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: https://scddc.sc.gov/managedsites/prd/scddc/Reportandreimb.html .
The completed report <u>must be</u> 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.

<u>Reimbursements will be delayed if the QPR is not received by the <u>due date.</u></u>

Quarter Ending	Due Date
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

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

Submit the original copy to:
> **Ms. Esther Williams**
> **SC Developmental Disabilities Council**
> **Edgar A. Brown Building**
> **1205 Pendleton Street, Suite 372**
> **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 Lori Rodgers, lori.rodgers@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 digital signature in the document. Use the button on the signature line.
- Alternatively, grantees may print, sign, scan, and email a signed certification page. *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.
- DD Council measures three categories of people participating in activities: individuals with an intellectual or developmental disability, family members of individuals, and everyone else. Everyone else includes professionals and individuals with a disability that is not an intellectual or developmental disability.
- **Only count people who participate directly in activities.** Individuals who participate in activities provided by your organization as part of normal operations are not to be counted as grant participants.
- Keep records of how participants were tracked and make them available to DD Council staff upon request.
- 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 core 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.
- DD Council must report how satisfied project participants are to our federal partners.
- DD Council is federally required to report SOGI (Sexual Orientation and Gender Identity) data. Participants may choose to decline to respond to those questions.
- 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	**Self-Advocacy**
Speaking on behalf of or in support of another person and/or actively supporting a cause or proposal.	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.

Satisfaction and Outcome Surveys *(cont'd)*

- Survey templates for both satisfaction and outcomes are available on DD Council's website: https://scddc.sc.gov/managedsites/prd/scddc/Reportandreimb.html
  - o Grantees may modify surveys to ensure they best meet the needs of individual participants and organizations.
  - o *All survey modifications must be approved by DD Council staff prior to being used.*
- Surveys are to be reported to Council individually. *Council will not accept aggregate results.*
- DD Council staff is available to assist grantees in developing and administering surveys.

Tips for Surveying

- Set aside time as part of grant activities to survey, especially when surveying individuals with disabilities.
- Consider completing surveys as a group and explain each question so everyone understands the questions and answer choices.
- Consider calling participants to complete a phone survey or modifying the survey to complete online.
- Anticipate situations in which additional time might be needed or one on one support might be needed. Eg, does a participant use a communication device? Does a participant need help writing?
- If a participant with a disability needs help completing a survey, try to arrange peer-peer support, DSP support, or have additional staff on hand to help.
- Collect as much information as you can ahead of time to save time. Eg, demographic information can be collected as part of the registration process allowing you to focus on the outcome questions.

Financial Information

- The DD Council is federally required to report any dollars leveraged. Dollars leveraged refers to additional funds that result from an initial investment of Council funds to gain a dollar return from other sources. Funds can be public or private.
- Dollars leveraged must not include dollars used for match.
- Examples:
  - o A systems redesign or public policy initiative of the Council resulted in new money being appropriated by the State Legislature for a new state program. The new money could be counted as leverage.
  - o Council staff took part on a workgroup that wrote a grant to further work in an area that is addressed in the 5-year plan. The grant award was considered dollars leveraged as the return on the investment of the Council staff time resulting in additional resources.

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.

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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	Promising 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.	▪ 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.
    - How was curriculum modified to meet the needs of you participants?
- 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 lead to the decision to change activities.

Quarterly Narrative
- Please describe lessons learned during the quarter and challenges experienced in executing grant programming.
- Please describe unexpected outcomes and new collaborative connections made.

Success Stories
- Please share success stories
- Please share photos related to success stories, if available.
- Describe important results and implications of success.
- Detail program impact, benefits of program, and unintended results.

Grant Objectives
- Refer to the objectives described in the grant application and detail the progress made towards 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 on the way a procedure is carried out.