

UCEDD Five-Year Final Closeout Report Guidebook

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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 each screenshot.

Starting the Final Closeout Report

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

Note: To start/access the Closeout Report, 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.

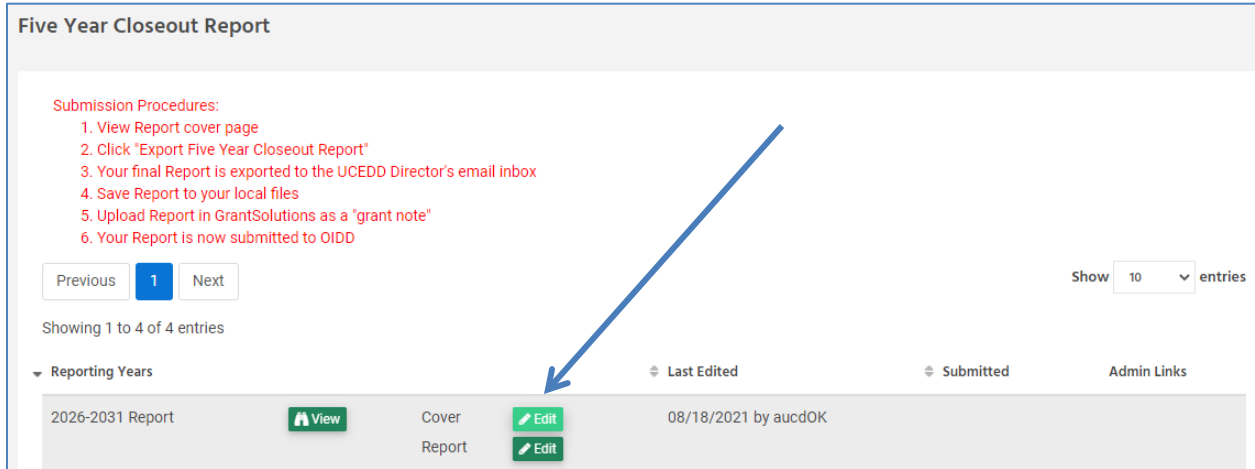
The screenshot shows the NIRS Admin interface. The top navigation bar includes: Dashboard, Trainees, Projects, Activities, Products, Goals, Directory, Admin, and Central Office. The main content area is divided into several sections. On the left, there's a 'Dashboard' section with cards for 'TODAY' (01/11/22), 'TRAINEES (LONG/INTERM)' (8), and 'PROJECTS' (2). In the center, there are charts for '% of Total Leveraged' (Federal 0%), 'Funds Leveraged: FEDERAL (\$K (without UCEDD core))', and 'FEDERAL, STATE, LOCAL and OTHER'. On the right, there's a 'MANAGE DATA' dropdown menu that is open, showing options like 'Program Performance Reports (PPRs)', 'Five Year Closeout Report' (highlighted with a blue arrow), 'Reports', 'Import', 'Export', 'Manage User-Defined Fields', 'CARES Evaluations', and 'Resource Library'. A 'DIRECTORIES RECORDS' card shows a count of 30.

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.

The screenshot shows the 'Five Year Closeout Report' page. It includes a 'Submission Procedures' section with a 6-step list. Below this is a table of reports. The table has columns for 'Reporting Years', 'Cover', 'Report', 'Last Edited', 'Submitted', and 'Admin Links'. The first row is for the '2026-2031 Report', with 'Cover' and 'Report' columns each containing an 'Edit' button. A blue arrow points to the 'Cover' edit button, and a red arrow points to the 'Report' edit button. The 'Last Edited' column shows '08/18/2021 by aucdOK'. The second row is for the '2020-2025 Report', with 'Cover' and 'Report' columns each containing a 'View' button. The 'Last Edited' column shows '11/11/2021 by slissanu'. The page also features navigation buttons ('Previous', '1', 'Next') and a 'Show 10 entries' dropdown.

