



# Centers for Independent Living's

## 704 Part I Report Grantee User Guide

Administration for Community Living  
(ACL) Reporting

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Prepared for ACL by ICF:  
9300 Lee Highway  
Fairfax, VA 22031

Contract Number:  
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# I. Introduction

ACLReporting is a grantee report management system that allows ACL grantees to submit Program Performance Reports and State Plans. Programs currently using ACLReporting include State Councils on Developmental Disabilities, the Centers for Independent Living Programs (CIL), Independent Living Services (ILS), Protection and Advocacy for Assistive Technology (PAAT), Protection & Advocacy for Individuals with Traumatic Brain Injury (PATBI), Protection & Advocacy for Developmental Disabilities (PADD), and the National Assistive Technology Program (AT).

## II. ACLReporting Roles and Permissions

### A. Registrar

The Registrar is able to create accounts, update accounts and delete accounts.

### B. Grantee

The Grantee is able to:

- Select a grant award from the drop down menu on the dashboard.
- Enter report information
- Save report information
  - You will be prompted to save before leaving each section. You may save without submitting for review if you wish to work on the sections in phases.
  - Saving at least every 5 minutes is strongly encouraged.
  - Once the information has been successfully saved, and all of the sub-sections for that section are completed, you will be able to select “Ready for Internal Review”.
- Edit report information if a Reviewer or PO requests a revision and then return as “Ready for Internal Review”, again.
- View their report
- Print their reports

### C. Reviewer

1. A Reviewer is someone who was identified as an AOR in GrantSolutions. Both the Reviewer and Grantee roles will work on the same grant program. The Reviewer dashboard will show the completed sections for the Reviewer to review.
2. The Reviewer will review each report section and:
  - Select “Reviewed” if no changes are needed for the section
  - Select “Request Revisions” if a change is necessary for the section. The Grantee will need edit the section and resubmit the section for internal review.
  - Select “Submit” to approve the report after reviewing all sections of the report and not finding any section that needs to be revised by the Grantee.

### **III. First Time Users**

#### **A. Creating New Accounts by Registrar**

##### 1. Background and Basics

Each grant program will have a grantee staff person with the role of “Registrar”. The Registrar is the grantee staff person who is responsible for setting up all accounts, with the various roles and permissions, as described later in this document for all grant program staff.

The ACL assigned Registrar can set up additional Registrar accounts so that more than one person can create new ACLReporting accounts for program colleagues, as needed.

If a person needs to have an account created with a username/password in ACLReporting, the ACL assigned Registrar will need the following information:

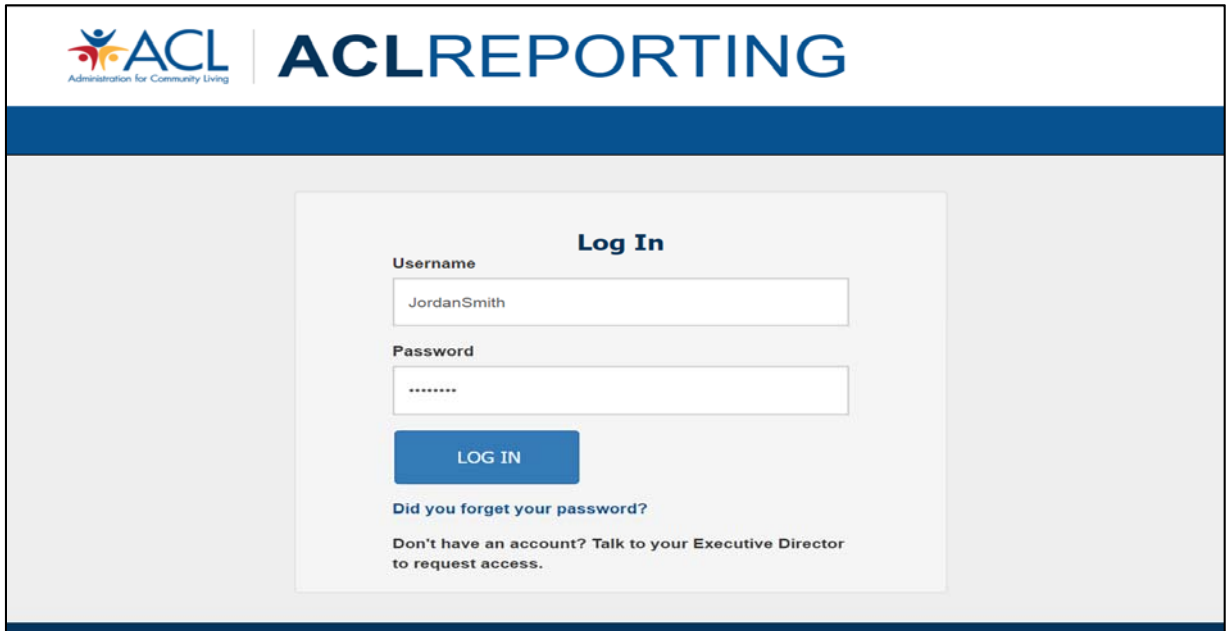
- User Name
- First Name
- Last Name
- Email
- User role: Grantee, Grantee Reviewer, Registrar

Upon sending this request to your Registrar, the Registrar can create your account accordingly and will then contact you with your account information once the account set up is complete.

2. Create New Account

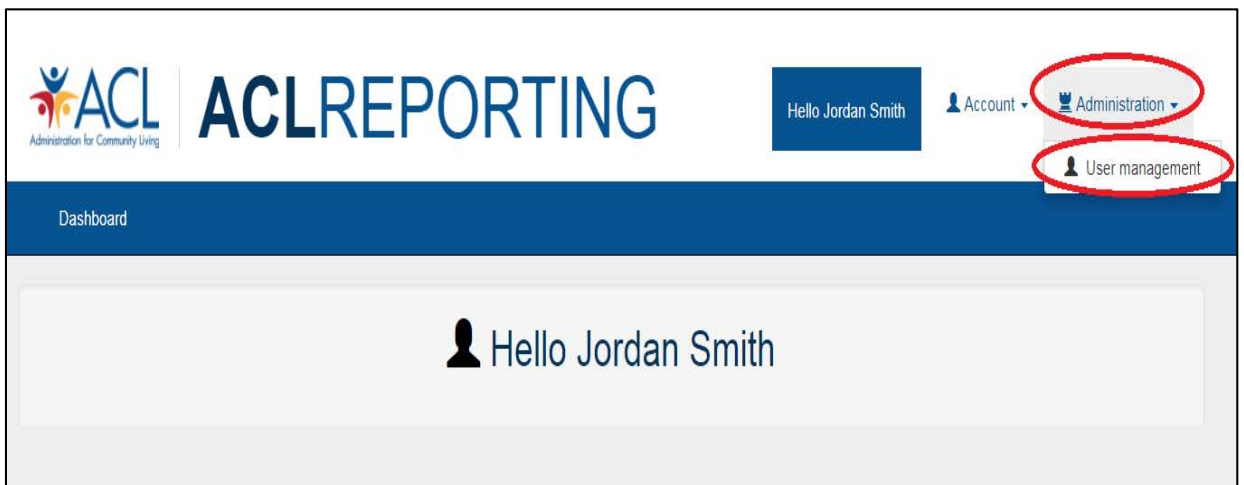
- a. Go to the ACLReporting home page: <https://reporting-pilot.acl.gov/#/>
- b. Log in with your Username and password.

Figure 1: Log in with ACL email and the password



- c. Select the "Administration" located in the upper right corner of the ACLReporting page and then select "User Management".

Figure 2: Select User Management from Administration dropdown



- d. The "Users" screen will be displayed showing all users for the grant. Select "Create a new User" to create a new account.

Figure 3: Users screen showing all users for the grant

The screenshot shows a web interface titled "Users". At the top left, there is a search section with the text "Search For" above a text input field containing "Login or Email". Below the input field are two buttons: "Search" and "Clear Search". To the right of the search field is a blue button with a lightning bolt icon and the text "Create a new User".

Below the search section is a table with the following columns: Login, Email, Activation Status, Profiles, CreatedDate, LastModifiedBy, LastModifiedDate, and View/Edit/Remove. The table contains two rows of user data.

