UCEDD Five Year Closeout ("Closeout") Report Guidebook

Created January 2022

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Please note that this is a sample report. All screenshots are from the NIRS Test Center (unless otherwise noted), so all data are simply test data, and in no way a model for what your Center's data should look like. For ease of describing everything, the Closeout is broken down into multiple screenshots for each section. Explanations follow after each screenshot.

Starting the Closeout

In NIRS, go to **Admin**, **Manage Data** and then select **Five Year Closeout Report.**

Note: To start/access the Closeout, you need Admin access level to NIRS. If you do not see the Admin drop-down menu on the top bar, it means you do not have Admin access level. To have your NIRS account updated, please contact your Center's Director or Data Coordinator.
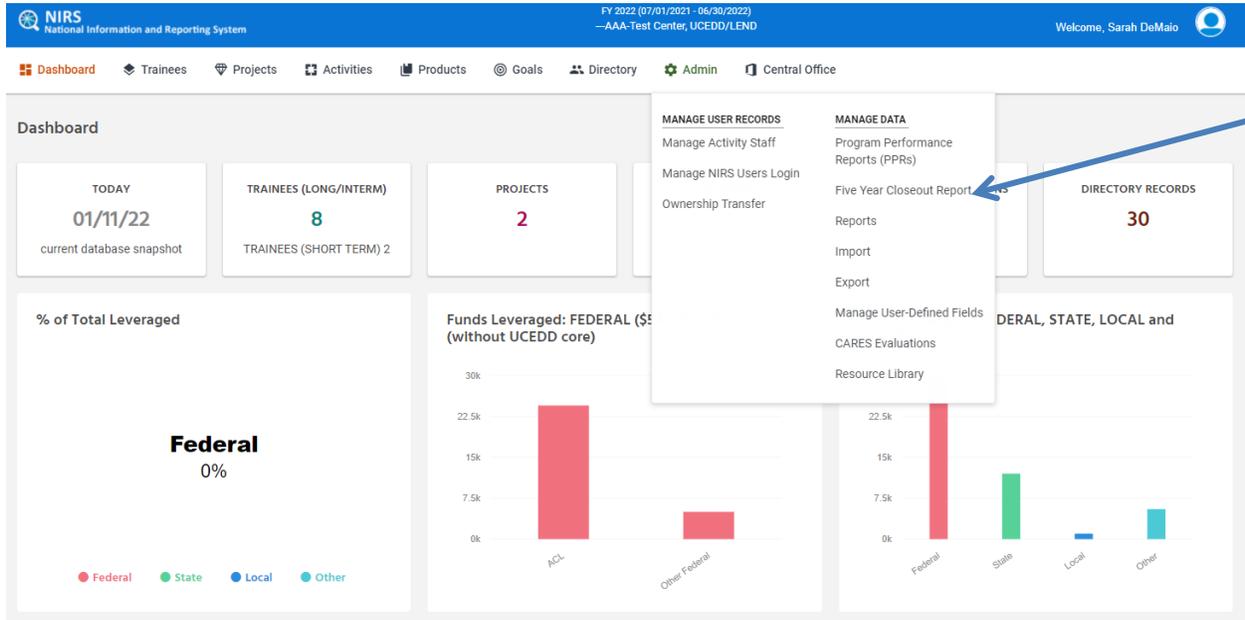
Then click on the **Add New Five Year Report & Reporting Period** button below the submission procedure instructions (this screenshot is not from the Test Center because the report is already started in the Test Center).
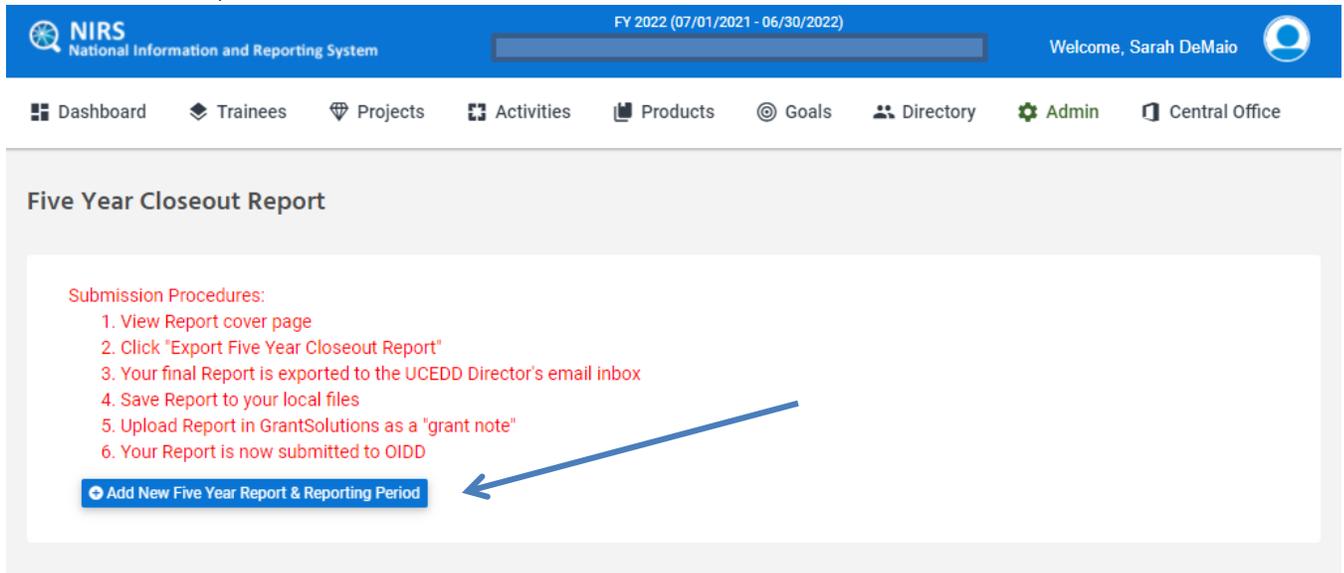
After you start the report, there will be two separate edit buttons: one for the cover page (blue arrow) and one for the report itself (red arrow). Continue completing everything until you are ready to submit the Closeout to your Project Officer at OIDD.

Closeout Cover Page

After clicking on the **Edit** Cover button, the Cover Page fields will be displayed.