Final Closeout Report Cover Page

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



Five Year Closeout Report

Submission Procedures:

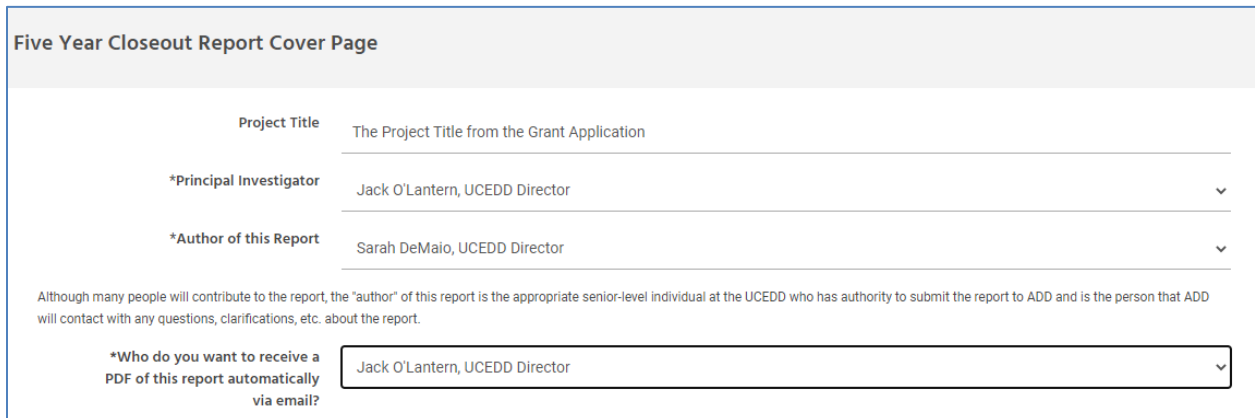
1. View Report cover page
2. Click "Export Five Year Closeout Report"
3. Your final Report is exported to the UCEDD Director's email inbox
4. Save Report to your local files
5. Upload Report in GrantSolutions as a "grant note"
6. Your Report is now submitted to OIDD

Previous **1** Next

Show 10 entries

Showing 1 to 4 of 4 entries

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



Five Year Closeout Report Cover Page

Project Title: The Project Title from the Grant Application

*Principal Investigator: Jack O'Lantern, UCEDD Director

*Author of this Report: Sarah DeMaio, UCEDD Director

Although many people will contribute to the report, the "author" of this report is the appropriate senior-level individual at the UCEDD who has authority to submit the report to ADD and is the person that ADD will contact with any questions, clarifications, etc. about the report.

*Who do you want to receive a PDF of this report automatically via email?: Jack O'Lantern, UCEDD Director

Type in the **Project Title** (typically 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 Final Closeout Report. This section is optional. Please note that for efficiency, OIDD Project Officers prefer to review narrative without additional attachments.

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.

B.

C.

D.

E.

F.

G.

H.

I.

J.

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

Click **Save** when the Cover Page is complete.

Final 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 entries

Showing 1 to 4 of 4 entries

Reporting Years	Last Edited	Submitted	Admin Links
2026-2031 Report	08/18/2021 by aucdOK		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> View </div> <div style="text-align: center;"> Cover Report </div> <div style="text-align: center;"> Edit Edit </div> </div>

After clicking on the **Edit Report** button, the Summary Page will be displayed. The Summary Page allows you to check the status of the Report. It is organized by the sections in the Report, 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	✘	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review and COMPLETE data</div>
		Upload Report Files	INCOMPLETE
	Part 1B. Final Summary of Evaluation Results	✘	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review and COMPLETE data</div>
		Reported Information	INCOMPLETE
Five Year Closeout Report Part 2: Measures of Improvement and Consumer Satisfaction	CORE FUNCTION Interdisciplinary Pre-Service Preparation	✔	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review data</div>
	Output Measures	Data is read only	
	Initial Outcome Measure	Data is read only	
	CORE FUNCTION Continuing Education	✔	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review data</div>
	Output Measures	Data is read only	
	CORE FUNCTION Community Training	✔	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review data</div>
	Output Measures	Data is read only	
	Initial Outcome Measure	Data is read only	
	CORE FUNCTION Technical Assistance	✔	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 3px; display: inline-block;">Review data</div>
	Impact Statement(s)	Impact statement(s) for at least one TA project/activity over the 5 years	

There are 3 parts in preparing the Final 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 of 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.