Login	Email	Activation Status	Profiles	CreatedDate	LastModifiedBy	LastModifiedDate	View/Edit/Remove
TestUser12345@gmail.com	asd@gmail.com	Activated	ROLE_PA GRANTEE ROLE_PA GRANTEE REVIEWER ROLE_PA REGISTRAR	09-22-17 11:23	JordanSmith	09-27-17 12:47	[Edit] [Remove] [Help]
JordanSmith	test1234k@gmail.com	Activated	ROLE_PA GRANTEE ROLE_PA GRANTEE REVIEWER ROLE_PA REGISTRAR	08-21-17 18:27	Sahi@ic.com	09-27-17 12:44	[Edit] [Remove] [Help]

At the bottom center of the table area, there is a pagination control showing "1" in a blue box, indicating the current page number.

- e. Enter the information provided by Grantee, create password, select profile (multi-select by selecting one role, holding down the Ctrl key and selecting one or more additional roles), select grant (multi-select the necessary grants by selecting a grant, holding down the Ctrl key and select one or more additional grants) and select "Save".

Figure 4: Create or Edit a User Screen Showing Fields That Need to be Entered

**Create or edit a User**

**ID**  
59a6c62fc25798a5f32d7c2e

**Login**  
TestUser987@gmail.com

**First Name**  
Test

**Last Name**  
User

**Email**  
TestUser987@gmail.com

**Password**  
New password

**Confirm Password**  
Confirm new password

**Agency Program**  
IL

**Profiles**  
IL Grantee  
IL Grantee Reviewer  
IL Registrar

**Sub-Program**  
CIL  
SILC

**Geographic Entity**  
CD

**Grants**  
90IL9998  
90IL9999  
90IS9998  
90IS9999

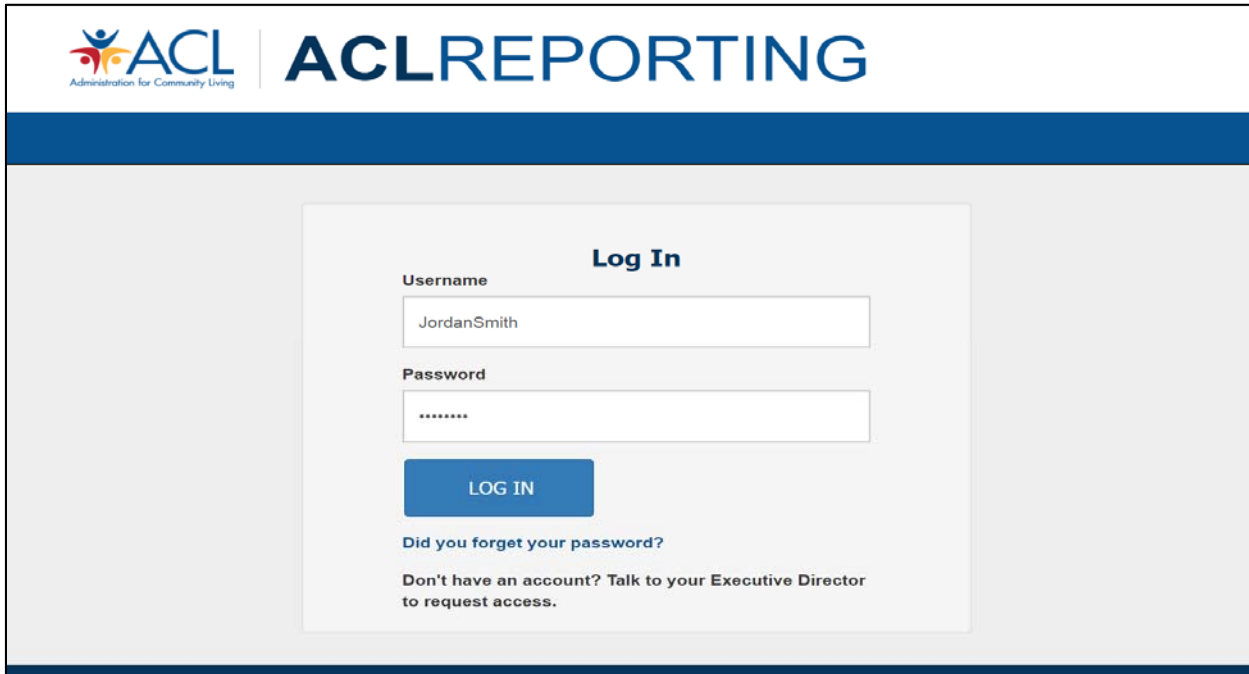
Cancel Save

## B. Login Instructions with Temporary Password

The following are the basic step-by-step instructions on logging into ACL Reporting for the first time.

1. Go to the ACLReporting home page: <https://reporting-pilot.acl.gov/#/>
2. Log in with your ACL email and your provided temporary password.

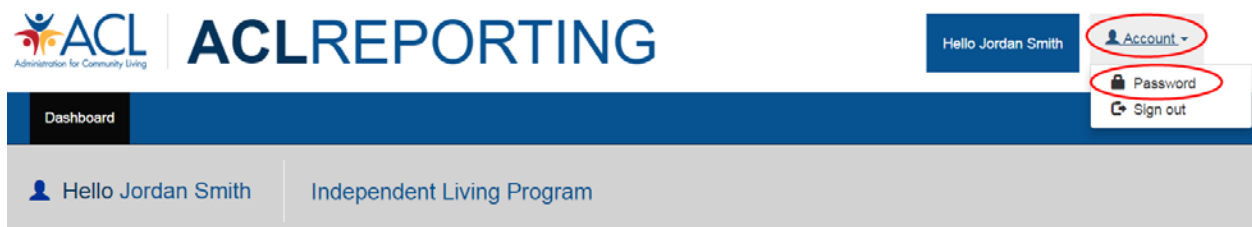
Figure 5: Log in with ACL email and the temporary password



The screenshot shows the ACL Reporting login interface. At the top left is the ACL logo with the text 'Administration for Community Living'. To its right is the title 'ACLREPORTING'. Below this is a dark blue horizontal bar. The main content area is a light gray box with the heading 'Log In'. It contains a 'Username' field with the text 'JordanSmith', a 'Password' field with masked characters '\*\*\*\*\*', and a blue 'LOG IN' button. Below the button are two links: 'Did you forget your password?' and 'Don't have an account? Talk to your Executive Director to request access.'

3. The temporary password provided must be reset once you log into the system which can be found after clicking the "Account" tab on the upper right corner of the page.

Figure 6: Changing the password can be found under the Account tab



The screenshot shows the ACL Reporting dashboard after login. The top header includes the ACL logo and 'ACLREPORTING'. On the right, a blue box says 'Hello Jordan Smith'. Below it is a user profile menu with three items: 'Account', 'Password', and 'Sign out'. The 'Account' and 'Password' items are circled in red. Below the header is a dark blue navigation bar with 'Dashboard' and 'Independent Living Program' tabs. The main content area shows 'Hello Jordan Smith' and 'Independent Living Program'.



4. The following page displays the form to set a permanent password. In order to meet password requirements, the new password should:
- Contain a minimum of 8 characters
  - Contain at least one uppercase letter (e.g., A, B, C, Y, Z, etc.)
  - Contain at least one lowercase letter (e.g., a, b, c, y, z, etc.)
  - Contain at least one special character (e.g., ! @, #, \$, %, ^, &, etc.)
  - Contain at least one number (e.g., 1, 2, 3, 4, 5, etc.)

Failure to meet these requirements results in the system not allowing you to set your permanent password.

Figure 7: Setting a permanent password

The screenshot shows the ACL Reporting dashboard for user Jordan Smith. The main heading is "Password for [JordanSmith]". Below this, there are two input fields: "New password" and "New password confirmation", both containing masked characters (dots) and circled in red. A "Save" button is located below the confirmation field. Between the two input fields, the "Password Requirements" are listed:

- Minimum of 8 Characters
- Contain at least one Uppercase letter (e.g., A, B, C, Y, Z, etc.)
- Contain at least one Lowercase letter (e.g., a, b, c, y, z, etc.)
- Contain at least one Special character (e.g., ! @, #, \$, %, ^, &, etc.)
- Contain at least one Number (e.g., 1, 2, 3, 4, 5, etc.)

## IV. Active Users Login and Password Changes

### A. Log in

1. Go to the ACLReporting home page: <https://reporting-pilot.acl.gov/#/>
2. Log in with your ACL email and your provided temporary password.

