

UCEDD PPR Review Tool

Draft-May 2013

Is the Cover Page complete with current information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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COMPLIANCE ANALYSIS				
CENTER REQUIREMENTS				
<i>This information should be covered in Part 1b of the UCEDD PPR</i>				
1. CENTER REQUIREMENTS:				
SEC.153(a)(1) The Centers shall be interdisciplinary education, research, and public service units of universities or public or not-for-profit entities associated with universities that engage in core functions addressing, directly or indirectly, 1 or more of the areas of emphasis interdisciplinary education, research, and public service units of universities or public or not-for-profit entities associated with universities that engage in core functions addressing, directly or indirectly, 1 or more of the areas of emphasis				
1388.4(p) The UAP must integrate the mandated core functions into its activities and programs and must have a written plan for each core function area.				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
1.a	Are there any administrative changes in relationship between center and University from original proposal? If yes, the UCEDD must submit new assurances to AIDD.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.b	Are there any changes in the areas of emphasis identified by the center from their original proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.c	Has the UCEDD integrated the mandated 4 core functions into its programs and activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.d	Does the UCEDD utilize resources beyond those of the federal center core grant to carry out its work? <i>This is the "funds leveraged" measure in the UCEDD PPR</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.e	Does the UCEDD show evidence that the CAC meets as often as necessary to carry out the role of the committee, but at a minimum twice during each grant year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
INTERDISCIPLINARY TRAINING AND CONTINUING EDUCATION				

This information is found in Part 1a of the UCEDD PPR

2. CORE FUNCTION: INTERDISCIPLINARY TRAINING AND CONTINUING EDUCATION:

SEC. 153. (a)(2)(A). Provision of interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities to achieve the purpose of this title

1388.5(c)The interdisciplinary training process, as defined by the UCEDD, must reflect a mix of students from diverse academic disciplines/ academic programs and cultures that reflect the diversity of the community. Faculty represent a variety of backgrounds and specialties, including individuals with disabilities and family members, and a variety of learning experiences, as well as reflecting the cultural diversity of the community. Trainees must receive academic credit as appropriate for participation in UCEDD training programs.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
2.a	Does the UCEDD describe activities which provide evidence of an Interdisciplinary Pre-Service instructional program that integrates knowledge and methods from 2 or more distinct disciplines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.b	Does the UCEDD describe activities that provide evidence of an Interdisciplinary Pre-Service instructional program that integrates direct contributions made by people with IDD and families?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.c	Does the faculty represent: <ul style="list-style-type: none"> • A variety of backgrounds and specialties, including individuals with disabilities and family members? • A variety of learning experiences? • The cultural diversity of the community? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.d	Does the UCEDD discuss how it continues to offer academic credit as appropriate for participation in training programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

COMMUNITY SERVICES

This information is found in Part 1a of the UCEDD PPR

3. CORE FUNCTION: COMMUNITY SERVICES:

SEC. 153.(a) (2)(B)(i-ii)

Provision of community services that provide training or technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community; and that may provide services, supports, and assistance for the persons described in clause (i) through demonstration and model activities

ITEM	REVIEW PROMPT	ANSWER	COMMENTS
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3.a	Does the UCEDD describe activities that provide evidence of training and technical assistance services in the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.b	Is the training and TA provided by UCEDD faculty/staff to enhance knowledge of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.c	Is the training and TA provided by UCEDD faculty/staff to improve outcomes, services, management and policies of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.d	Does the UCEDD describe activities that provide evidence of direct model and demonstration services? (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.e	Do the UCEDD's direct model and demonstration projects provide evidence of services and support to enhance the well being and status of the recipient? (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.f	Does the UCEDD describe how Community Services offer innovative designs and methods that promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of projects, activities, and services in community-based settings rather than traditional clinical settings? (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

RESEARCH

This information is found in Part 1a of the UCEDD PPR

4. CORE FUNCTION RESEARCH : SEC.153.(a)(2)(C)

Conduct of research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families.

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
4.a	Does the UCEDD describe research activities (basic, applied, evaluation, and/or public policy analysis) in the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.b	Does the UCEDD describe how research activities, offered by the UCEDD, and in partnership with others, are being field tested as promising practices to a variety of community members(individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4.c	Does the UCEDD describe how individuals with developmental and other disabilities and their families, including those from culturally and linguistically diverse groups, are actively participating in the UCEDD research process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.d	Does the UCEDD explain how individuals with developmental disabilities and their families are participating in the development, design and implementation of research activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

INFORMATION DISSEMINATION

This information is found in Part 1a of the UCEDD PPR

5. CORE FUNCTION INFORMATION AND DISSEMINATION: SEC. 153. (a)(2)(D)

Dissemination of information related to activities undertaken to address the purpose of this title, especially dissemination of information that demonstrates that the network authorized under this subtitle is a national and international resource that includes specific substantive areas of expertise that may be accessed and applied in diverse settings and circumstances

