# FIELD NOTES DECEMBER 2017

## COMPLIANCE CORNER

## PPR and State Plan Update submission information

What you need to know:

* The PPR is not due 1/1/2018.
* The State plan update is not due 1/1/2018.
* New due dates for both reports have not been released by AIDD as of today.

TA Guidance:

* Gather data and draft progress report narratives in the PPR Template Word document available on the [**itacchelp.org**](http://itacchelp.org/federal-reporting-resources/appr/) website.
* Use the FY 2017 analysis of progress achieved to inform changes to the FY 2018 Annual Work plan (if applicable).
* Based on the updates to the FY 18 Annual Work plan if applicable, develop the FY 2019 and FY 2020 Annual Work plans.

## Annual Report/Executive Summary

The DD Act requires Councils to “widely disseminate the annual report to affected constituencies and the general public” and “assure that the report is available in accessible formats” (Section 125 (c)(7)(I)). Many Councils develop an executive summary of their work during the year and share in a variety of formats. Read below for some tips to assist in the development of an annual report/summary.

# 10 Tips for Creating DD Council Annual Reports

See below for some basic tips and best practices for creating and sharing your DD Council annual report.

1. **Keep it simple:** Remember, this document is a summary of the Program Performance Report, not a federal report. The content should be easy to read and understand by all audiences.
2. **Outcomes are important**: Use outcome based content with a brief background description to give the reader context.

3) **More is not always better**: Avoid reporting on everything that happened in the past year, focus on covering a few things. Stakeholders are more likely to read a short report and remember its content. Avoid lengthy or overly detailed reports by including links to additional information.

4) **WOYA: W**rite **o**ut **y**our **a**cronyms and then use parentheses. Since this is a public report, avoid using acronyms without spelling out their meaning. When appropriate, link the acronym to the organization or program’s website so readers can learn more.

5) **Proofread, proofread, and proofread!** Recruit Council staff, members or other colleagues to look over the report before posting or sending to print. Fresh eyes make a difference.

6) **Tell the story:** Use success stories collected from grantees to put a face to the great outcomes your Council has achieved. Personal stories from people with developmental disabilities, their families, employers, policymakers and other professionals in the field will help the reader understand the impact that Council related activities have on individuals and the wider community.

7) **“A picture is worth a thousand words.”** When possible, use photographs from Council related activities, events, meetings and conferences. Collect the images throughout the year so they will be handy when it comes time for the annual report. (See example on page 3)

8) **Quick and clear:** Infographics are an abbreviated way to share information and show outcomes. A combination of images, quotes, facts and percentages are used to engage readers and summarize data. (See example on page 3)

9) **Formats and accessibility:** Evaluate your state/territory individual needs with regard to culture and linguistic competence, formats and accessibility. Do you have a language access plan that includes strategies for creating and disseminating the annual report?

* Does your publication offer an alternative formats blurb? For example, “*This report is available in alternative formats or languages upon request.”* (Don’t forget to offer contact information with an email and phone number for those who do not use or have access to the internet and email.)
* Try a video format to share the annual report. Recruit a Council staffer or member to create a video of them explaining the highlights of your annual report. Don’t forget the captions.
* Utilize an interactive web-page with images and links to more information, for example, see the [Georgia Council on Developmental Disabilities 2016 Annual Report.](https://gcdd.org/gcdd-2016-annual-report.html)
* Prezi is a dynamic way to share the annual report. See the [Oregon Council on Developmental Disabilities Semi-Annual Report](http://ocdd.org/index.php/ocdd/publications/category/council_reports/).
* Use a chart to display Council investments. (See investment chart below)
* If posting a PDF or Word version of your annual report to your website, ensure the documents are accessible to people who use screen readers.
* Snail mail: Utilize hard copy list-serves for populations that do not have access to the internet. If feasible, send a link or a hard copy of your annual report to NACDD and AIDD as well as your grantees, stakeholders and colleagues. We all want to know about your great work!

10) **Do not stop here!** Visit DD Council websites and search for annual reports to gather additional ideas for organization, layout and design.

**INVESTMENT CHART**MD Developmental Disabilities Council



**INFOGRAPHIC**GA Council on Developmental Disabilities


**PHOTO
Council activity: Take Your Legislator to Work Day**WI Board for People with Developmental Disabilities

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## Federal Financial Forms

*SF-425 forms are due by December 30, 2017*

Each year, 3 separate reports are to be submitted. This means the reports that are due 12/30 of this year are annual reports for the FY 15, FY 16, and FY 17 grant awards.

If you have a grant award year that has been spent, remember to indicate “Final” on the grant award report. Also, for the grant award to be closed, the information on the SF-425 must match what is reported in the Payment Management System.

# DIVERSITY, INCLUSION and CULTURAL & LINGUISTIC COMPETENCE (DICLC)

## Resources & Opportunities to support DICLC in all aspects of DD Council Work

**Wanting more information on organizational self-assessment?**

**Check out the Cultural and Linguistic Competence Assessment for Disability Organizations (CLCADO)**

The CLCADO is intended to support organizations to **(1)** plan for and incorporate culturally and linguistically competent values, policies, structures, and practices in all aspects of their work; **(2)** enhance the quality of services, supports, and advocacy provided to diverse and underserved communities; **(3)** effect change in education, training, technical assistance, research, and public policy; and **(4)** advance cultural and linguistic competence as an essential approach to address racial and ethnic disparities and promote equity for people who experience disabilities and their families. [CLCADO](https://nccc.georgetown.edu/assessments/clcado.php)

# RESOURCES and Upcoming Events

## Inclusion@Work: A Framework for Building a Disability-Inclusive Organization

This NEW resource from the **E**mployer **A**ssistance and **R**esource **N**etwork on Disability Inclusion (EARN) outlines seven core components of a disability-inclusive workplace along with a menu of strategies for achieving them. Learn more about [**EARN**](http://www.askearn.org/about/) and check out their collaborative [**Partners**](http://www.askearn.org/about/partners/)!

[Inclusion at work](http://www.askearn.org/inclusion-work/)

**SAVE - the - DATE**

**﻿**Developmental Disabilities Awareness Month is right around the corner!

NACDD is once again partnering with AUCD and NDRN for our 2018 Side-by-Side Campaign. This is a national campaign and we encourage everyone, especially all state and territorial DD Councils to participate.

SAVE the DATE of January 23, 2018 at 3:00 p.m. Eastern Time for an informational webinar.

To reach NACDD/ITACC staff, please feel free to contact:

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This publication is supported through AIDD's contract number HHSP233201600068C with NACDD to provide technical assistance to the national network of DD Councils.