Figure 8: Log in with ACL email and password

**ACL** | **ACLREPORTING**  
Administration for Community Living

### Log In

Username  
JordanSmith

Password  
\*\*\*\*\*

**LOG IN**

[Did you forget your password?](#)

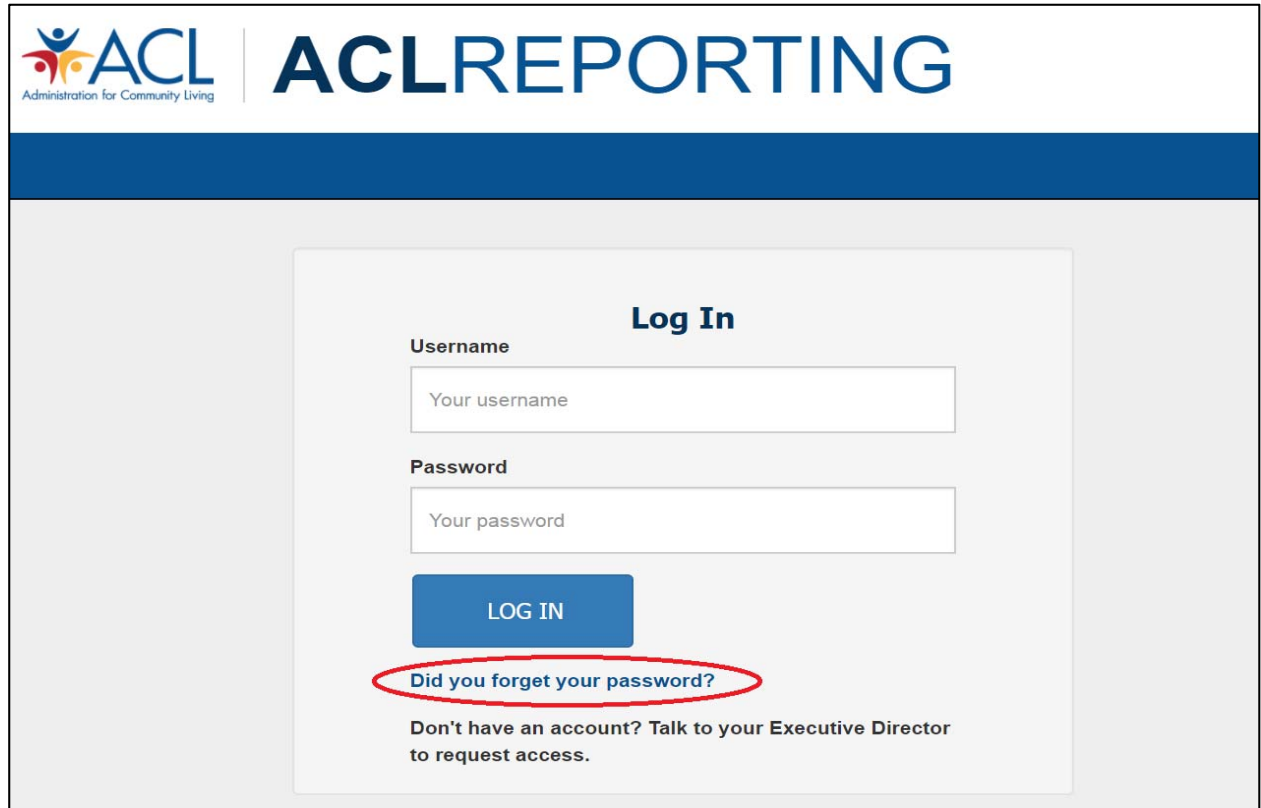
[Don't have an account? Talk to your Executive Director to request access.](#)

## B. Forgot Your Password?

The following are the basic step-by-step instructions on how to use the “Did you forget your password?” feature.

1. Select the “Did you forget your password?” link under the Log In button

Figure 9: Locating the "Did you forget your password" link



**ACL** | **ACLREPORTING**  
Administration for Community Living

### Log In

**Username**  
Your username

**Password**  
Your password

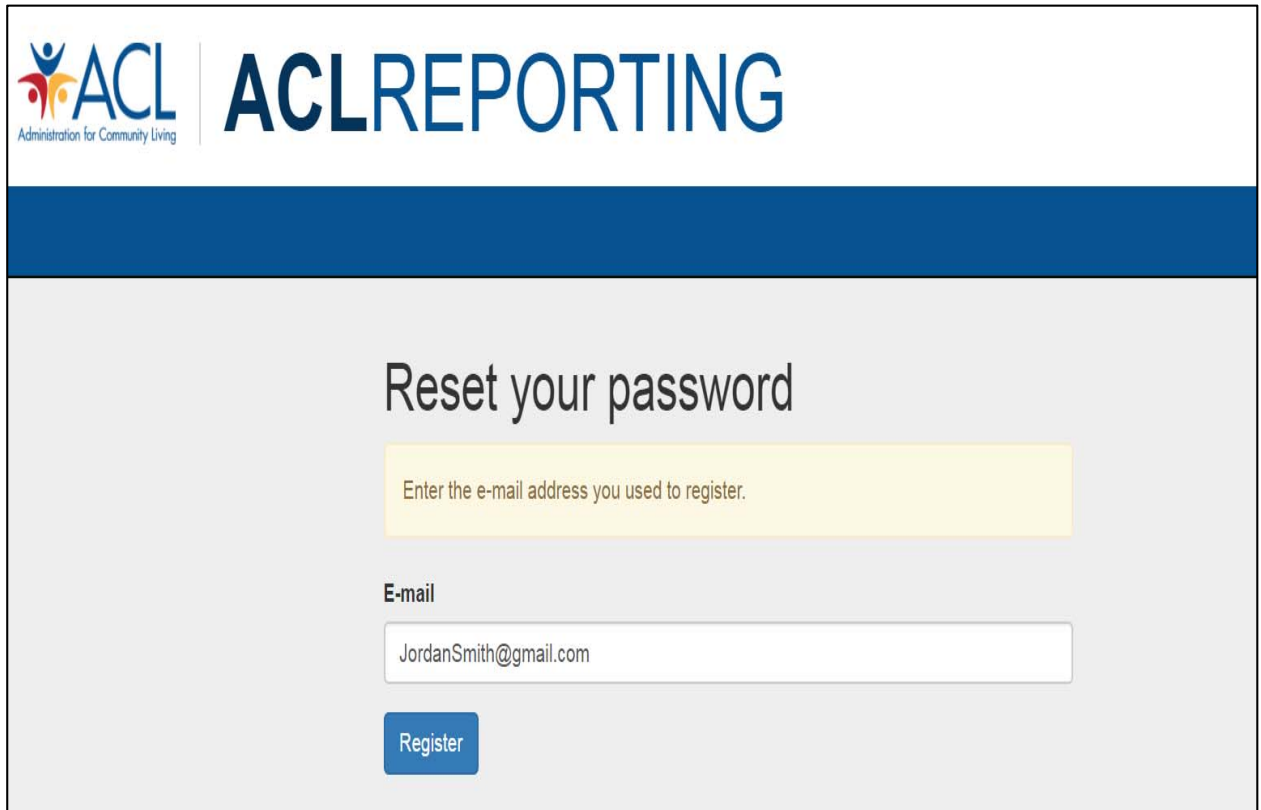
**LOG IN**

[Did you forget your password?](#)

Don't have an account? Talk to your Executive Director to request access.