Please review the report and remove all links from the text.

Optional Attachments

1. Surveying Former Trainees FY 2021.docx (remove)

2. 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 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.

Enter narrative in the blank box above the Optional Attachments. Please note that for efficiency, OIDD Project Officers prefer to review narrative without additional attachments. Please do not include hyperlinks in the narrative, as OIDD Project Officers prefer all information to be included in the narrative, without external links.

However, 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 this section is complete, click on the **Save Data and Close Window** button (top left, Blue arrow). If you do not want to save narrative or attachments, 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: click **(remove)** (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

Five Year Closeout Report. Part 1B. Final Summary of Evaluation Results

Save Data and Close Window Close Window

The UCEDD provides an evaluation plan in its 5-year core grant application. This section will be used to provide a summary report of the results of the evaluation for the full 5-year core grant period of performance.

I'm typing in here to show where to add your 5 Year Close Out report narrative of evaluation results.

More typing AbCdEfGhIjKlMnOp

Sample text and more sample text.

File types accepted: pdf, doc, docx, xls, xlsx, rtf, jpg, gif.

	Delete	
1:	<input type="checkbox"/>	IMG_20170701_215357356.jpg
2:		Choose file
3:		Choose file

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. Enter narrative in the blank box above the Optional Attachments. Please note that for efficiency, OIDD Project Officers prefer to review narrative without additional attachments. Please do not include hyperlinks in the narrative, as OIDD Project Officers prefer all information to be included in the narrative, without external links.

However, you can 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.

For all sections where data is read only, data is available for review but cannot be edited. The Final Closeout Report is pulling cumulative data from the prior five years of data that has already been entered in NIRS and reported in your five prior annual PPRs.

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.

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 PY 2020/FY 2021, so the reporting percentages will be based on partial data until PY2025/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 reporting 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 activities 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 activities 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				

Data on Diversity of UCEDD Trainees 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				

Data on Personal Relationship with Disability and Primary Language 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 Disabilities** (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

Data on pre-service preparation trainings conducted outside the UCEDD 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 meet 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:

$$(\text{Strongly Agree} + \text{Agree}) / \text{Total Number responding} * 100$$

In the example above:

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

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).	
Close Window	
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.

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 Services: 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/Polycymakers 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 number of discrete training events and/or training series represents 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:

$$(\text{Strongly Agree} + \text{Agree}) / \text{Total number responding} * 100$$

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.

CORE FUNCTION Community Services: 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 report requires the Center to include a brief impact statement. These impact statements will contribute to education of federal employees regarding UCEDD value and impact, and may inform ACL marketing efforts. Enter narrative in the text box provided.

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:

$$(\text{Strongly Agree} + \text{Agree}) / \text{Total number responding} * 100$$

In the example above:

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

When you are done reviewing data and entering narrative, 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 report requires the Center to include brief narrative impact statement. These impact statements will contribute to education of federal employees regarding UCEDD value and impact, and may inform ACL marketing efforts. Enter narrative in the text box provided.

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 data and entering narrative, 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.	
<div style="display: flex; justify-content: space-around;"> Save Data and Close Window Close Window </div>	
*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.	<input type="text"/>

This section of the report requires the Center to include brief narrative impact statement. These impact statements will contribute to education of federal employees regarding UCEDD value and impact, and may inform ACL marketing efforts. Enter narrative in the text box provided.

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:

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

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. These impact statements will contribute to education of federal employees regarding UCEDD value and impact, and may inform ACL marketing efforts. Enter narrative in the text box provided.

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. These impact statements will contribute to education of federal employees regarding UCEDD value and impact, and may inform ACL marketing efforts. Enter narrative in the text box provided.

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.)

Close Window

***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.

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, click **Close Window**, and you will be taken back to the Summary Page.

Part 3: Measures of Collaboration

Required Reporting Elements	
<p>*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.</p>	

A summary of one or more collaborative efforts must be provided, 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	01/11/2022 by sdemaio		View Cover Report Edit Edit

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 test@ucd.edu

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.