Type in the **Project Title** (generally the Center's name from the grant application). Then, from the drop-down menus, select the **Principal Investigator**, the **Author of this Report** and who should receive a copy of this report. The drop-down menus for **Principal Investigator**, **Author of this Report** and **Who do you want to receive a PDF of this report automatically via email** feed from records in the Directory dataset. The names included in these menus are those of faculty and staff whose profiles have a selection made in the **Leadership** field of the **Position** section. If more names need to be added to the menus, go to the Directory dataset and update the appropriate record(s) with a selection under **Position – Leadership**. If any names need to be removed from the menus, then go to the Directory dataset and update the respective record(s) by eliminating any selection made under **Position – Leadership**.

If necessary, you can upload several attachments (supporting documentation) to submit along with your Closeout. This section is optional.

Optional Attachments

Because the text boxes in the body of the Program Performance 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 Program Performance 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. 📁 Choose file
B. 📁 Choose file
C. 📁 Choose file
D. 📁 Choose file
E. 📁 Choose file
F. 📁 Choose file
G. 📁 Choose file
H. 📁 Choose file
I. 📁 Choose file
J. 📁 Choose file

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)

The following section provides guidelines on file size restrictions.

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

Save   Cancel

Closeout Report

Five Year Closeout Report

Submission Procedures:
1. View Report cover page
2. Click "Export Five Year Closeout Report"
3. Your final Report is exported to the UCEDD Director's email inbox
4. Save Report to your local files
5. Upload Report in GrantSolutions as a "grant note"
6. Your Report is now submitted to OIDD

Previous	1	Next		Show 10 entries

Showing 1 to 4 of 4 entries

Reporting Years			Last Edited	Submitted	Admin Links
2026-2031 Report	View	Cover ✏ Edit Report ✏ Edit	08/18/2021 by aucdOK		

After clicking on the **Edit** Report button, the Summary Page will be displayed. The Summary Page is a feature of the Closeout that allows you to check its status. It is organized by the parts in the Closeout, and for each section, it indicates the status: whether the required information has been provided or it is still incomplete. To make changes, click on **Review and COMPLETE data** for the appropriate section. Please see in the screenshot below an example of different statuses:

Summary Page

Return to Reports / Data Dictionary

Five Year Closeout Report Part ##	Summary of Completion		
		status	manage
Five Year Closeout Report, Part 1: Work Plan Progress Report	Part 1A. Final Report on UCEDD Accomplishments	✖	Review and COMPLETE data ↗
	Upload Report Files	INCOMPLETE	
	Part 1B. Final Summary of Evaluation Results	✖	Review and COMPLETE data ↗
	Reported Information	INCOMPLETE	
Five Year Closeout Report Part 2: Measures of Improvement and Consumer Satisfaction	CORE FUNCTION Interdisciplinary Pre-Service Preparation	✓	Review data ↗
	Output Measures	Data is read only	
	Initial Outcome Measure	Data is read only	
	CORE FUNCTION Continuing Education	✓	Review data ↗
	Output Measures	Data is read only	
	CORE FUNCTION Community Training	✓	Review data ↗
	Output Measures	Data is read only	
	Initial Outcome Measure	Data is read only	
	CORE FUNCTION Technical Assistance	✓	Review data ↗
	Impact Statement(s)	Impact statement(s) for at least one TA project/activity over the 5 years	

There are 3 parts in preparing the Closeout report.
- Part 1: Work Plan Progress Report
- Part 2: Measures of Improvement and Consumer Satisfaction
- Part 3: Measures of Collaboration

To return to the list or reports, click return to reports in the top right (blue arrow).

Part 1: Work Plan Progress Report

Part 1A. Detailed Work Plan Progress Report

Five Year Closeout Report. Part 1A. Final Report on UCEDD Accomplishments

Describe the extent to which each goal was achieved by providing qualitative and quantitative information about major accomplishments and outcomes for the five-year time period. It is not necessary to describe all activities implemented to achieve a goal. Instead, you can describe major activities over the five-year period. Where possible, describe the use of capacity building, advocacy, and systemic change activities to achieve a goal.

Save Data and Close Window	Close Window

This section provides a progress report on the UCEDD work plan. Use the work plan from the 5-year application, or the most recently updated workplan submitted with a continuation application, to provide annual updates along with a narrative report of progress for each section of the work plan that has activities planned for the time period. Activities not planned for during the reporting period should not be included in this section.

File types accepted: pdf, doc, docx, xls, xlsx, rtf, jpg, gif.
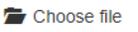
	Delete	
1:	☐	Surveying Former Trainees FY 2021.docx
2:		📁 Choose file
3:		📁 Choose file

This is where you provide progress report on your UCEDD's work plan. Use the work plan from the 5-year application, or the most recently updated workplan submitted with a continuation application, to provide annual updates along with a narrative report of progress for each section of the work plan that has activities planned for the time period. Activities not planned for during the reporting period should not be included in this section. You can upload up to 10 documents, with any of the file types listed in the description above. Maximum file size: 1 MB. For more details on file sizes, see screenshot on page 6.

To upload a file: click on the **Choose File** button (Red Arrow) and locate the desired file on your local drive. When you are done adding files, click on the **Save Data and Close Window** button (top left, Blue arrow). If you do not want to add any files, click on **Close Window (top right, Green Arrow)**, and you will be taken back to the Summary Page with no changes saved.

To delete an uploaded file: check the appropriate checkbox in the **Delete** column (Purple Arrow), and then click **Save Data and Close Window (**top left, Blue arrow**)**.

Note: The file linked in the screenshot above is for illustrating purposes only; it is in no way indicative of what file(s) you should upload in this section.

Part 1B. Summary of Evaluation Results

This is where you need to provide a summary report of the results of the evaluation plan for the full 5-year core grant period of performance. You can enter text in the textbox provided and/or upload up to 3 documents, with any of the file types listed in the description above. Maximum file size: 1 MB. For more details on file sizes, see screenshot on page 6.

To upload a file: click on the **Choose File** button and locate the desired file on your local drive. When you are done adding files, click on the **Save Data and Close Window** button (top left). If you do not want to add any files, click on **Close Window**, and you will be taken back to the Summary Page with no changes saved.

To delete an uploaded file: check the appropriate checkbox in the **Delete** column, and then click **Save Data and Close Window**.

