

What Does the Redesigned Program Performance Report (PPR) Look Like? An Overview of PPR Changes

Administration for Community Living
Administration on Aging

Why is the PPR being updated?

- The Administration for Community Living (ACL) heard many tribal leaders express how important data is in Indian Country during the U.S. Department of Health & Human Services Tribal Budget Consultation.
- ACL heard the need for consistency in terms and definitions for the Title III and Title VI Programs.

Where will the updated PPR be located?

- A new web-based performance system is being built for the Title III, Title VI, and Title VII Programs.
- The performance system will include the updated PPR.
- The performance system will:
 - Improve the management of the Title III, Title VI and Title VII reporting,
 - Provide new features to help Title VI programs review and manage their own data, and
 - Allow Title VI programs to have more access to the data.

When will the updated PPR go into effect?

- In 2021, grantees will begin using the new drafted PPR.
- The webinars held on March 14th , 2018 and March 21st , 2018 were to provide grantees with information on what ACL is considering to change in the PPR and to gather grantee feedback.
- Friendly reminder: This is NOT a final version.

What is the process for updating the PPR?

- Development and updates to the PPR have been made by the ACL central office staff.
- A crosswalk to compare and eliminate duplicate questions from:
 - The University of North Dakota Needs Assessment administered every three years, and
 - The n4a Title VI Survey administered every other year.
- Revisions and feedback from the ACL regional office staff and Title VI program directors have been incorporated.

What are the processes to be completed for updating the PPR?

- Tribal Listening Session to review the PPR and obtain feedback.
- Complete a public comment period through the Federal Register Notice.
- Obtain approval from the Office of Management and Budget (OMB).

Where are the PPR updates being broadly discussed?

- The Title VI Training and Technical Assistance Conference in September 2017.
- The Teya Tech webinar on October 18th 2017.
- The Teya Tech webinars on March 14th and March 21st 2018.
- The Title VI Training and Technical Assistance Conference August 16th 2018 in Washington, D.C. and there will be other training opportunities in the future.

What changes have been completed on the PPR?

- Title VI PPR terms and definitions align with the Title III State Program Performance Report (SPR) definitions.
- The data units have been updated.
- Examples have been included with the definitions.
- Part C definitions have been added.
- Currently, the updated PPR includes sixty-three data elements.
- Eliminated seven data elements that are less useful.

Draft PPR: Title VI, Part A/B Report

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OMB No. XXXX-XXXX
Expiration Date: XX/XX/XXXX

ADMINISTRATION FOR COMMUNITY LIVING
ADMINISTRATION ON AGING
TITLE VI PROGRAM PERFORMANCE REPORT

Report Period April 1, [year] – March 31, [year]

Title VI, Parts A/B and C _____ Title VI, Part A/B only _____

Tribal Organization _____

Telephone _____ Email address _____

Part A/B Grant No. _____ Part C Grant No. _____

TITLE VI, PART A/B REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part A/B funds.

Full-time staff

Full-time staff	Person(s)
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Part-time staff

Part-time staff	Person(s)
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Volunteers

Volunteers	Person(s)
Total volunteer hours	Hour(s)

B. NUTRITION SERVICES

Congregate Meals

Unduplicated number of eligible persons who received one or more Congregate Meal(s).	Person(s)
Total number of Congregate Meals served.	Meal(s)

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Home-Delivered Meals

Unduplicated number of eligible persons who received one or more Home-delivered Meal(s).	Person(s)
Total number of Home-delivered Meals provided.	Meal(s)
Total mileage for the furthest round-trip meal delivery.	Mile(s)

Other Nutrition Services

Total number of persons who received Nutrition Education.	Person(s)
Total number of sessions of Nutrition Education.	Session(s)
Total number of persons who received Nutrition Counseling.	Person(s)
Total number of hours of Nutrition Counseling.	Hour(s)