2. Reset your password

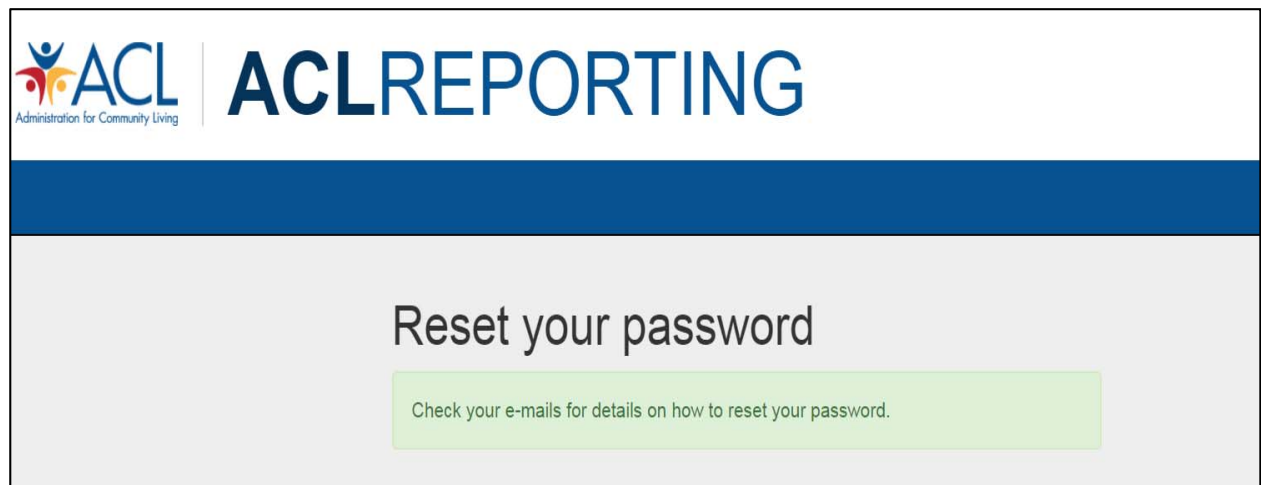
Figure 10: After entering your email address, click the Register button



The screenshot shows the ACL Reporting website header with the logo and title. Below the header is a blue bar. The main content area is light gray and contains the heading "Reset your password". A yellow box contains the instruction "Enter the e-mail address you used to register." Below this is an "E-mail" label and a text input field containing "JordanSmith@gmail.com". A blue "Register" button is positioned below the input field.

3. You will see a confirmation page indicating an email has been sent to the address with steps to reset your password.

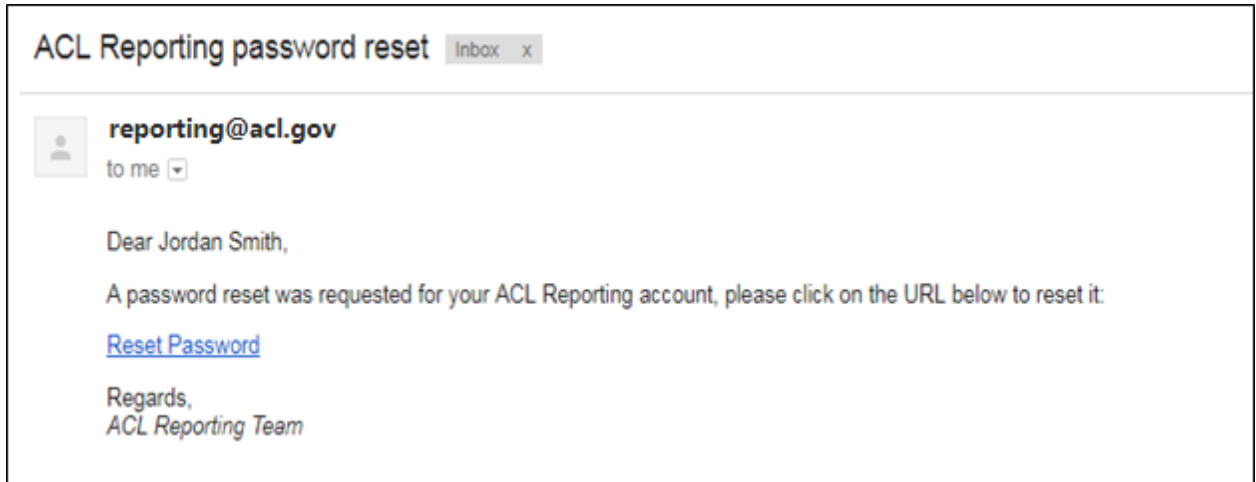
Figure 11: Page displays further information to reset your password



The screenshot shows the ACL Reporting website header with the logo and title. Below the header is a blue bar. The main content area is light gray and contains the heading "Reset your password". A green box contains the instruction "Check your e-mails for details on how to reset your password."

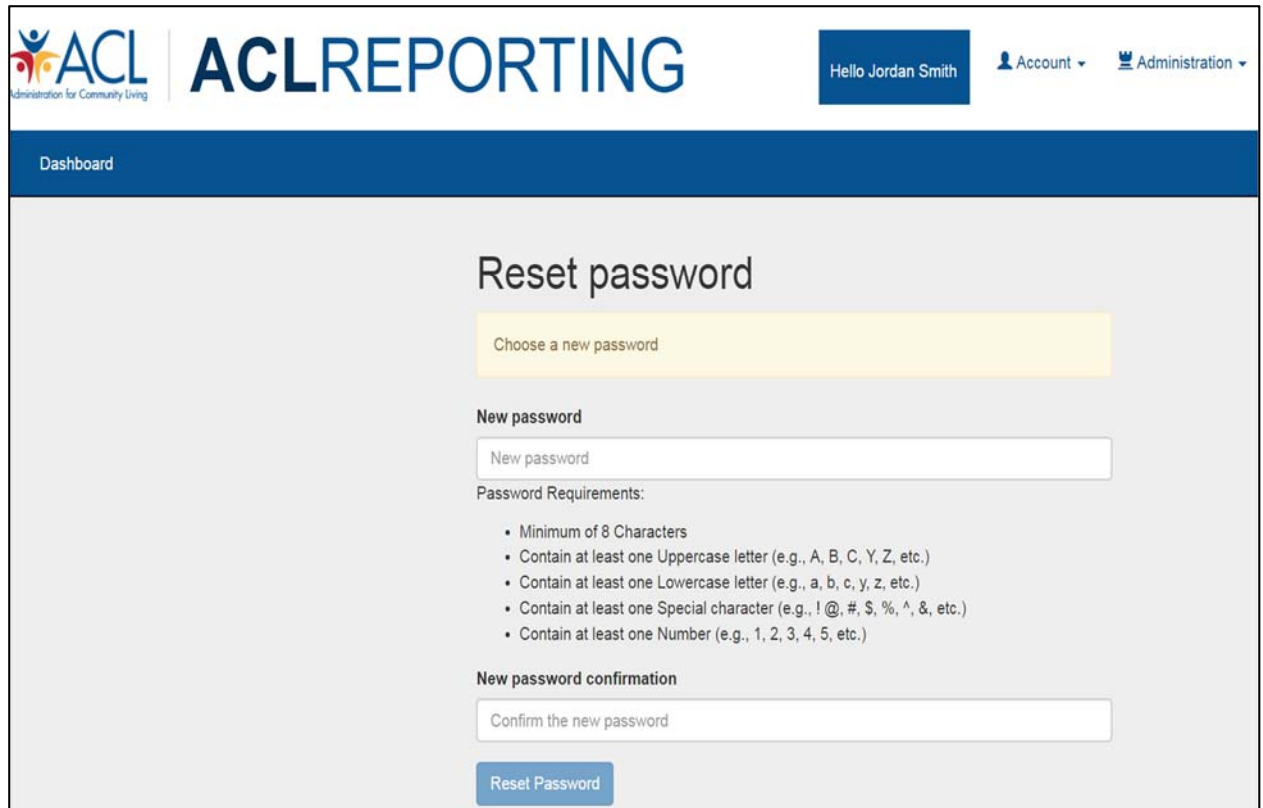
- Go to your email and select the link “Reset Password” provided in the email generated by the ACL Reporting system

Figure 12: Password reset email



- This will open a new window in ACL Reporting so you can reset your password

Figure 13: Password reset page showing password and confirm password



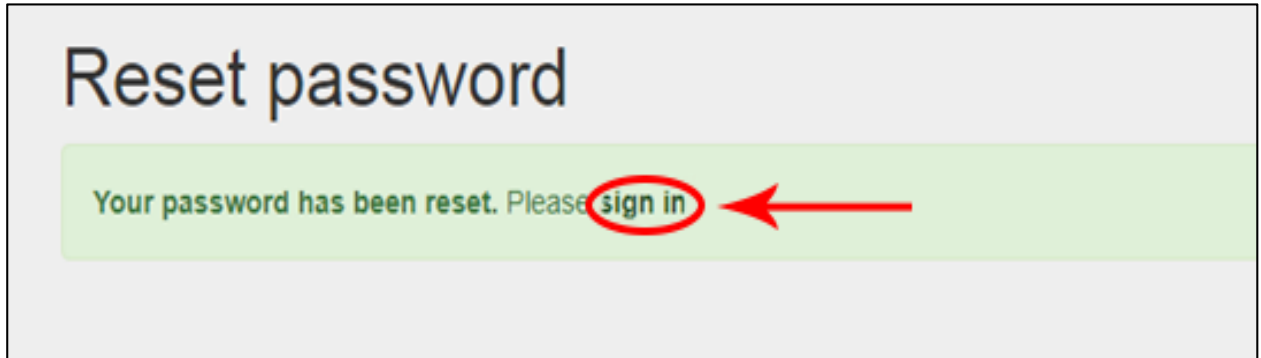
- In order to meet the password requirements, the new password must:

- Contain a minimum of 8 characters
- Contain at least one uppercase letter (e.g., A, B, C, Y, Z, etc.)
- Contain at least one lowercase letter (e.g., a, b, c, y, z, etc.)
- Contain at least one special character (e.g. !, @, #, \$, %, ^, &, etc.)
- Contain at least one number (e.g., 1, 2, 3, 4, 5, etc.)