Note: The file linked in the screenshot above is for illustrating purposes only; it is in no way indicative of what file(s) you should upload in this section.

Part 2: Measures of Improvement and Consumer Satisfaction

This is where you report quantitative and qualitative content on the impact, outputs, outcomes of your UCEDD's activity organized by CORE function.

Review and edit data in each section by selecting the **Review Data** (Blue Arrow) or **Review and Edit Data** (Red Arrow) buttons on the right.

Note: This report is typically due 90 days after the close of the fiscal year, September 29. When this report is completed, the 5-year reporting period is the year before the current year and the 4 previous years.

Five Year Closeout Report Part 2: Measures of Improvement and Consumer Satisfaction	CORE FUNCTION Interdisciplinary Pre-Service Preparation		✓	Review data ↗
	Output Measures	Data is read only		
	Initial Outcome Measure	Data is read only		
	CORE FUNCTION Continuing Education		✓	Review data ↗
	Output Measures	Data is read only		
	CORE FUNCTION Community Training		✓	Review data ↗
	Output Measures	Data is read only		
	Initial Outcome Measure	Data is read only		
	CORE FUNCTION Technical Assistance		✓	Review data ↗
	Impact Statement(s)	Impact statement(s) for at least one TA project/activity over the 5 years		
	Output Measures	Data is read only		
	Initial Outcome Measure	Data is read only		
	CORE FUNCTION Community Services: Model Services		✗	Review and EDIT data ↗
	Impact Statement(s)	Impact statement(s) for at least one TA project/activity over the 5 years		
	Output Measures	Data is read only, if needed, revise in datasets		
	Initial Outcome Measure	Data is read only, if needed, revise in datasets		

CORE FUNCTION Interdisciplinary Pre-Service Preparation

The data visible in this section is read only. It is available for review but cannot be edited in this report. Changes to the displayed data can only be made in the NIRS datasets.

Note: Trainee data is not unduplicated across years. Trainees who participate in training in multiple years will be counted in each training year that they received training.

Measures of Improvement and Outcomes

CORE FUNCTION: Interdisciplinary Pre-Service Preparation

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.

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.

Close Window

UCEDD Long-Term Trainees Data	
Trainee data is not unduplicated across years.	
Percent of UCEDD long term trainees who report they applied knowledge and skills one time or more (data collection started in FY2021):	14%
Percent of former UCEDD long-term trainees working in areas of high need - underserved or vulnerable populations.	62%
Number of individuals with DD receiving services from former UCEDD long-term trainees	11
Percent of former UCEDD long-term trainees in leadership positions	90%

All numbers in the last column are sums based on former UCEDD trainee surveys, which are sent annually to former trainees who completed their training 2, 5, and 10 years prior.

Note: The question regarding the application of training program knowledge and skills was added to the trainee survey in FY 2021, so the reporting percentages will be based on partial data until FY 2026.

Output Measures		
Number and type (discipline, intermediate, long-term) of UCEDD trainees trained in the DD field		
Discipline	**Trainee Type**	**Trainees #**
Audiology	Long-term	8
	Intermediate	0
Biological Sciences	Long-term	4
	Intermediate	3
Dentistry-Pediatric	Long-term	0
	Intermediate	1
Disability Studies	Long-term	1
	Intermediate	0
Education/Special Education	Long-term	1
	Intermediate	3
Family Studies	Long-term	1
	Intermediate	0
Family/Parent/Youth Advocacy	Long-term	1
	Intermediate	0
Health Administration	Long-term	1
	Intermediate	0
Human Development/Child Development	Long-term	1
	Intermediate	0
Medicine-Other	Long-term	1
	Intermediate	0
Nursing-General	Long-term	2
	Intermediate	0
Other	Long-term	2
	Intermediate	0
Public Health	Long-term	4
	Intermediate	0
Speech-Language Pathology	Long-term	3
	Intermediate	0
	Total Long-term	30
	Total Intermediate	7
Total number of UCEDD trainees		37
Number of UCEDD interdisciplinary training programs		21
Number of UCEDD discipline specific training programs		77

The **Output Measures** are based on data entered in the Trainees dataset. They represent UCEDD trainees across the designated 5 year period. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee?** = **Yes**
  and
- **Fiscal Year** = reporting year 1 - 5

Note: The disciplines (green arrow) displayed here are only those of trainees in long-term or intermediate training programs at your center during the 5 year reportiong period. The trainee **Discipline** is selected in the trainee year record. If you suspect numbers are inaccurate, you can run a search in the Trainees dataset and/or run the report Trainees by Discipline and Length of Study. However, this report can be run only for all trainees, so if your Center has LEND-only trainees, they will be included in the report.

The number of **interdisciplinary** training programs (purple arrow) in this section of the report is based on data entered in the Activities dataset. It represents the training activties for your Center's trainees that have **Interdisciplinary** selected as **Discipline of Course or Class**. Criteria used:

- **Core Function = Interdisciplinary Pre-Service Preparation**
  and
- **Discipline of Course or Class = Interdisciplinary**
  and
- **Program Type = UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = reporting year 1 - 5

The number of **discipline specific** training programs (red arrow) in this section of the report is based on data entered in the Activities dataset. They represent the training activties for your Center's trainees that have any other option but **Interdisciplinary** selected as **Discipline of Course or Class**. Criteria used:

- **Core Function = Interdisciplinary Pre-Service Preparation**
  and
- **Discipline of Course or Class <> Interdisciplinary** (<> = different from)
  and
- **Program Type = UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = reporting year 1 - 5

Diversity of UCEDD trainees (e.g., gender, person w/disability, family member, race/culture/language spoken)				18 total trainees	
Race		**Ethnicity**		**Gender**	
White	8	Hispanic	6	Female	13
Black or African American	1	Non Hispanic	12	Male	5
American Indian and Alaska Native	3	Unrecorded	0		
Asian	2				
Native Hawaiian and Other Pacific Islander	1				
More than one race	3				
Unrecorded	0				

Figures in the screenshot above are based on data entered in the Trainees dataset, in the main records of UCEDD trainees' who have year record in the 5 year reporting period. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee? = Yes**
  and
- **Fiscal Year** = reporting year 1 - 5

For example, **White** = 8: this means that 8 UCEDD trainees in the past 5 years selected White for Race.