C. SUPPORTIVE SERVICES

Access Services

Total number of contacts of Information/Assistance.	Contact(s)
Total number of events of Outreach.	Event(s)
Unduplicated number of persons receiving Case Management.	Person(s)
Total number of hours of Case Management.	Hour(s)
Unduplicated number of persons receiving Transportation.	Person(s)
Total one-way trips of Transportation.	One-way trip(s)

In-home Services

Unduplicated number of persons receiving Homemaker Services.	Person(s)
Total number of hours of Homemaker Services.	Hour(s)
Unduplicated number of persons receiving Personal Care/Home Health Aid Services.	Person(s)
Total number of hours of Personal Care/Home Health Aid Service.	Hour(s)
Unduplicated number of persons receiving Chore Services.	Person(s)
Total number of hours spent on Chore Services.	Hour(s)
Total number of contacts of Visiting.	Contact(s)
Total number of contacts of Telephoning.	Contact(s)

Other Supportive Services

Total number of Social Events held.	Event(s)
Total number of hours spent on Health Promotion and Wellness activities.	Hour(s)

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D. FINANCE

Part A/B Spending

Total amount of funds spent on Congregate and Home-delivered Meals.	Dollars
Total amount of funds spent on Supportive Services Programming.	Dollars

What other sources of funds help you support your Elder services:

Tribal funds	Yes or No
State funds	Yes or No
Title III funds	Yes or No

This finance section will not be used for audits. This will be an addendum to the 425.

****OFFICIAL SIGNATURE**** - If only completing Title VI, Part A/B of this report go to page [insert page] to sign and date.

Draft PPR: Title VI, Part C Report

DRAFT ONLY: NOT FOR OFFICIAL USE

TITLE VI, PART C REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part C funds.

Full-time staff		
Full-time staff		Person(s)

Part-time staff		
Part-time staff		Person(s)

Volunteers		
Volunteers		Person(s)
Total volunteer hours		Hour(s)

B. CAREGIVER CHARACTERISTICS

Caregivers served by the Title VI program are informal, unpaid providers of in-home and community care. Caregivers may be family members, neighbors, friends, or others.

Unduplicated number of informal caregivers, age 18 and older, of Elders or individuals of any age with Alzheimer's disease and related disorders.		Person(s)
Unduplicated number of Elders caring for children (not their own by birth or adoption) under the age of 18.		Person(s)
Unduplicated number of Elders (including parents) providing care to adults 18-59 years old with disabilities.		Person(s)
Total unduplicated number of eligible informal caregivers served by Part C.	[Auto sum]	Person(s)

C. CAREGIVER SUPPORT SERVICES

Access Services for Caregivers		
Total number of activities of Information Services provided.		Activities
Total number of contacts of Information and Assistance provided.		Contact(s)
Unduplicated number of persons who received Case Management.		Person(s)
Total number of hours spent on Case Management.		Hour(s)

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Services for Caregivers

Unduplicated number of persons receiving Counseling (e.g. formal and/or informal counselors).		Person(s)
Total number of hours of Counseling.		Hour(s)
Unduplicated number of persons served in Support Group.		Person(s)
Total number of sessions of Support Group.		Session(s)
Unduplicated number of persons served in Caregiver Training.		Person(s)
Total number of hours of Caregiver Training.		Hour(s)
Unduplicated number of persons receiving Supplemental Services.		Person(s)

Respite Care for Caregivers

Respite care is a service for informal caregivers, not Elders or children. Respite care refers to allowing caregivers time away to do other activities by having an Elder, person with a disability, or child cared for by someone else.

Unduplicated number of caregivers of Elders provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of Elders.		Hour(s)
Unduplicated number of caregivers of children under the age of 18 provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of children under the age of 18.		Hour(s)
Unduplicated number of caregivers of adults 18-59 years old with disabilities provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of adults 18-59 years old with disabilities.		Hour(s)
Total unduplicated number of caregivers provided Respite Care.	[Auto-sum]	Person(s)
Total number of hours of Respite Care.	[Auto-sum]	Hour(s)

D. FINANCE

Part C Spending

This finance section will not be used for audits. This will be an addendum to the 425.