Failure to meet these requirements results in the system not allowing you to reset your password and it will highlight the field red indicating that the requirement was not met.

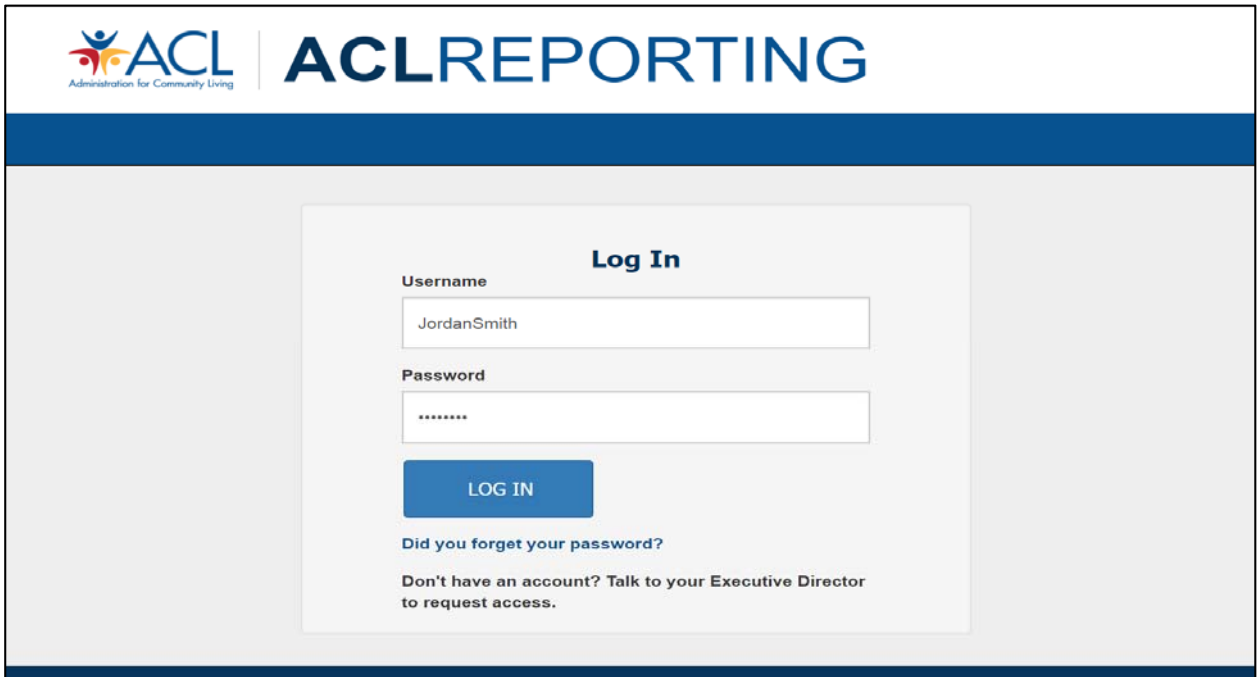
6. Successful password reset message will display once you meet the password requirements. To access the log in page again, select the sign in button

Figure 14: Successful password reset message displayed



7. Log in to the system with your email and new password

Figure 15: Login with new password



**ACL** | **ACLREPORTING**  
Administration for Community Living

### Log In

**Username**  
JordanSmith

**Password**  
\*\*\*\*\*

**LOG IN**

[Did you forget your password?](#)

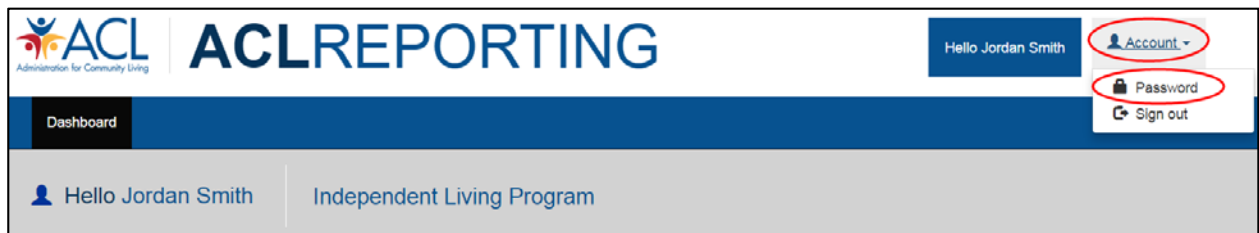
Don't have an account? Talk to your Executive Director to request access.

## C. Change Your Password

The following are the basic step-by-step instructions on how to change your password.

1. Select "Account" located in the upper right corner of the ACLReporting page and then select "Password".

Figure 16: Navigating to the password reset page



**ACL** | **ACLREPORTING**  
Administration for Community Living

Hello Jordan Smith

Account  
Password  
Sign out

Dashboard

Hello Jordan Smith | Independent Living Program

2. Reset your password by entering in your new password.

Figure 17: Internal password reset page showing password and confirm password

The screenshot shows the ACL Reporting interface. At the top left is the ACL logo with the tagline 'Administration for Community Living'. To its right is the text 'ACLREPORTING'. On the top right, there is a user profile 'Hello Jordan Smith' and two dropdown menus: 'Account' and 'Administration'. Below this is a dark blue navigation bar with the word 'Dashboard' on the left. The main content area is titled 'Reset password' and contains a yellow input field for 'Choose a new password', a 'New password' section with a text input field, and a 'New password confirmation' section with another text input field. Below the confirmation field is a blue 'Reset Password' button. The 'Password Requirements' section lists: Minimum of 8 Characters; Contain at least one Uppercase letter (e.g., A, B, C, Y, Z, etc.); Contain at least one Lowercase letter (e.g., a, b, c, y, z, etc.); Contain at least one Special character (e.g., ! @, #, \$, %, ^, &, etc.); and Contain at least one Number (e.g., 1, 2, 3, 4, 5, etc.).

3. Once you have reset your password select “Dashboard” at the top of the screen to go back to your dashboard to begin reviewing your assigned states’ grant reports.

Figure 18: Navigate back to Dashboard after password reset

The screenshot shows the ACL Reporting dashboard. At the top left is the ACL logo with the tagline 'Administration for Community Living'. To its right is the text 'ACLREPORTING'. On the top right, there is a user profile 'Hello Jordan Smith' and an 'Account' dropdown menu. Below this is a dark blue navigation bar with the word 'Dashboard' on the left, which is circled in red. Below the navigation bar is a grey header area with a user profile 'Hello Jordan Smith' and the text 'Independent Living Program'.



# V. Entering Report Information

Below are the sections that need to be completed/reviewed/approved. Guidance is listed in each section for certain fields:

## A. Grantee and Reviewers Dashboard

Once you have successfully logged in, you will then be navigated to the ACLReporting Dashboard. The Dashboard shows the report section and the current status of the section. The statuses that a section can have are:

- Not Started – Grantee has not entered any information in the section.
- In Progress – Grantee has entered and saved information in the section.
- Ready for Internal Review – Grantee has submitted to section for review by the reviewer.
- Reviewed – Reviewer has reviewed the section.
- Submitted – Reviewer has submitted section for Project Officer review.
- Approved – Project Officer has approved section.
- Disapproved – Project Officer has rejected the section.

The Grantee will be able to view or enter information in a section by selecting on the status link.