Personal Relationship with Disabilities		Primary Language			
Person with a disability	1	Do you speak a language other than English at home?		How well do you speak English? (only trainees who answer YES to the previous question "Do you speak a language other than English at home?" will be answering this question).	
Person with a special health care need	1	Spanish	1	Very well	0
Parent of a person with a disability	0	Another language	1	Well	0
Parent of a person with a special health care need	0	No	3	Not well	1
Family member of a person with a disability	0			Not at all	0
Family member of a person with a special health care need	0				
Unrecorded	1				
None	3				

Figures in the section pictured above are based on data entered in the Trainees dataset, in the main records of UCEDD trainees' who have year record in the 5 year reporting period. Criteria used:

- **Is this a UCEDD Preservice Preparation Trainee?** = **Yes**
  and
- **Fiscal Year** = reporting year 1 - 5

Notes:

- **Personal Relationship with Disablities** (Blue arrow) is a multiple-choice field, therefore the total may be higher than the actual number of trainees.
- **"How well do you speak English?"** (green arrow) is only asked of trainees who answer Yes to "Do you speak a language other than English at home?" So the total will be lower than the actual number of trainees.

Regarding pre-service preparation trainings conducted outside the UCEDD:	
Number of training events	18
Total number of hours for training events	105 total hours
Total number of participants/students trained	1944

The numbers in the above screenshot are based on data entered in the Activities dataset. They represent your Center's academic training activities that were conducted outside the UCEDD. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Was this training conducted outside the UCEDD?** = **Yes**
  and
- **Fiscal Year** = reporting year 1 - 5

Number of training events = the number of Activity records that meed the above criteria.

Total number of hours for training events = the total number of hours in the same Activity records as above.

Total number of participants/students trained = sum of total number of participants (line **TOTAL PARTICIPANTS**) for the same Activity records.

Initial Outcome Measure		
	Total Number surveyed	56
	Total Number responding	56
	Number responding	
	Strongly Agree	25
	Agree	13
	Disagree	16
	Strongly Disagree	2
Percent of UCEDD long-term trainees reporting an increase in knowledge or skills and/or change in attitude	67%	

The **Initial Outcome Measure** section above displays aggregate data from all academic training activities for which the **Initial Outcome Measure** was collected. Criteria used:

- **Core Function** = **Interdisciplinary Pre-Service Preparation**
  and
- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = reporting year 1 - 5

Percent of UCEDD long-term trainees reporting an increase in knowledge or skills and/or change in attitude – this number is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total Number responding** * 100

In the example above:

(25 + 13) / 56 * 100 = 67% (the percentage is always rounded; no decimals are displayed)

When you are done reviewing data and completing this section, scroll all the way up and click on **Close Window,** and you will be taken back to the Summary Page.

CORE FUNCTION Continuing Education

Measures of Improvement and Outcomes

CORE FUNCTION: Continuing Education

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).

<div style="background-color:#1F3864; color:white; text-align:center; padding:8px;">Close Window</div>
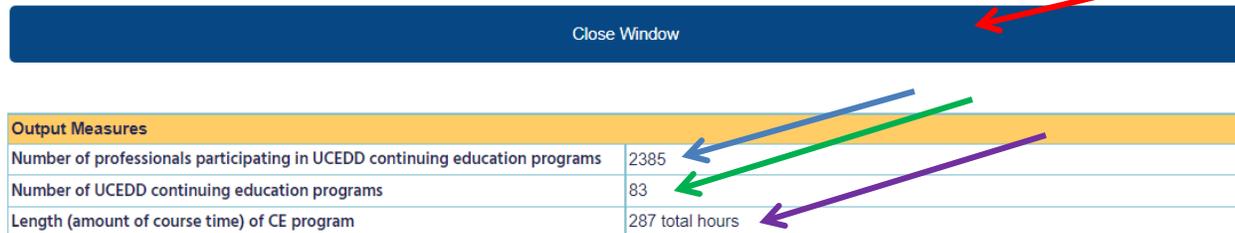
Output Measures	
Number of professionals participating in UCEDD continuing education programs	2385
Number of UCEDD continuing education programs	83
Length (amount of course time) of CE program	287 total hours

The numbers in the **Output Measures** section above are based on data entered in the Activities dataset. Criteria used:

- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **Yes** OR **Are certificates of completion or CEUs (or their equivalents) offered?** = **Yes**
  and
- **Fiscal Year** = reporting year 1 - 5
  and
- **Duration**, button **Not Applicable** = not checked; this last criteria is used only for **Length of CE program** and the ensuing list of Activity records.

Number of professionals participating in UCEDD continuing education programs (blue arrow) = the sum of **TOTAL PARTICIPANTS** for all Activity records that meet the above criteria.

Number of UCEDD continuing education programs (green arrow) = the number of Activity records that meet the same criteria.

Length (amount of course time) of CE program (purple arrow) = the total **Duration** for all the Activity records identified; all records are listed then (their titles) with their individual durations.

When you are done reviewing data, click on **Close Window (red arrow)**, and you will be taken back to the Summary Page.

CORE FUNCTION Community Training

Output Measures		
Number of people trained by participant type (e.g., Individuals with D/OD, family members, Service providers, professionals, paraprofessionals, Policy makers, Community members) IN AREA OF EMPHASIS		
Area of Emphasis		
Quality Assurance	24 total	
	Trainees Total	3
	Classroom Students	3
	Professionals & Para-Professionals	3
	Family Members/Caregivers	3
	Adults with Disabilities	3
	Children/Adolescents with Disabilities/SHCN	3
	Legislators/Policymakers	3
	General Public/Community Members	3

The **Output Measures** section displays aggregate data from community training Activity records, organized by **Area of Emphasis**. Within each Area of Emphasis, the total and then the breakdown of **Participant types** are listed. Criteria used:

- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = reporting year 1 - 5

Number of discrete training events and/or training series IN AREA OF EMPHASIS	315
Area of Emphasis	
Child Care-Related Activities	20
Education & Early Intervention	4
Employment-Related Activities	13
Health-Related Activities	191
Other - Assistive Technology	36
Other - Cultural Diversity	9
Other - Leadership	15
Quality Assurance	2
Quality of Life	5
Recreation-Related Activities	2
Other	18

The numbers in the screenshot above represent counts of community training Activity records, organized by **Area of Emphasis**. Criteria used:

- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = reporting year 1 - 5

Initial Outcome Measures		
For recipients of regular, on-going trainings, percent reporting an increase in knowledge gained IN AREA OF EMPHASIS:		
Area of Emphasis	**Initial Outcome Measure**	
Quality Assurance	100%	
	Total number of activities	1
	Total number surveyed	15
	Total number responding	15
	Number responding	
	Strongly Agree	7
	Agree	8
	Disagree	0
	Strongly Disagree	0

The **Initial Outcome Measure** section provides aggregate data from community training Activity records based on the following criteria:

- **Core Function** = **Continuing Education/Community Training**
  and
- **Are continuing education credits offered?** = **No** AND **Are certificates of completion or CEUs (or their equivalents) offered?** = **No**
  and
- **Program Type** = **UCEDD or UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = reporting year 1 - 5

This section is organized by **Area of Emphasis**; within each Area of Emphasis, **percent reporting an increase in knowledge gained IN AREA OF EMPHASIS** (first row for each Area) is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total number responding** * 100

In the examples above:

Quality Assurance: (7 + 8) / 15 * 100 = 100% (the percentage is always rounded; no decimals are displayed)

When you are done reviewing data, scroll all the way up and click on **Close Window,** and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Technical Assistance

Measures of Improvement and Outcomes

CORE FUNCTION: Community Services: Technical Assistance

Direct problem-solving services provided by UCEDD faculty/staff to assist individuals with developmental and other disabilities, families, 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.

Save Data and Close Window	Close Window

*Impact statement(s) for at least one TA project/activity over the 5 years.	
Impact statements briefly summarize, in lay terms, the difference the project's teaching/learning, research/discovery, and extension and outreach/engagement efforts have made. They state accomplishments and create strong support for programs.	Here I'll enter an impact statement to summarize how the UCEDD's work in this area has made a difference. This is a place for narrative content.	

This section of the closeout report requires the Center to include brief impact statement.

Output Measures	
Number of hours of technical assistance provided in the areas of emphasis	1418 Total hours
Area of Emphasis	**Hours**
Employment-Related Activities	60
Health-Related Activities	29
Other - Assistive Technology	1212
Quality Assurance	20
Quality of Life	94
Other	3
Number of hours of technical assistance per type of organization	1418 total hours
Type of Organization	**Hours**
No Collaborating Agency	1010
State Title V Agency	356
Other MCHB Funded or Related Program	8
State Health Dept.	10
Clinical Programs/Hospitals	3
Health Agency - Public/Private	36
Developmental Disabilities Council	60
Protection & Advocacy Agency (P&A)	60
Another UCEDD	60

The **Output Measures** section provides aggregate data from technical assistance Activity records based on the following criteria:

- **Core Function** = **Technical Assistance**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Duration**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = reporting year 1 - 5

Number of hours of technical assistance and the breakdown of hours by Area of Emphasis: these items provide aggregate numbers of data entered in field **Duration** in Activity records.

The breakdown of hours by **Type of Organization**: this lists all the organizations selected from **Recipient of TA/Collaborator** in technical assistance Activities. If more than one organization is checked in a record, then the same duration will be attributed to all organizations checked. Example:

Options checked in an Activity record under Recipient of TA/Collaborator:

- State title V Agency
- Other MCHB Funded or Related Program
- State Health Dept.

Duration for the same record: 2 (hours)

For this, the Closeout will list:

State title V Agency	2
Other MCHB Funded or Related Program	2
State Health Dept.	2

Initial Outcome Measures		
	Total number of activities	2
	Total number surveyed	71
	Total number responding	71
	Number responding	
	Strongly Agree	35
	Agree	19
	Disagree	16
	Strongly Disagree	1
For TA recipients with a sustained relationship with the UCEDD, percent reporting an increase in any of the identified or requested item(s):Enhanced resources , Enhanced services, Strengthened networking of public and private entities across communities , Increased awareness of evidence-based practices , Enhanced capacity to assess current practices in relation to evidenced-based approaches, Identification of policy changes needed within the areas of emphasis: (Strongly Agreed + Agreed)	76%	

The **Initial Outcome Measures** section provides aggregate data from technical assistance Activity records based on the following criteria:

- **Core Function** = **Technical Assistance**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Initial Outcome Measure**, button **Not Applicable** = not checked
  and
- **Fiscal Year** = reporting year 1 - 5

For TA recipients with a sustained relationship with the UCEDD, percent reporting an increase in any of the identified or requested item(s)… is calculated as follows:

(**Strongly Agree** + **Agree**) / **Total number responding** * 100

In the example above:

(35 + 19) / 71 * 100 = 76% (the percentage is always rounded; no decimals are displayed)

When you are done reviewing and entering data, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Community Services: Model Services

Measures of Improvement and Outcomes

CORE FUNCTION: Community Services: Model Services

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.

Save Data and Close Window	Close Window

*Impact statement(s) for at least one Model Service project/activity over the 5 years.	
Impact statements briefly summarize, in lay terms, the difference the project's teaching/learning, research/discovery, and extension and outreach/engagement efforts have made. They state accomplishments and create strong support for programs.	

This section of the closeout report requires the Center to include brief narrative impact statement.

Output Measure	
Number of specialized services offered by the UCEDD to enhance the well being and status of the recipient	43

Initial Outcome Measures	
Number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient	1640
Area of Emphasis	**Number of Individuals**
Child Care-Related Activities	19
Education & Early Intervention	1
Employment-Related Activities	17
Health-Related Activities	1045
Other - Assistive Technology	10
Other - Cultural Diversity	366
Quality Assurance	76
Transportation-Related Activities	27
Other - this is test	79

The **Output Measure** and **Initial Outcome Measures** sections provide aggregate data from direct clinical services/model services and other direct/model services Activity records. Criteria used:

- **Core Function** = **Direct Clinical Services/Model Services** or **Other Direct/Model Services** and
- **Program Type** = **UCEDD** or **UCEDD,LEND** and
- **Fiscal Year** = reporting year 1 - 5

Number of specialized services offered by the UCEDD to enhance the well being and status of the recipient = the number of Activity records that meet the criteria listed above.

Number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient = the total of **Number of unduplicated individuals served** from all Activities that meet the above criteria. The total is then broken down by **Area of Emphasis**.