Total amount of funds spent on the Caregiver Program.		Dollars
Total amount of funds spent on Respite Care.		

E. STORYTELLING

Please share an example of how your Title VI program has helped an individual or your community (300 words or less):

Report Certified By _____
(Tribal Official or other authorized personnel)

ADMINISTRATION FOR COMMUNITY LIVING
ADMINISTRATION ON AGING
TITLE VI PROGRAM PERFORMANCE REPORT

Report Period April 1, [year] – March 31, [year]

Title VI, Parts A/B and C _____

Title VI, Part A/B only _____

Tribal Organization _____

Telephone _____ Email address _____

Part A/B Grant No. _____ Part C Grant No. _____

TITLE VI, PART A/B REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part A/B funds.

Full-time staff		
Full-time staff		Person(s)



Part-time staff		
Part-time staff		Person(s)

Volunteers		Person(s)
Total volunteer hours		Hour(s)



Title VI, Part A/B Report

- Please refer to the *DRAFT-Title VI PPR Definitions* document for definitions and examples of terms and units of service.
- The units of service have been changed or updated from “units” to better reflect what the units are asking for such as “people” or “hours”.
- Volunteers is a new section and it will capture the leverage of volunteers serving your programs.
 - The two new data elements align with Title III.

Title VI, Part A/B Report

- The new question about furthest meal delivery in the home-delivered meals section, will collect information that speaks to the high level of program effort needed to serve home-delivered meals.
- The new questions about number of people served in the other nutrition services section, will help ACL better understand how many people the program is serving.
- ACL is asking for *Total number of people* instead of *Unduplicated number of people* because ACL recognizes that unduplicated may be more difficult to track.
- For *Nutrition Education*, ACL is asking for total number of *sessions*.

B. NUTRITION SERVICES

Congregate Meals

Unduplicated number of eligible persons who received one or more Congregate Meal(s).		Person(s)
Total number of Congregate Meals served.		Meal(s)

Home-Delivered Meals

Unduplicated number of eligible persons who received one or more Home-delivered Meal(s).		Person(s)
Total number of Home-delivered Meals provided.		Meal(s)
Total mileage for the furthest round-trip meal delivery.		Mile(s)

Other Nutrition Services

Total number of persons who received Nutrition Education.		Person(s)
Total number of sessions of Nutrition Education.		Session(s)
Total number of persons who received Nutrition Counseling.		Person(s)
Total number of hours of Nutrition Counseling.		Hour(s)

See page 1 and 2 of PPR

Title VI, Part A/B Report

- The *Information/Assistance* used to be *Information/Referral*.
 - The change was made to align with Title III.
- The outreach unit of service is *Events*, it used to be *Contacts*.
- A new unit of service for *Case Management* is *Persons* and it aligns with Title III.
 - Currently, ACL only collects hours of case management.
- A new unit of service for transportation is *Persons* and it aligns with Title III.
 - Currently, ACL only collects one-way trips of transportation.

C. SUPPORTIVE SERVICES

Access Services		
Total number of contacts of Information/Assistance.	Number	Contact(s)
Total number of events of Outreach.	Number	Event(s)
Unduplicated number of persons receiving Case Management.	Number	Person(s)
Total number of hours of Case Management.	Hours	Hour(s)
Unduplicated number of persons receiving Transportation.	Number	Person(s)
Total one-way trips of Transportation.	Enter	One-way trip(s)

See page 2 of PPR

Title VI, Part A/B Report

- ACL used to ask for *Unduplicated number of eligible Indians who received one or more of the supportive services*. By asking for *Unduplicated number of persons receiving Homemaker, Personal Care/Home Health Aid Services and Chore Services*, ACL is asking for the same information separated out by service type.
 - It aligns with Title III.
- One of the components of the Older Americans Act is to increase socialization of Elders.
 - ACL wants to capture the number of special *events* held throughout the year.
- Removed legal services, family support, ombudsman services, and “all others.”

