

UCEDD Annual Program Performance Report (PPR) 2026 – Part 5 Instructions



This guide is intended to assist UCEDDs in completing the UCEDD Annual Program Performance Report (PPR), Part 5 on Expanding the Public Health Workforce within the Disability Network Program Measures, which is due in AUCD's National Information Reporting System (NIRS) on July 30, 2026.

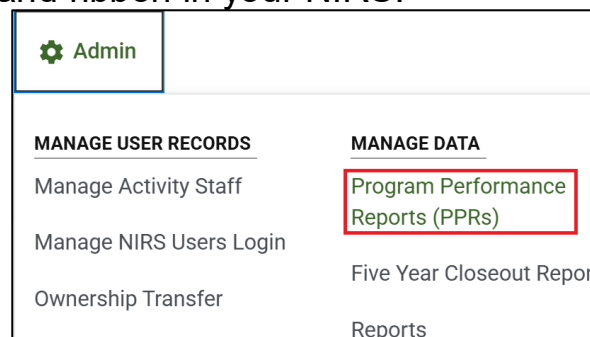
Part 5 pertains to funding provided through the American Rescue Act during the COVID-19 public health emergency. Although the reporting requirements for this funding ended in a prior reporting year, the section remains visible in the PPR. The instructions below provide guidance on completing this section for federal reporting purposes.

Please note that images included in the script and shown on the screen in the demonstration recording are from the Test Center and do not contain actual data.

Please message NIRS@aucd.org for any questions.

Users must have administrative access to review the UCEDD Annual Program Performance Report.

Select “Program Performance Report (PPR)” from the Admin section navigation menu. If you have administrative access, you will see the Admin section in the top hand ribbon in your NIRS.



On the next page, you will see reports organized by fiscal year. Locate the FY 2026 Report.

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Select the third green button “Edit”, next to “Report”, to navigate to the body of the 2026 PPR.

Fiscal Year

FY 2026 Report

View

Cover

Edit

Report

Edit

Scroll down to Part 5, Expanding the Public Health Workforce within the Disability Network Program Measures.

When you first access the report, Part 5 will be marked with a red “x”, indicating that the section is incomplete. The PPR cannot be submitted until all required sections are marked complete. To submit the PPR, you must update Part 5 so that the status changes from a red “x” (incomplete) to a green check mark (complete).

Screenshot of the **incomplete** section Part 5:

OIDD Program Performance Report, Part 5: Expanding the Public Health Workforce within the Disability Network Program Measures		×	Review and COMPLETE data ↗
		Types and Numbers of public health professional(s) FTEs hired	INCOMPLETE

Screenshot of the **complete** section Part 5:

OIDD Program Performance Report, Part 5: Expanding the Public Health Workforce within the Disability Network Program Measures		✓	Review and EDIT data ↗
		Types and Numbers of public health professional(s) FTEs hired	INFORMATION HAS BEEN PROVIDED

Click on the blue button “Review and COMPLETE data”.

There are two required questions on the form:

1. Type and Numbers of public health professional(s) FTEs hired
2. Summary of activities these public health professionals engaged in to advance public health

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For the first question, “Types and Numbers of public health professional(s) FTEs hired”, you must provide a non-zero number in the space provided. Decimals are allowed.

For example, next to “Case Investigator”, enter “0.1”.

You can skip the following categories. You must provide at least one response in a category.

Outcome Measures	
*Types and Numbers of public health professional(s) FTEs hired	
Case Investigator	0.1
Contact Tracer	

For the second question, “summary of activities supported by the public health professionals to advance public health”, provide the following text in the text box:

“The FTE values displayed above should not be interpreted as current reporting data. Reporting for this section was completed in prior Program Performance Reports, and no further reporting is required on the American Rescue Act”.

* Summary of activities these public health professionals engaged in to advance public health The FTE values displayed above should not be interpreted as current reporting data. Reporting for this section was completed in prior Program Performance Reports, and no further reporting is required on the American Rescue Act.
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Save the page before exiting the form by clicking the “Save Data and Close Window” button at the top of the page. The section will be marked as

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complete, and you will be able to submit the PPR once all other sections are filled out.

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