When you are done reviewing and entering data, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Community Services: Demonstration Services

Measures of Improvement and Outcomes

CORE FUNCTION: Community Services: Demonstration Services

Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.

Save Data and Close Window	Close Window

*Impact statement(s) for at least one Demonstration service project/activity over the 5 years.	
Impact statements briefly summarize, in lay terms, the difference the project's teaching/learning, research/discovery, and extension and outreach/engagement efforts have made. They state accomplishments and create strong support for programs.	

This section of the closeout report requires the Center to include brief narrative impact statement.

Output Measures	
Number of services offered solely by the UCEDD that are being field tested as promising or exemplary/best practices	23
Number of services offered in partnership with others that are being field tested as promising or exemplary/best practices	7

Initial Outcome Measures	
UCEDD and/or partnering agency adopts findings from field test to make at least one modification to the UCEDD services being field tested	
Demonstration services provided over 5-year core grant period:	30
Demonstration services resulting in modification to services being tested (total)	13
Demonstration services resulting in modification to services being tested (%)	43%
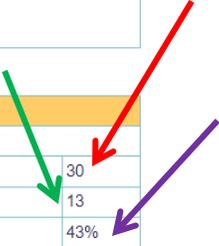
The **Output Measure** and **Initial Outcome Measures** sections provide aggregate data from demonstration services Activity records. Criteria used:

- **Core Function** = **Demonstration Services**
  and
- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Fiscal Year** = reporting year 1 - 5
  and
- **Agencies Collaborating on the Work of the Activity** = **Not Applicable/No Collaborating Agency**; this is the count of **Number of services offered solely by the UCEDD that are being field tested as promising or exemplary/best practices**
  and
- **Agencies Collaborating on the Work of the Activity** = any other choice(s) but **Not Applicable/No Collaborating Agency**; this is the count of **Number of services offered in partnership with others that are being field tested as promising or exemplary/best practices**

The **Initial Outcome Measures** section provides a count (red arrow) of all Activity records that meet the first three criteria above as the **Demonstration services provided over 5-year core grant period.**

Then, **demonstration services resulting in modification to services being tested** (green arrow) provides a count of all Demonstration Services for which "Yes" was selected in the 5 reporting years' PPR's CORE FUNCTION: Community Services: Demonstration Services - Initial Outcome Measures

"UCEDD and/or partnering agency adopts findings from field test to make at least one modification to the UCEDD services being field tested."

Finally, **demonstration services resulting in modification to services being tested** (purple arrow) is calculated as follows:

Number of demonstration services resulting in modifications / Total number demonstration services provided * 100

In the example above:

13 / 30 * 100 = 43% (the percentage is always rounded; no decimals are displayed)

When you are done reviewing and entering data, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Research

Measures of Improvement and Outcomes
CORE FUNCTION: Research

Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities

Save Data and Close Window	Close Window

*Impact statement(s) for at least one instance of UCEDD- generated research findings.	
a. Leading to changes in the systems, practice, policy, at any level (e.g., local, state, regional tribal, territorial, national). b. Translated into practice and/or policy c. Leading to adoption of evidence-based practices Impact statements briefly summarize, in lay terms, the difference the project's teaching/learning, research/discovery, and extension and outreach/engagement efforts have made. They state accomplishments and create strong support for programs.	

This section of the closeout report requires the Center to include brief narrative impact statement.

Output Measure	
Number of active research activities	14

Initial Outcome Measures	
Have you adopted research findings from research activities completed in current or prior years by modifying activities in other core functions in the current fiscal year?	
	2020 Yes ✔ 2021 Yes ✔ 2022 No ✗ 2023 INCOMPLETE 2024 INCOMPLETE 2025 INCOMPLETE

Number of active research activities: this number represents the count of Activity records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Core Function** = **Research**
  and
- **Fiscal Year** = reporting year 1 - 5

The **Initial Outcome Measure "Have you adopted research findings from research activities completed in current or prior years by modifying activities in other core functions in the current fiscal year?"** provides a table summarizing responses to this question entered in each reporting year's PPR. For years where "Yes" was indicated in the PPR you will see Yes with a checkmark (blue arrow). For years where "No" was indicated in the PPR you will see No with a red x (green arrow). If there are years where this question was not completed in the PPR, the year will show "Incomplete" (purple arrow). This information is read only and can only be edited by altering responses in previously submitted PPRs.

When you are done reviewing data and completing the section on Research, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

CORE FUNCTION Information Dissemination

Measures of Improvement and Outcomes

CORE FUNCTION: Information Dissemination

Distribution of knowledge-based information through UCEDD developed products and activities.

Save Data and Close Window	Close Window

*Impact statement	
Discuss how information dissemination plan, as outlined in the 5 year application, was implemented over the 5 years.	Trying out text entry. Now let's try with a paragraph break.

Output Measures	
Number of products developed in the current Fiscal Year	142
Number of products disseminated (regardless of whether they were created in the current or previous Fiscal Years)	70
Number of conferences and conference presentations	14

This section of the closeout report requires the Center to include brief narrative impact statement.

The **Output Measures** section is read-only and provides aggregate data from the Products dataset:

Number of products developed represents the count of Products records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Type of Material** = all but **Conference Presentations and Posters Presented**
  and
- **Fiscal Year** = reporting year 1 - 5

Number of products disseminated (regardless of whether they were created in the current or previous Fiscal Years) represents the count of Product records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Product** is selected as having been disseminated in the **Product Dissemination Tool.** Product disseminations are documented using the Product Dissemination tool in the Products dataset.

Number of conferences and conference presentations represents the count of Products records for which:

- **Program Type** = **UCEDD** or **UCEDD,LEND**
  and
- **Type of Material** = **Conference Presentations and Posters Presented**
  and
- **Fiscal Year** = reporting year 1 - 5

When you are done reviewing and entering data, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Leveraging

Measures of Improvement and Outcomes
Leveraging
Efforts to leverage funds for carrying out the core functions (proposal writing and submission, partnership development.)

