Annual Report Workgroup History

The purpose of the Annual Report Workgroup was to develop improved reporting measures that accurately reflect the work and impact of UCEDDs to Congress, policymakers, and others. This was a high priority of both ADD and the UCEDD network. The Workgroup was initiated in 2007 to guide UCEDD Annual Report requirements through the development of a logic model. Participants included a number of UCEDD Directors and Data Coordinators; to whom ADD, AUCD, and the full UCEDD network are deeply grateful:

1. Bob Bacon
2. Dan Bier
3. Elizabeth Bishop
4. Robyn Carroll
5. Bryce Fifield
6. Jean Johnson
7. Barbara LeRoy
8. Olivia Raynor
9. Penny Seay
10. Barbara Wheeler
11. Valerie Williams

The goal of the workgroup was to work with ADD to review areas for improvement, including:
1. the interface between the definitions for the core functions and data collection procedures for the measures of improvement, consumer satisfaction, and collaboration;
2. important areas for reporting that the template currently does not capture; and
3. the overall mechanics of the reporting process, including NIRS

The Workgroup focused on several priorities:
1. Expiration of OMB approval of the Annual Report template – August 8, 2008 (existing template was re-authorized in 2008)
2. Efficient reporting process for the UCEDDs
3. Accuracy of the UCEDD data reported through the Annual Report template
4. Efficient use of federal dollars

The Workgroup met via teleconference, online meetings and in person through 2010. A logic model was developed identifying short, intermediate, and long-term outcomes in core function areas; definitions of key terms were also developed. Close attention was paid to Sections 104-105 in the DD Act, defining outcomes for the DD Councils, P&As, and UCEDDs. The group also reviewed the HHS strategic plan, ACF plan, and ADD plan in the context of OMB's Program Assessment Rating Tool (PART). OMB's guidance contains this description of the PART:

> "The Program Assessment Rating Tool (PART) is a diagnostic tool used to assess the performance of Federal programs and to drive improvements in program performance. Once completed, PART reviews help inform budget decisions and identify actions to improve results. Agencies are held accountable for implementing PART follow-up actions, also known as improvement plans, for each of their programs. The PART is designed to provide a consistent approach to assessing and rating programs across the

Federal government. PART assessments review overall program effectiveness, from how well a program is designed to how well it is implemented and what results it achieves."

Presentations to all UCEDD Directors were made at the 2008 and 2009 UCEDD TA Institutes, and updates were also provided annually at ADD meetings during AUCD conferences. Multiple iterations of the logic model were developed, and final drafts of the logic model were presented to the AUCD Councils in late 2010; the Councils graciously agreed to review the logic model as requested. The leadership of each Council (NCEDC, NTDC, CIS, and CORE) coordinated a review of their correlating core function sections of the logic model; MCC and COCA reviewed the model in full. The workgroup reviewed all comments and revised the logic model where appropriate. The logic model is now final; the document is titled, "UCEDD Logic Model 2011 final". Workgroup meeting notes and all iterations of logic models are available on the "Annual Reports" page of URC website at http://www.aucd.org/template/page.cfm?id=519.

Upon completion of the logic model, ADD developed corresponding annual performance measures by re-formatting the measures from the logic model. These annual measures would replace the current Part 3a of the UCEDD Indicators of Progress in the Annual Report, and represent data collected for the "Initial Outcomes Measures" column of the Logic Model. These measures are outlined in the document titled, "UCEDD Measures of Improvement and Consumer Satisfaction – final draft 6.30.11". The final measures will be implemented in FY2013, with the corresponding changes in NIRS deployed in August 2012.

A reporting format for the "Intermediate Outcomes Measures" in the Logic Model has not yet been determined; this would determine the appropriate elements of the UCEDD final progress report when closing out a 5-year grant period. A Final Report Workgroup will be convened to address this.

The Logic Model and proposed UCEDD annual performance measures will be reviewed during a webinar on September 8, 2011 at 2:00-3:30 pm eastern. UCEDD Directors and Data Coordinators are encouraged to participate, ask questions, and provide comments and suggestions for methods and format for data collection to inform the proposed annual reporting measures. AUCD will collect comments from the network following the webinar, as well.

In addition to the comment collection, ADD and AUCD are working together on two final activities for this process:
1. Identify UCEDDs interesting in piloting these proposed performance measures. Data collection would need to be via paper, as changes in NIRS are not yet implemented.
2. Identify UCEDD Directors and/or Data Coordinators who are willing to participate in a Final Report Workgroup to help define reporting measures for the final progress report every 5 years, based on the "Intermediate Outcomes Measures" column of the Logic Model. Some members of the Annual Report Workgroup have already volunteered to participate in the Final Report Workgroup, for continuity.

Please contact Dawn Rudolph at drudolph@aucd.org to submit comments, join in either of the above final activities, or if you have any questions.