/> – It offers a "tag" feature, which can be very useful. Any desired tag can be added to your link.

www.doiop.com – Doiop is a little different. They don't offer alphanumeric URLs like the other services. Instead, you pick a word: <http://doiop.com/aucd>. The downside is, obviously, that someone else may have taken your word – which can make the process a little frustrating.

www.snipurl.com – Snurl offers the usual single-blank URL truncation, but it goes way beyond that. Register on the site, and your "snips" will be stored and you can manage them whenever you want – and click-throughs get automatically tracked.