<div style="background:#1a3a6b;color:white;text-align:center;padding:8px;">Close Window</div>

*Total amount of funds leveraged over the course of the 5-year grant	
SOURCE	**FUNDS LEVERAGED**
Federal	$18,769,136.00
ACL	$19,724,600.00
HRSA	$55,000.00
NIH	$35,000.00
DOJ	$30,000.00
Other Federal	$5,000.00
State	$102,000.00
Local	$1,000.00
Other > Private Sources (Foundation/Donations)	$15,000.00
Other > Fee-for-Services	$0.00
Other > Service Organization, University, AUCD, Other	$18,000,500.00
Total	$55,006,136.00

*Average dollar amount leveraged per core dollar across the 5-year period	
5-year Total $$ leveraged/ 5-year Total $$ core	$36,887,636.00 / $1,690,464.00
	$21.82

This section is read only and provides aggregate data from Project records. If you think the figures are incorrect, please check the information entered for each of your Projects.

Note: The core funding is automatically subtracted from the **Total Funding Leveraged** amount. For the purpose of accurate calculations in this section, please make sure to enter the core funding in NIRS, as a standalone Project record with funding from ACL>OIDD. This will also assist in accurate calculations of the funds leveraged by the full UCEDD network.

When you are done reviewing data and completing this section, click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, you can just click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Part 3: Measures of Collaboration

Five Year Closeout Report, Part 3: Measures of Collaboration

Save Data and Close Window	Close Window

Required Reporting Elements

*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:	Narrative content

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

*a. Issue/Barrier	Example content
*b. Provide a brief description of the collaborative strategies to address issue/barrier and expected outcome(s):	Narrative content

*c. Check applicable areas of emphasis	
☐ Quality Assurance	☐ Education & Early Intervention
☐ Child Care-Related Activities	☑ Health-Related Activities
☐ Employment-Related Activities	☐ Housing-Related Activities
☑ Transportation-Related Activities	☑ Recreation-Related Activities
☐ 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	Narrative content
*e. Briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired	Narrative content
*f. Describe any unexpected benefits of this collaborative effort	Narrative content

All questions in this section must be answered, otherwise the report will not be complete, and you will not be able to submit it.

Optional Reporting Elements

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.	
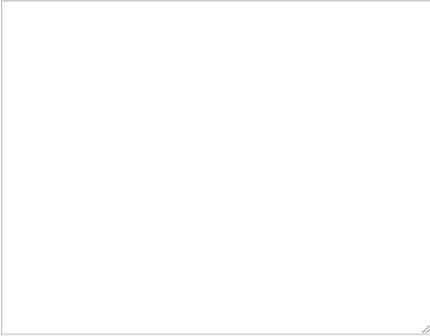
This section is optional, and may be left blank if there is nothing to report.

Required Reporting Elements

*4. Provide a summary of one or more collaborative effort(s) across the five-year period, including a narrative focused on major outcomes resulting from the collaboration(s). In the narrative, be sure to clarify the impact, or outcomes, of collaborations among the DD Network and other partners.	
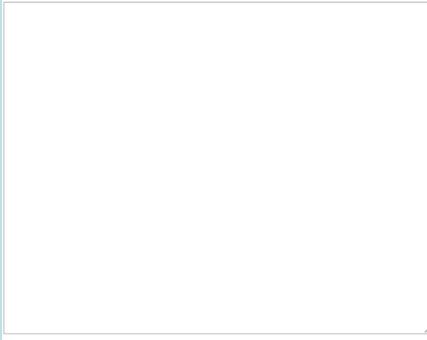
This question also must be answered, otherwise the report will not be complete, and you will not be able to submit it.

When you are done reviewing and completing this section, scroll all the way up and click on **Save Data and Close Window**. If you did not make any changes or you do not wish to save them, click **Close Window**, and you will be taken back to the Summary Page with no changes saved.

Submitting the report to OIDD

Five Year Closeout Report

Submission Procedures:
1. View Report cover page
2. Click "Export Five Year Closeout Report"
3. Your final Report is exported to the UCEDD Director's email inbox
4. Save Report to your local files
5. Upload Report in GrantSolutions as a "grant note"
6. Your Report is now submitted to OIDD

| Previous | 1 | Next | | Show 10 ✕ entries |

Showing 1 to 4 of 4 entries

▾ Reporting Years			⇕ Last Edited	⇕ Submitted	Admin Links
2026-2031 Report	🛈 View	Cover ✏Edit Report ✏Edit	01/11/2022 by sdemaio		

The Closeout is due to OIDD on September 29th. When the report is finalized and ready to be submitted to OIDD, 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 button that reads **Export Final Report for GrantSolutions**. If the button is gray, that means that at least one required field is blank. Scroll down, and the respective question(s) will be marked with **INCOMPLETE**. 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 OIDD** should now be blue, allowing you to submit the report. Click on it and the report will be emailed to the designated contact, typically the UCEDD Director. This individual needs to save the pdf from the email to their local files. The final closeout report pdf then needs to be uploaded to GrantSolutions. Only after the Five Year Closeout Report is uploaded to GrantSolutions is it "submitted" to OIDD.

Export Five Year Closeout Report to GrantSolutions

📄 PDF - Draft

New Five Year Closeout Report Submission Procedures:

1. View Five Year Closeout Report cover page
2. Click "Export Five Year Closeout Report for GrantSolutions"
3. Your Five Year Closeout Report exported to the UC...
4. Save Five Year Closeout Report to your local files
5. Upload Five Year Closeout Report in GrantSolutions
6. Your Five Year Closeout Report is now submitted to

Button is grayed out; report is incomplete and cannot be submitted yet.

Five Year Closeout Report 2020 - 2025
University Center for Excellence in Developmental Disabilities (UCEDD)
Five Year Closeout Report to the
Office of Intellectual and Developmental Disabilities (OIDD)

Date of Report	January 13, 2022
OIDD Project Officer	Pamela O'Brien Pamela.O'Brien@acl.hhs.gov
OIDD Grant Officer	Richard Adrien Richard.Adrien@acl.hhs.gov
OIDD Grant Number	DD1234
UCEDD Name	AAA Test UCEDD Program
Address	Great University Best Department in the office 100 Sunshine Street Big Bucks Donation Building # 920 Washington, DC 54321 https://www.aucd.org
Phone	555-555-5555
Period of Performance	2020 - 2025
Approved Project Period	2020 - 2025
Project Title	The Project Title from the Grant Application
Principal Investigator	Caroline Test ctest@aucd.org

Measures of Improvement and Outcomes
CORE FUNCTION: Community Services: Demonstration Services

Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.