Figure 19: Grantee/Reviewer Dashboard showing the sections

**Commonwealth of Douglas Department of Human Services Dashboard**

Select a grant award: 90IS9999 | Select a form: 704 Part I

Sections	2016
	704 Part I
Administrative Data	Ready for Internal Review
Number and Types of Individuals with Significant Disabilities Receiving Services	Ready for Internal Review
Individual Services and Achievements Funded Through Title VII, Chapter 1 Part B Funds	Ready for Internal Review
Community Activities and Coordination	Ready for Internal Review
Statewide Independent Living Council (SILC)	Ready for Internal Review
SPIL Comparison and Updates, Other Accomplishments and Challenges of the Reporting Year	Ready for Internal Review
Signatures	Ready for Internal Review

Grant Information Summary:

- Grant Number: 90IS9999
- Federal Agency: Administration For Community Living
- Grantee Organization: Commonwealth of Douglas Department of Human Services
- Award Grant Number: 90IS9999-01-00
- Grantee State: CD
- Grantee Address: Street Address: 1000 Connecticut Avenue NW, City: Commonwealth of Douglas, State: CD, County, Zip: 20001

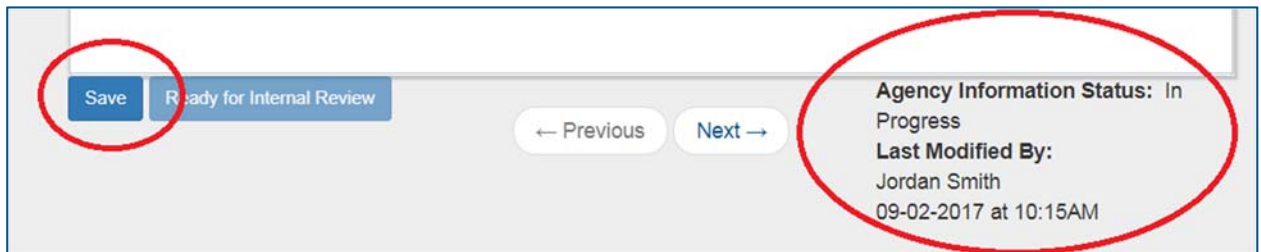
## B. Saving Information Entered in a Section

Once the Grantee has entered information in a report section, they can save the information in two ways:

1. Save Button

The grantee can save the information they have entered by selecting the 'Save' button at the bottom of the screen. After they have selected the 'Save' button, the date and timestamp will be updated.

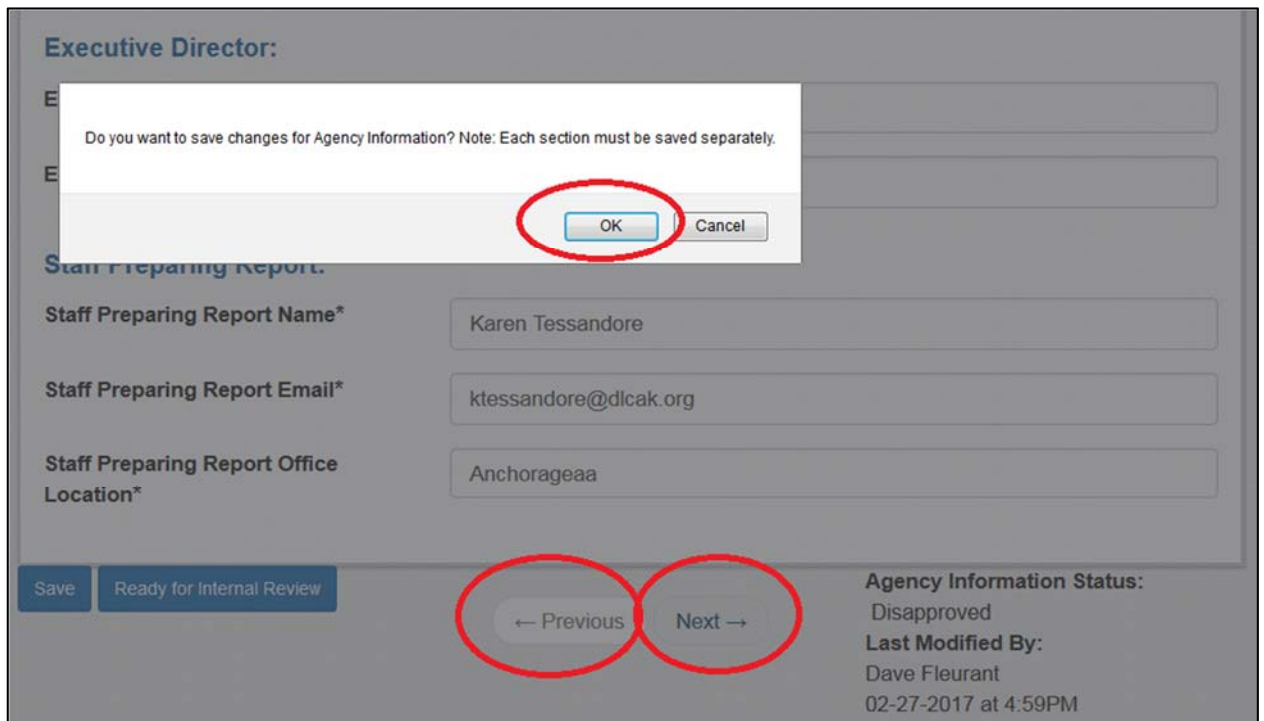
Figure 20: Save Data by selecting Save button and seeing confirmation of save



2. Going to the Next or Previous Section

The grantee can go to the next or previous section by selecting the 'Previous' or 'Next' button. If the grantee has not saved the data they have entered in the form, the system will show a pop-up for the grantee to select 'OK' to save the data or 'Cancel' to not save the data.

Figure 21: Going to the Next or Previous Section and being asked to save



## C. Administrative Data

### 1. Sources and Amounts of Funds and Resources

The Sources and Amounts of Funds and Resources form will have 6 sections: All Federal Funds Received, Other Government Funds, Private Resources, Total Income, Pass Through Funds, and Net Operating Resources.

The Total Income and Net Operating Resources are automatically generated and all other information is required.

Figure 22: Sources and Amounts of Funds and Resources screen showing fields to be entered

Section 1. Sources and Amounts of Funds and Resources	
* - Required field	
Item 1.1 - All Federal Funds Received	
Type of Funds	Amount
(A) Title VII, Ch. 1, Part B*	<input type="text"/>
(B) Title VII, Ch. 1, Part C-For 723 states Only*	<input type="text"/>
(C) Title VII, Ch. 2 *	<input type="text"/>
(D) Other Federal Funds*	<input type="text"/>
Item 1.2 - Other Government Funds	
Type of Funds	Amount
(E) State Government Funds*	<input type="text"/>
(F) Local Government Funds*	<input type="text"/>
Item 1.3 - Private Resources	
Type of Funds	Amount
(G) Fees for Service (program income, etc.)*	<input type="text"/>
(H) Other resources *	<input type="text"/>
Item 1.4 - Total Income	
Type of Funds	Amount
Total income =	<input type="text"/>
Item 1.5 - Pass-Through Funds	
Type of Funds	Amount
Amount of other government funds received as pass through funds to consumers (include funds, received on behalf of consumers, that are subsequently passed on to consumers, e.g., personal assistance services, representative payee funds, Medicaid funds, etc.)*	<input type="text"/>
Item 1.6 - Net Operating Resources	
Type of Funds	Amount
Net Operating Resources =	<input type="text"/>

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- All of the phone numbers must be numbers and must be 10 numbers long. If non numbers are entered or if the length of the numbers does not equal to 10, then the field is highlighted in red and the following validation message is displayed: “The field must be a 10 digit phone number”.
- If the email field does not have a valid format ([abc@something.com](mailto:abc@something.com)), the field is highlighted in red and the following validation message is displayed: “The field must be a valid e-mail address”.

Figure 23: Validation Message Examples

Agency Toll - Free TTY Number*	<input type="text"/>	This field is required
Agency Fax Number*	<input type="text" value="800732200"/>	This field must be a 10 digit phone number
Agency E-Mail Address*	<input type="text" value="sdassdgmail.com"/>	This field must be a valid e-mail address

## 2. Distribution of Title VII, Chapter 1, Part B Funds

The Distribution of Title VII, Chapter 1, Part B funds form is a table split into three columns. The column in the left displays information related to “What Activities were Conducted with Part B Funds?” In the remaining two columns on the right: “Expenditures of Part B Funds for Services by DSU Staff” and “Expenditures for Services Rendered By Grant or Contract”. Under each column there are empty fields where numerical values will be entered.

