

# Quick Tips – UCEDD PPR Review Tool

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The FY 2012 UCEDD PPR is due July 30, 2013. This year, AIDD staff will be piloting a new review tool for the UCEDD PPR. The new review tool is based on the work being done as part of the MTARS streamlining project. Below is additional information about this process and the review tool undergoing a pilot as a brief overview for UCEDDs:

- Last year, AIDD initiated an effort to review and revise its monitoring process known as MTARS (**M**onitoring **T**echnical **A**ssistance **R**eview **S**ystem)
- As a result, AIDD has developed and is testing in 2013 a revised model for monitoring its grantees. This new model is based on tiered system:
  - *Tier one*: annual compliance and outcome review of PPRs/Continuation Applications
  - *Tier two*: periodic in-depth desk audits of compliance and an outcome review conducted by one federal staff person and two peers, similar to the current MTARS team structure.
  - *Tier three*: on-site review for red flag programs conducted by federal staff and peers as needed.
- In collaboration with a workgroup that included UCEDD representatives, AIDD is developing draft Tier 1 and Tier 2 review tools. We plan to pilot the review tools in 2013. The first pilot will be with the FY 2012 UCEDD PPR. AIDD staff will pilot the use of a revised PPR review tool.
- Attached is the Tier 1 review tool that staff will pilot this year when they read and evaluate your PPR. You can use this review tool along with the guidance in the UCEDD PPR template when preparing your report to ensure you are including the kind of information staff will look for in your report. It includes side notes where we think the information will be located in your PPR.
- Next steps – once we complete the pilot of the PPR review tool, we will evaluate the process and the tool to identify where adjustments are needed, and to make the necessary changes.