*Impact statement(s) for at least one Demonstration service project/activity over the 5 years.

Impact statements briefly summarize, in lay terms, the difference the project's teaching/learning, research/discovery, and extension and outreach/engagement efforts have made. They state accomplishments and create strong support for programs.	INCOMPLETE

Example of how incomplete items are marked.

Export Five Year Closeout Report to GrantSolutions

Button is now blue; report is complete and can be exported to email and submitted through GrantSolutions.

New Five Year Closeout Report Submission Procedures:

1. View Five Year Closeout Report cover page
2. Click "Export Five Year Closeout Report for GrantSolutions"
3. Your Five Year Closeout Report exported to the UCEDD Director's email inbox
4. Save Five Year Closeout Report to your local files
5. Upload Five Year Closeout Report in GrantSolutions as a "grant note"
6. Your Five Year Closeout Report is now submitted to OIDD

Five Year Closeout Report 2015 - 2020
University Center for Excellence in Developmental Disabilities (UCEDD)
Five Year Closeout Report to the
Office of Intellectual and Developmental Disabilities (OIDD)

|	
Date of Report	January 13, 2022
OIDD Project Officer	Pamela O'Brien Pamela.O'Brien@acl.hhs.gov
OIDD Grant Officer	Richard Adrien Richard.Adrien@acl.hhs.gov
OIDD Grant Number	DD1234
UCEDD Name	AAA Test UCEDD Program
Address	Great University Best Department in the office 100 Sunshine Street Big Bucks Donation Building # 920 Washington, DC 54321 https://www.aucd.org
Phone	555-555-5555
Period of Performance	2015 - 2020
Approved Project Period	2015 - 2020
Project Title	The Project Title from the Grant Application
	Caroline Test

Un-submitting and resubmitting the report:

If you discover any errors or inconsistencies after the Closeout has been submitted (but before the September 29th deadline), you can contact AUCD (nirs@aucd.org) to ask to have the report un-submitted. AUCD staff can un-submit it, then you can make any needed changes and resubmit the report. Note that this applies only to resubmitting the report in NIRS, and it is unrelated to GrantSolutions, which is managed separately.

Other useful information

Special (smart) characters

When typing text, Microsoft Office programs automatically change some characters to smart characters. This creates problems when information is transferred from a Microsoft Office program into NIRS textboxes because the special characters and special formatting are not recognized. While special characters no longer return error messages in NIRS, they may automatically be replaced with question marks or eliminated altogether from the text. So when completing the textboxes in the Closeout, it is simply best to avoid special characters. To do so, all text should be saved as plain text prior to transferring it into the Closeout. Below are instructions on how to do this. Please note that these instructions are for Microsoft Office 365 Word. The steps should be very similar for previous versions of Word.

1. Start Word. Click on **File**, and then click on **Save As**.
2. From the drop-down menu for **Save as type:** select **Plain Text**, then click on **Save**.
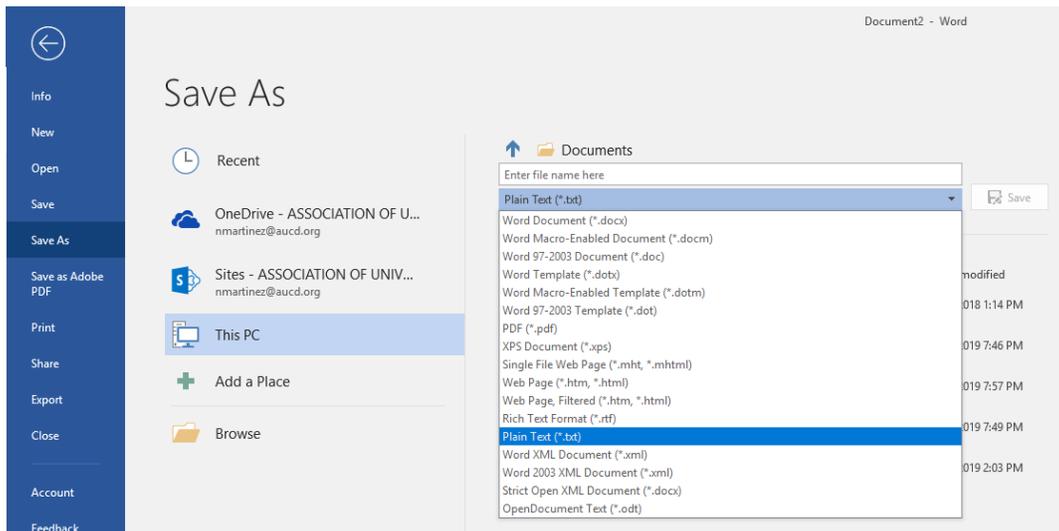
3. A new window will open. Check the box for **Allow character substitution**.
4. Click **OK** and then **Save**.
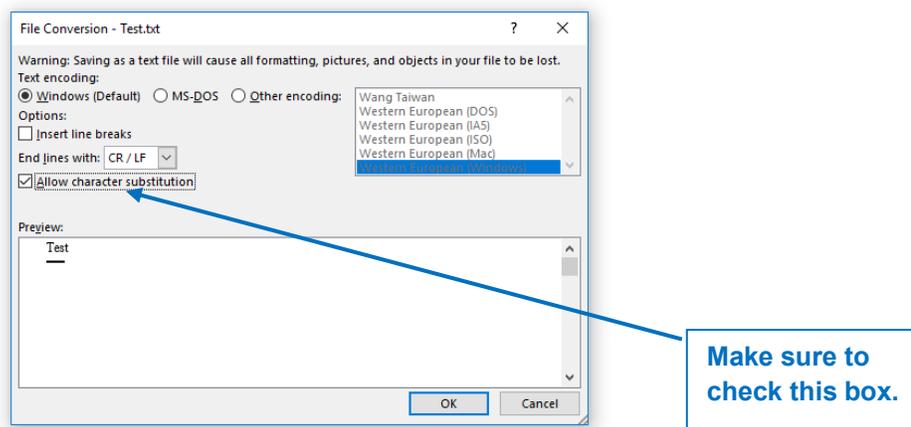
Tiny URL Instructions

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 Closeout in particular, very long links do not fit in the width of one page and negatively impact the formatting of the report.

Listed below are several websites that provide useful tools to create tiny URLs, which you can then include in your Closeout. 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]".

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.

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.