In-home Services		
Unduplicated number of persons receiving Homemaker Services.		Person(s)
Total number of hours of Homemaker Services.		Hour(s)
Unduplicated number of persons receiving Personal Care/Home Health Aid Services.		Person(s)
Total number of hours of Personal Care/Home Health Aid Service.		Hour(s)
Unduplicated number of persons receiving Chore Services.		Person(s)
Total number of hours spent on Chore Services.		Hour(s)
Total number of contacts of Visiting.		Contact(s)
Total number of contacts of Telephoning.		Contact(s)
Other Supportive Services		
Total number of Social Events held.		Event(s)
Total number of hours spent on Health Promotion and Wellness activities.		Hour(s)

See page 2 of PPR

Title VI, Part A/B Report

- Several years ago there was a threat to Title VI program funding and ACL discovered the data to calculate how much the programs spend on meals or other supportive services did not exist.
- The finance section has been developed and will be part of the reporting system as an addendum to the SF-425 finance section.
 - The Title VI program's finance department should provide the information to complete this section.
- ACL wants a better accounting of how much the meal programs cost, recognizing that Title VI funds likely do not cover the full cost of providing meals to the communities being served.

D. FINANCE

Part A/B Spending

Total amount of funds spent on Congregate and Home-delivered Meals.		Dollars
Total amount of funds spent on Supportive Services Programming.		Dollars

What other sources of funds help you support your Elder services:

Tribal funds	Yes or No
State funds	Yes or No
Title III funds	Yes or No

See page 3 of PPR

Note: A basic formula is provided in the definitions document to determine the Total Cost of Meal.

Title VI, Part C Report

- The volunteer data elements align with Title III.
- The Caregiver Characteristics section aligns with Title III.
 - In the Title VI Application, ACL asks for Caregiver by type (Elder or grandchildren) but the information is not collected annually.
- ACL currently asks about caregivers of elders and grandparents caring for grandchildren but would like to collect information on the other types of Caregivers: 1) caregivers of individuals of any age with Alzheimer’s disease and related disorders, and 2) adults age 18-59 with disabilities.

TITLE VI, PART C REPORT

A. STAFFING INFORMATION

Enter the number of staff paid wholly or partly by Title VI, Part C funds.

Full-time staff

Full-time staff		Person(s)
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Part-time staff

Part-time staff	Enter number	Person(s)
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Volunteers

Volunteers	Enter number	Person(s)
Total volunteer hours	Enter number	Hour(s)

B. CAREGIVER CHARACTERISTICS

Caregivers served by the Title VI program are informal, unpaid providers of in-home and community care. Caregivers may be family members, neighbors, friends, or others.

Unduplicated number of informal caregivers, age 18 and older, of Elders or individuals of any age with Alzheimer’s disease and related disorders.	Enter number	Person(s)
Unduplicated number of Elders caring for children (not their own by birth or adoption) under the age of 18.	Enter number	Person(s)
Unduplicated number of Elders (including parents) providing care to adults 18-59 years old with disabilities.		Person(s)
Total unduplicated number of eligible informal caregivers served by Part C.	[Auto sum]	Person(s)

Title VI, Part C Report

- *Information Services* used to be *Information about available services*, and aligns with Title III.
 - ACL requests programs to track their public information outreach activities such as putting information in a newsletter, or having a radio announcement, or producing and sharing a flyer.
- *Total number of contacts of Information and Assistance* used to be *Unduplicated number of people* receiving information and assistance, and aligns with Title III.
 - The new *contacts* unit of service allows Title VI programs to easily track how many people they directly share caregiver information with.
- *Case Management* is a new addition and aligns with Title III.