Figure 24 Distribution of Title VII, Chapter 1, Part B Funds screen with information to be entered

Section 2. Distribution of Title VII, Chapter 1, Part B Funds Section 713 of the Act			* - Required field
What Activities were Conducted with Part B Funds?	Expenditures of Part B Funds for Services by DSU Staff	Expenditures for Services Rendered By Grant or Contract	
(1) Provided resources to the SILC to carry out its functions*	<input type="text"/>	<input type="text"/>	
(2) Provided IL services to individuals with significant disabilities*	<input type="text"/>	<input type="text"/>	
(3) Demonstrated ways to expand and improve IL services*	<input type="text"/>	<input type="text"/>	
(4) Supported the general operation of CILs that are in compliance with the standards and assurances set forth in subsections (b) and (c) of section 725 of the Act*	<input type="text"/>	<input type="text"/>	
(5) Supported activities to increase capacity to develop approaches or systems for providing IL services*	<input type="text"/>	<input type="text"/>	
(6) Conducted studies and analyses, gathered information, developed model policies, and presented findings in order to enhance IL services*	<input type="text"/>	<input type="text"/>	
(7) Provided training regarding the IL philosophy*	<input type="text"/>	<input type="text"/>	
(8) Provided outreach to unserved or underserved populations, including minority groups and urban and rural populations*	<input type="text"/>	<input type="text"/>	

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- For “Expenditures of Part B Funds for Services by DSU Staff” and “Expenditures for Services Rendered By Grant or Contract” they each have a maximum length of 8 numbers. If more than 8 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 8 digits”.

3. Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds

The Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds form is a table split into 7 columns with empty fields where values are to be entered are located under each column heading.

For “Amount of Part B Funds” and “Amount of Non-Part B Funds”, the last fields for each column are part of a row titled, “Total Amount of Grants and Contracts” where the results of those values entered in the columns are automatically generated by the system.

The grantee will also gets’ the ability to add and remove rows to the table by clicking the, “Add” button or the “Remove” button found under the Remove column.

Figure 25 Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds screen showing values to be entered

Section 3. Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds <span style="float: right;">* - Required field</span>					
Name of Grantee or Contractor	Use of Funds (based on the activites listed in Subpart I, Section B)	Amount of Part B Funds	Amount of Non-Part B Funds	Consumer Eligibility Determined By DSU or Provider	CSRs Kept With DSU
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Amount of Grants and Contracts</b>		0	0		

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- For columns “Name of Grantee or Contractor” and “Use of Funds (based on activities listed in Subpart I, Section B)” the fields are required. They allow no numeric values to be entered and only allows a character limit of 50 characters.
- For columns “Amount of Part B Funds” and “Amount of Non-Part B Funds” the fields are required. They allow no characters to be entered and only allow 8 digit values to be entered.
- For columns “Consumer Eligibility Determined By DSU or Provider” and “CSRs Kept With DSU or Provider” the fields are required. They allow no numeric values to be entered and only allows a character limit of 10 characters.

Figure 26 Validation Message Examples

Section 3. Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds				
Name of Grantee or Contractor	Use of Funds (based on the activities listed in Subpart I, Section B)	Amount of Part B Funds	Amount of Non-Part B Funds	Consumer Eligibility Determined By DSU or Provider
123 No numeric characters allowed	123 No numeric characters allowed	1234567 This field cannot contain more than 8 digits	1234567 This field cannot contain more than 8 digits	123 No numeric characters allowed
Test Test Test Test Test Tes This field has a character limit of 50 characters	Test Test Test Test Test Tes This field has a character limit of 50 characters	 This field is required	 This field is required	Test Test Test Test Test Tes This field has a character limit of 10 characters

4. Section 4. Grants or Contracts for Purposes Other than Providing IL Services or For the General Operation of Centers Section 713 of the Act

The field for “Describe the objectives, activities and results for each Part B grant or contract awarded for purposes other than IL services or the general operations of centers” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 27 Section 4 screen showing values to be entered

**Section 4. Grants or Contracts for Purposes Other than Providing IL Services or For the General Operation of Centers Section 713 of the Act**  
Section 713 of the Act \* - Required field

**Describe the objectives, activities and results for each Part B grant or contract awarded for purposes other than IL services or the general operation of centers. \***

[View / Done](#)

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This field is required



- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

## 5. Monitoring Title VII, Chapter 1, Part B Funds

The field for “Provide a summary of the program or fiscal review, evaluation and monitoring conducted by the state of any of the grantees/contractors receiving Part B funds during the reporting year this one” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 28 Monitoring Title VII, Chapter 1, Part B Funds screen showing values to be entered

Section 5. Monitoring Title VII, Chapter 1, Part B Funds \* - Required field

Provide a summary of the program or fiscal review, evaluation and monitoring conducted by the state of any of the grantees/contractors receiving Part B funds during the reporting year. this one\*

[View / Done](#)

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**B** *I* U ~~S~~ ☰ ☷ ↶ ↷ ∅ Table

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This field is required

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

## 6. Administrative Support Services and Staffing

For Administrative Support Services and Staffing form is split into 2 sections: Administrative Support Services and Staffing. In the first section for Administrative Support Services, the field for “Describe any administrative support services, including staffing, provided by the DSU to the Part B Program.” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

For section two, a table is shown split into three columns. In the left column, questions related to the “Type of Staff” is shown which are required to be answered. In the following two columns for “Total Number of FTEs” and “FTEs filled by individuals with disabilities” empty field boxes are displayed where the Grantee would enter in values related to questions in the first column.

Figure 29 Administrative Support Services and Staffing screen showing values to be entered

**Section 6. Administrative Support Services and Staffing**\* - Required field

Item 6.1 - Administrative Support Services

**Describe any administrative support services, including staffing, provided by the DSU to the Part B Program. \***

[View / Edit](#)

This field is required

Item 6.2 - Staffing

Type of Staff	Total Number of FTEs	FTEs filled by Individuals with Disabilities
Decision-Making Staff *	<input type="text"/>	<input type="text"/>
Other Staff *	<input type="text"/>	<input type="text"/>

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.
- Field boxes under the “Total Number of FTEs” and FTEs filled by individuals with Disabilities” are required. Each field will be highlighted in red if the field is left blank or if a numerical value exceeds the 4 digit limit.

7. For Section 723 States ONLY Section 723 of the Act

For Section 7. For Section 723 States Only Section 723 of the Act the form is split into 4 sections:

1. Distribution of Part C Funds to Centers
2. Administrative Support Services Section 704(c)(2) of the Act
3. Monitoring and Onsite Compliance Reviews Section 723(g), (h), and (i)
4. Updates or Issues

For the first section, "Distribution of Part C Funds to Centers" a table is split into 7 columns. In the first two columns, the Grantee is required to enter values in all fields. Followed by making selection choices by using the selection buttons in the following three columns.

A grantee will have the ability to add or remove rows to the table by selecting the Add button in the bottom left hand corner or the Remove button found in the last column in the table.

For the remaining three sections in Section 7. For Section 723 States Only Section 723 of the Act, the fields for the topics in the blue bars each contain a rich text editor that the grantee is required to enter.

The grantee can select "Edit" to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select "Done". To "View" the entered in information the "View" link would need to be clicked.

- Validations
  - "\*" indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: "The field is required".
  - Values entered into the fields in the first two columns, "Name of CIL" and "Amount of Part C Funding Received" are required. The fields will be highlighted in red if the character limit exceeds 50 characters under "Name of CIL". The fields will be highlighted in red if the numerical values entered exceeds 8 digits for the "Amount of Part C Funding Received" column.
  - The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: "The field cannot contain more than 5000 characters".

