

South Carolina Developmental Disabilities Council

Office of Executive Policy and Programs | Department of Administration

Quarterly Progress Report (QPR) Instructions

The Quarterly Progress Report is to be completed by the Project Director or a designated individual who is closely associated with the funded project. The QPR, Outcomes Survey, and Satisfaction Survey are available on DD Council's website:

<http://scddc.sc.gov/Reportandreimb.html> . **The completed report must be signed.**

Completed QPRs must be received within 30 days after the close of each calendar quarter. The final report must be received 30 days after the grant period ends. The report may be submitted by email, mail, or fax. **Reimbursements will be delayed if the QPR is not received by the quarterly due date.**

Quarter	Due Date
Q1: July 1-September 30	October 31
Q2: October 1-December 31	January 31
Q3: January 1-March 31	April 30
Q4: April 1-June 30	July 31

If you need assistance completing the report, please contact Reyhan Miller at (803)734-0392.

Submit certified QPR to:

Ms. Esther Williams, Administrative Specialist
SC Developmental Disabilities Council
1205 Pendleton Street, Room 461
Columbia, South Carolina 29201
esther.williams@admin.sc.gov
Fax: (803)734-0241

This instructional document, the quarterly progress report, survey templates, and related reporting materials are available in alternative formats for individuals who require accommodations. Please direct requests to Reyhan Miller, reyhan.miller@admin.sc.gov, 803-734-0392.

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Grant Number, RFP Objective, and Certification

- Please ensure you're using the correct grant number for your project. Grant numbers are available on the grant award letter and the grant directory distributed at the beginning of the fiscal year.
- RFP Objective refers to the DD Council State Plan Goal and Objective the project is funded under.
- Grantees may upload a picture of a signature or scan and email a signed certification page. Upload a picture using the button on the signature line. *Council will not accept uncertified QPR's which may result in delayed reimbursements.*

Number of Project Participants

- Please report new participants joining grant activities during the quarter only.
- Please record participants taking part in organized grant activities. People reached as part of publicity, social media campaigns, and other marketing efforts should not be recorded in this section, but may be discussed in narrative sections.
- Grantees are to survey all project participants for satisfaction. Grantees are to survey participants with disabilities and family participants for outcomes including advocacy, self advocacy, and board participation.

Satisfaction and Outcome Surveys

- DD Council's performance measures focus on increasing advocacy and self advocacy skills in the context of Employment, Community Supports, and Self Advocacy goals and objectives.
- DD Council must report outcomes in advocacy, self advocacy, board participation, and others to our federal partners. Also, DD Council must report how satisfied project participants are to our federal partners.
- Grantees must attempt to survey individuals with disabilities and their family members who participate in grant activities for both satisfaction and advocacy outcomes.
- People who participate in grant activities as a professional do not need to be surveyed for advocacy outcomes but should be surveyed for satisfaction.

Advocacy and Self Advocacy

DD Council applies a broad definition to advocacy and self advocacy. Conventional definitions of advocacy include supporting an idea or cause. For DD Council's performance measures, advocacy is speaking up for yourself (or someone else) and letting others know what is needed or wanted.

Advocacy

Speaking on behalf of or in support of another person and/or actively supporting a cause or proposal.

Self Advocacy

Learning how to speak up for yourself, making your own decisions about your own life, learning how to get information so that you can understand things that interest you, knowing your rights and responsibilities, problem solving, listening and learning, reaching out to others when you need help, and learning about self-determination.

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Satisfaction and Outcome Surveys (cont'd)

- Survey templates for both satisfaction and outcomes are available on DD Council's website: <http://scddc.sc.gov/Reportandreimb.html>
 - Grantees are encouraged to modify surveys to ensure they best meet the needs of individual participants and organizations.
 - *All survey modifications must be approved by DD Council staff prior to being used.*
- Survey results may be submitted to DD Council in aggregate form or as individual surveys.
- DD Council staff is available to assist grantees develop and administer surveys.

Grant Activities

- DD Council's performance measures assess the number of best and promising practices created, implemented, and improved.
- All grant activities must be rooted in best or promising practices.

Best and Promising Practices

SC DD Council reports the number and nature of grant activities used in grantee programming. Additional focus is placed on practices that have been created or improved as a result of grantee activities.

Best Practices

- Have an established evidence base grounded in scientifically rigorous research designs.
- Activities are replicable and have the same results in a variety of settings.
- Activities are usually labeled as best practices.
- DD Council will report on improvements to existing best practices and creation of new best practices.

Promising Practices

- Activities are based on theory or research, but have not received rigorous scientific testing.
- Activities have conclusive results, but may not be replicable.
- Activities are usually labeled as promising practices.
- DD Council will report on improvements to existing promising practices and creation of new promising practices.

Grant Activities Narrative

- Please describe grant activities carried out over the quarter and include what you expected to happen and what actually happened.
- Include your reflection on whether or not grant activities contributed to improvement of existing best and promising practices.
- Describe changes in evidence base for activities and what led to the decision to change activities.

Quarterly Narrative

- Please describe success stories from grant participants.
- Please describe lessons learned during the quarter and challenges experienced in executing grant programming.
- Please describe unexpected outcomes and new collaborative connections made.

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Grant Objectives

- Refer to the objectives described in the grant application and detail the progress made toward meeting the objectives.
- When the objective has been met, please mark the corresponding “complete” box.

Partners and Systems Change

- DD Council’s performance measures assess the number and nature of changes in policy, procedure, law, and regulation.
- Changes may have been planned as part of grant activities, or changes may be an unexpected result of activities.
- Changes might occur within organizations executing grant programming, or changes may occur at targeted agencies and organizations.
- Changes might be formal such as a document or informal such as a meaningful change to the way a procedure is carried out.