C. CAREGIVER SUPPORT SERVICES

Access Services for Caregivers		
Total number of activities of Information Services provided.		Activities
Total number of contacts of Information and Assistance provided.		Contact(s)
Unduplicated number of persons who received Case Management.		Person(s)
Total number of hours spent on Case Management.		Hour(s)

See page 4 of PPR

Title VI, Part C Report

- *Counseling* used to be *Individual Counseling*.
 - Changed this to include group counseling sessions.
- *Support Group* will be captured as *sessions*.
- *Supplemental Services* takes the place of *lending closet*, and aligns with Title III.
 - This change will allow programs to include a greater range of services that are provided on a limited basis.
 - Programs can count wheelchairs, emergency response systems, incontinence supplies, school supplies; as well as home modifications like handrails or installing a telephone, etc.
 - In the current PPR, ACL requests unduplicated number of people and total number of loans; but moving forward ACL will only ask for unduplicated number of people.

Services for Caregivers

Unduplicated number of persons receiving Counseling (e.g. formal and/or informal counselors).		Person(s)
Total number of hours of Counseling.		Hour(s)
Unduplicated number of persons served in Support Group.		Person(s)
Total number of sessions of Support Group.		Session(s)
Unduplicated number of persons served in Caregiver Training.		Person(s)
Total number of hours of Caregiver Training.		Hour(s)
Unduplicated number of persons receiving Supplemental Services.		Person(s)

See page 5 of PPR

Title VI, Part C Report

- To align with Title III reporting, ACL is asking the programs to separate respite care provided by type of caregiver.
 - Please refer to the *DRAFT-Title VI PPR Definitions* document for an explanation of types of caregivers.
- The web-based reporting system will automatically add up the total unduplicated number of caregivers provided *Respite Care* and the total number of hours of respite care.

Respite Care for Caregivers

Respite care is a service for informal caregivers, not Elders or children. Respite care refers to allowing caregivers time away to do other activities by having an Elder, person with a disability, or child cared for by someone else.

Unduplicated number of caregivers of Elders provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of Elders.		Hour(s)
Unduplicated number of caregivers of children under the age of 18 provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of children under the age of 18.		Hour(s)
Unduplicated number of caregivers of adults 18-59 years old with disabilities provided Respite Care.		Person(s)
Total number of hours of Respite Care for caregivers of adults 18-59 years old with disabilities.		Hour(s)
Total unduplicated number of caregivers provided Respite Care.	↓	[Auto-sum] Person(s)
Total number of hours of Respite Care.		[Auto-sum] Hour(s)

See page 5 of PPR

Title VI, Part C Report

- The finance section will also be an addendum to the SF-425 financial section.
- The Title VI program's finance department will be expected to complete this section.
- Please refer to the *DRAFT-Title VI PPR Definitions* document for term and unit of service definitions and examples.

D. FINANCE

Part C Spending

This finance section will not be used for audits. This will be an addendum to the 425.

Total amount of funds spent on the Caregiver Program.		Dollars
Total amount of funds spent on Respite Care.		

See page 5 of PPR

Title VI, Part C Report

- The PPR will include one qualitative data element.
- Responses will be no more than 300 words.

E. STORYTELLING

Please share an example of how your Title VI program has helped an individual or your community (300 words or less):

See page 5 of PPR

What are the major steps for completing the PPR updates and the Title VI performance system?

2018 Next Steps	2019 Next Steps
<ul style="list-style-type: none">Finalize the PPR with the Title VI program directors and through Listening Session and Federal Register Comments.	<ul style="list-style-type: none">Pilot test the web-based performance system.
<ul style="list-style-type: none">Submit the OMB package for the Title VI PPR.	<ul style="list-style-type: none">Provide training and technical assistance for the updated PPR.
	<ul style="list-style-type: none">Provide training and technical assistance for the web-based performance system.

We welcome your feedback!

Please feel free to share your comments and questions with Kristen Hudgins (ACL) at Kristen.Hudgins@acl.hhs.gov or Beth Michel (ICF) at Beth.Michel@icf.com.