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
5.a	Does the UCEDD describe activities to disseminate information through UCEDD developed products and activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.b	Does the UCEDD describe how information is developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally competent manner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.c	Does the UCEDD describe the involvement of people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.d	Does the UCEDD describe how it is educating and disseminating information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

OUTCOME ANALYSIS

EVALUATION RESULTS

This information is found in Part 1b of the UCEDD PPR

6. EVALUATION:

Sec 154(a)(3)(B)(iii) the [5-year plan] will be reviewed and revised annually as necessary to address emerging trends and needs

Sec 154(e)(1-3) Each Center shall annually prepare and transmit to the Secretary a report containing information on progress made in achieving the projected goals of the Center for the previous year, including the extent to which the goals were achieved; a description of the strategies that contributed to achieving the goals; to the extent to which the goals were not achieved, a description of factors that impeded the achievement; and an accounting of the manner in which funds paid to the Center under this subtitle for a fiscal year were expended; information on proposed revisions to the goals; and a description of successful efforts to leverage funds, other than funds made available under this subtitle, to pursue goals consistent with this subtitle.

Sec 154(a)(3)(E)(iv) consult with the Director of the Center regarding the development of the 5-year plan, and shall participate in an annual review of, and comment on, the progress of the Center in meeting the projected goals contained in the plan, and shall make recommendations to the Director of the Center regarding any proposed revisions of the plan that might be necessary;

1388.4 (r) The UCEDD must utilize state-of-the-art methods, including the active participation of individuals, families and other consumers of UAP programs and services to evaluate programs. The UAP must refine and strengthen its programs based on evaluation findings.

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
6.a	Has the UCEDD adequately reviewed and revised its plan to identify and address emerging trends and needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.b	Does the UCEDD show evidence of innovative methods, including the CAC and consumer satisfaction, to gather input to evaluate programs and services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.c	Does the UCEDD show evidence of the CAC involvement in the evaluation of UCEDD programs in the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.d	Does the narrative support the UCEDD's assessment of the goals achieved, in progress or not achieved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.e	Has the UCEDD met all their goals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.f	If all the goals were not met, does the UCEDD need to have a revised plan to meet goals in the plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.g	Does the UCEDD provide evidence that the CAC recommendations are incorporated into the revised plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.h	Does the evaluation summary reflect the UCEDD's leadership, impact on policymakers, and promotion of opportunities for individuals with IDD and their families?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

OUTPUTS AND OUTCOMES

This information is found in Part 2 of the UCEDD PPR

7. CORE FUNCTION: INTERDISCIPLINARY TRAINING

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
7.a	The UCEDD provides the number of <u>Interdisciplinary Pre-Service</u> Programs implemented.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.b	The UCEDD provides the number of <u>discipline</u> specific Pre-Service Programs implemented.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.c	The UCEDD interdisciplinary training process reflects a mix of students from diverse academic disciplines/ academic programs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.d	The UCEDD interdisciplinary training process reflects a mix of students from cultures that reflect the diversity of the community.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.e	Are the Interdisciplinary Pre-service Preparation numbers reported supporting the narrative (e.g., total number of people trained)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.f	% of UCEDD intermediate and long term trainees reporting increase in knowledge and skills and/ or change in attitude.	Enter % Click here to enter		
7.g	Did the UCEDD collect consumer satisfaction data for the Interdisciplinary Pre-service Preparation core function in the appropriate area(s) of emphasis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.h	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. <u>CORE FUNCTION: CONTINUING EDUCATION</u>				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
8.a	The UCEDD provides data on the continuing education program (e.g., number of professionals, number of programs, length of program)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.b	Are the Continuing Education numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.c	The UCEDD collected consumer satisfaction data for the Continuing Education core function in the appropriate area(s) of emphasis	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.d	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. <u>CORE FUNCTION: COMMUNITY SERVICES - TRAINING</u>				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
9.a	The UCEDD provides data on the Community Service Training core function (e.g., total number by area of emphasis and by type; number of training events in the areas of emphasis)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

9.b	Are the Community Service Training numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.c	Community Services: Training - For recipients of regular, on-going trainings, % reporting an increase in knowledge gained in area of emphasis or In a training topic in area of emphasis.	Enter % Click here to enter text.		
9.d	The UCEDD collected consumer satisfaction data for the Community Service Training core function in the appropriate area(s) of emphasis for activities in which UCEDD was the lead.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.f	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. CORE FUNCTION: COMMUNITY SERVICES – TECHNICAL ASSISTANCE				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
10.a	The UCEDD provides data on the Community Service Technical assistance core function (e.g., total number of hours by area of emphasis and by organization type)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.b	Are the Community Service Technical Assistance numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.c	Community Services: TA - For TA recipients with a sustained relationship with the UCEDD, % of reporting increase in any of the identified or requested item(s).	Enter % Click here to enter text.		
10.d	The UCEDD collected consumer satisfaction data for the Community Service Technical Assistance core function in the appropriate area(s) of emphasis for activities in which UCEDD was the lead.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.e	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. CORE FUNCTION: COMMUNITY SERVICES – MODEL SERVICES (**OPTIONAL)				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
11.a	The UCEDD provides data on the Community Service Model Services core function (e.g., total number of specialized services)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.b	Are the Community Service Model Services numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

11.c	Community Services: Model Services- number of individuals who received specialized services from the UCEDD to enhance the well-being and status of the recipient. (optional)	Enter # Click here to enter text.		
11.d	The UCEDD collected consumer satisfaction data for the Community Service Model Services core function in the appropriate area(s) of emphasis.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.e	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12. CORE FUNCTION: COMMUNITY SERVICES – DEMONSTRATION SERVICES (**OPTIONAL)				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
12.a	The UCEDD provides data on the Community Service Demonstration Services core function (e.g., total number of services offered by UCEDD being field tested; numbers offered in partnership)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.b	Are the Community Service Demonstration Services numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.c	Community Services: Demonstration Services UCEDD and/ or partnering agency adopts findings from field test to make at least one modification to the UCEDD services being field tested. (optional)	Enter % Click here to enter text.		
12.d	The UCEDD collected consumer satisfaction data for the Community Service Demonstration Services core function in the appropriate area(s) of emphasis.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.e	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13. CORE FUNCTION: RESEARCH				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
13.a	The UCEDD provides data on the number of active research activities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13.b	Are the research numbers supported in the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13.c	Does the UCEDD provide evidence of adopting research findings by modifying activities in the other core functions?	Enter % Click here to enter text.		

13.d	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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14. CORE FUNCTION: INFORMATION DISSEMINATION

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
14.a	The UCEDD provides data on the number of Information Dissemination activities (e.g., number of products developed, disseminated, number of conference/presentations)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14.b	Are the Information Dissemination numbers reported supporting the narrative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14.c	Did the UCEDD sample at least 50 people regarding satisfaction with the website?	Enter # Click here to enter text.		
14.d	Percent of people satisfied with the information on the UCEDD's website?	Enter % Click here to enter text.		
14.e	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

15. LEVERAGING
1388.4(m) The UCEDD must demonstrate the ability to leverage resources.

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
15.a	The UCEDD provides the number of grants/contracts and other funds leveraged which demonstrates the ability to leverage resources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.b	UCEDD shows trends of Leveraged funds. (compare to prior years PPRs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.c	Is there is range of local, state and federal funding sources sufficient to grow and sustain the UCEDD in the core functions in future years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.d	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

16. DD NETWORK COLLABORATION - This information is found in Part 3 of the UCEDD PPR
1388.4(k) The UCEDD must maintain collaborative relationships with the State Developmental Disabilities Council and the Protection and Advocacy agency. In addition, the UCEDD must be a member of the State Developmental Disabilities Council and participate in Council meetings and activities, as prescribed by the

Act.				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
16.a	Critical issues/ barriers to collaboration or unexpected benefits identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16.b	Collaborative Strategies of at least one of issues/ barriers were identified including answers to (questions (a-f)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16.c	Collaborative efforts with non-DD funded programs were represented? (The UCEDD must maintain collaborative relationships with the State Developmental Disabilities Council and the Protection and Advocacy agency. In addition, the UCEDD must be a member of the State Developmental Disabilities Council and participate in Council meetings and activities, as prescribed by the Act.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16.d	Outcomes of the network collaborations were identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17. <u>GPRA MEASURES</u> - This information is found in Part 4 of the UCEDD PPR				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
17.a	Number of people surveyed.	Enter # Click here to enter text.		
17.b	Return Rate: # of surveys returned	Enter # Click here to enter text.		
17.c	Are there any variances or outliers noted in the UCEDD's report? (Valerie to provide information on outliers)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Overall Analysis				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
18	The UCEDD submitted its PPR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19	The UCEDD submitted its financial status report.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
20	The PPR adequately describes the activities and accomplishments of the Center during the preceding fiscal year, including a description of the Center's goals, the extent to which the goals were achieved, and barriers to their achievement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

21	Is the UCEDD in compliance with the Center requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
22	Is it recommended that this UCEDD be referred for a Tier 2 review to better understand issues related to interdisciplinary pre-service training and/or continuing education?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
23	Is it recommended that this UCEDD be referred for a Tier 2 review to better understand issues related to community services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
24	Is it recommended that this UCEDD be referred for a Tier 2 review to better understand issues related to research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
25	Is it recommended that this UCEDD be referred for a Tier 2 review to better understand issues related to information dissemination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	