Figure 30 screen showing values to be entered

**Section 7. For Section 723 States ONLY Section 723 of the Act**  
 Section 723 of the Act \* - Required field

Item 7.1 - Distribution of Part C Funds to Centers

Name of CIL	Amount of Part C Funding Received	Cost of Living Increase? (Yes/No)	Excess Funds After Cost of Living Increase? (Yes/No)	New Center? (Yes/No)	Onsite Compliance Review of Center? (Yes/No)	Remove
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Remove"/>

Item 7.2 - Administrative Support Services Section 704(c)(2) of the Act

**Describe the administrative support services used by the DSU to administer the Part C program. Section 704(c)(2) of the Act \***

[View / Edit](#)

This field is required

Item 7.3 - Monitoring and Onsite Compliance Reviews Section 723(g), (h), and (i)

**Provide a summary of the monitoring activities involving Part C centers conducted by the state during the current reporting year, including the onsite reviews of at least 15% of centers receiving Part C funds under section 723. The summary should include, at least, the following: A) centers' level of compliance with the standards and assurances in Section 725 of the Act; B) any adverse actions taken against centers; C) any corrective action plans entered into with centers; and D) exemplary, replicable or model practices for centers. Section 723(g), (h), and (i) \***

[View / Edit](#)

This field is required

Item 7.4 - Updates or Issues

**Provide any updates to the administration of the Part C program by the DSU, if any, including any significant changes in the amount of earmarked funds or any changes in the order of priorities in the distribution of Part C funds. Provide a description of any issues of concern addressed by the DSU in its administration of the Part C program. \***

[View / Edit](#)

This field is required

## D. Number and Types of Individuals with Significant Disabilities Receiving Services

### 1. Number of Consumers Served During the Reporting Year

The Grantee is required to enter values in the two fields of the Number of Consumers Served During the Reporting Year section.

The “Total number consumers served” field will automatically generate based on values input into the “Enter the number of active CSRs carried over from September 30 of the preceding reporting year” and Enter the number of CSRs started since October 1 of the reporting year” fields.

Figure 31: Information and Referral Services screen showing fields that need to be entered

Section 8. Number of Consumers Served During the Reporting Year * - Required field	
Condition	# of CSRs
(1) Enter the number of active CSRs carried over from September 30 of the preceding reporting year *	<input type="text"/>
(2) Enter the number of CSRs started since October 1 of the reporting year *	<input type="text"/>
(3) Total number of consumers served	0

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The “Enter the number of active CSRs carried over from September 30 of the preceding reporting year” and “Enter the number of CSRs started since October 1 of the reporting year” have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## 2. Number of CSRs Closed by September 30 of the Reporting Year

The Grantee is required to enter values in the fields of the Number of CSRs Closed by September 30 of the Reporting Year section.

The “Total CSRs closed” field will automatically generate the sum based on values input into “Moved”, “Withdrawn”, “Died”, “Completed all goals set”, and “Other” fields.

Figure 32: screen showing fields that need to be entered

Section 9. Number of CSRs Closed by September 30 of the Reporting Year	
* - Required field	
Condition	# of CSRs
(1) Moved*	<input type="text"/>
(2) Withdrawn*	<input type="text"/>
(3) Died*	<input type="text"/>
(4) Completed all goals set*	<input type="text"/>
(5) Other*	<input type="text"/>
(6) Total CSRs closed	<input type="text" value="0"/>

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The “Moved”, “Withdrawn”, “Died”, “Completed all goals set”, and “Other” fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.



3. Number of CSRs Active on September 30 of the Reporting Year

The Grantee will not need to enter values in the fields for “Number of CSRs Active on September 30 of the Reporting Year” section, since this field is automatically generated by the system.

Figure 33: screen showing fields that need to be entered

<b>Section 10. Number of CSRs Active on September 30 of the Reporting Year</b>	
	<small>* - Required field</small>
Condition	# of CSRs
Total number of consumers served - Total CSRs closed	<input type="text" value="0"/>

#### 4. IL Plans and Waivers

The Grantee is required to enter values in all fields in the IL Plans and Waivers” section.

The “Total number of consumers served during the reporting year” field will automatically generate the sum based on values input into the “Number of consumers who signed a waiver” and “Number of consumers with whom an ILP was developed” fields.

Figure 34: IL Plan and Waivers screen showing fields that need to be entered

Section 11. IL Plans and Waivers		* - Required field
Condition	# of Consumers	
(1) Number of consumers who signed a waiver *	<input type="text"/>	
(2) Number of consumers with whom an ILP was developed *	<input type="text"/>	
(3) Total number of consumers served during the reporting year	<input type="text"/>	

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The “Number of consumers who signed a waiver” and “Number of consumers with whom an ILP was developed” fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## 5. Age

The Grantee is required to enter values in all fields in the “Age” section of the form.

Figure 35 Age screen showing fields that need to be entered

Section 12. Age		* - Required field
Condition	# of Consumers	
(1) Under 5 years old *	<input type="text"/>	
(2) Ages 5-19 *	<input type="text"/>	
(3) Ages 20-24 *	<input type="text"/>	
(4) Ages 25-59 *	<input type="text"/>	
(5) Age 60 and Older *	<input type="text"/>	
(6) Age unavailable *	<input type="text"/>	

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The “Under 5 years old”, “Ages 5-19”, “Ages 20-24”, “Ages 25-59”, “Age 60 and Older”, and “Age Unavailable” fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## 6. Sex

The Grantee is required to enter values in all fields in the “Sex” section of the form.

Figure 36 Sex screen showing fields that need to be entered

Section 13. Sex		* - Required field
Condition	# of Consumers	
(1) Number of Females served *	<input type="text"/>	
(2) Number of Males served *	<input type="text"/>	

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The “Number of females served” and “Number of males served” fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## 7. Race and Ethnicity

The Grantee is required to enter values in all fields in the “Race and Ethnicity” section of the form.

Figure 37 Race and Ethnicity screen showing fields that need to be entered

Section 14. Race And Ethnicity		* - Required field
Indicate the number of consumers served in each category below. Each consumer may be counted under ONLY ONE of the following categories in the 704 Report, even if the consumer reported more than one race and/or Hispanic/Latino ethnicity).		
Condition	# of Consumers	
(1) American Indian or Alaska Native *	<input type="text"/>	
(2) Asian *	<input type="text"/>	
(3) Black or African American *	<input type="text"/>	
(4) Native Hawaiian or Other Pacific Islander *	<input type="text"/>	
(5) White *	<input type="text"/>	
(6) Hispanic/Latino of any race or Hispanic/ Latino only *	<input type="text"/>	
(7) Two or more races *	<input type="text"/>	
(8) Race and ethnicity unknown *	<input type="text"/>	

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The fields for each condition have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## 8. Disability

The Grantee is required to enter values in all fields in the “Race and Ethnicity” section of the form.

Figure 38 Disability screen showing fields that need to be entered

Section 15. Disability		* - Required field
Condition	# of Consumers	
(1) Cognitive *	<input type="text"/>	
(2) Mental/Emotional *	<input type="text"/>	
(3) Physical *	<input type="text"/>	
(4) Hearing *	<input type="text"/>	
(5) Vision *	<input type="text"/>	
(6) Multiple Disabilities *	<input type="text"/>	
(7) Other *	<input type="text"/>	

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The fields for each condition have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.

## E. Individual Services and Achievements Funded Through Title VII, Chapter 1 Part B Funds

### 1. Individual Services and Achievements

The Grantee is required to enter values in all fields in the “Individual Services and Achievements” section.

Figure 39: Individual Services and Achievements screen showing fields that need to be entered

Section 16. Individual Services and Achievements			* - Required field
<p>For the reporting year, indicate in the chart below how many consumers requested and received each of the following IL services. Include all consumers who were provided services during the reporting year through Part B funds, either directly by DSU staff or via grants or contracts with other providers. Do not include consumers who were served by any centers that received Part C funds during the reporting year.</p>			
Services	Consumers Requesting Services	Consumers Receiving Services	
(A) Advocacy/Legal Services *	<input type="text"/>	<input type="text"/>	
(B) Assistive Technology *	<input type="text"/>	<input type="text"/>	
(C) Children's Services *	<input type="text"/>	<input type="text"/>	
(D) Communication Services *	<input type="text"/>	<input type="text"/>	
(E) Counseling and Related Services *	<input type="text"/>	<input type="text"/>	
(F) Family Services *	<input type="text"/>	<input type="text"/>	
(G) Housing, Home Modifications, and Shelter Services *	<input type="text"/>	<input type="text"/>	
(H) IL Skills Training and Life Skills Training *	<input type="text"/>	<input type="text"/>	
(I) Information and Referral Services *	<input type="text"/>	<input type="text"/>	
(J) Mental Restoration Services *	<input type="text"/>	<input type="text"/>	
(K) Mobility Training *	<input type="text"/>	<input type="text"/>	
(L) Peer Counseling Services *	<input type="text"/>	<input type="text"/>	
(M) Personal Assistance Services *	<input type="text"/>	<input type="text"/>	
(N) Physical Restoration Services *	<input type="text"/>	<input type="text"/>	
(O) Preventive Services *	<input type="text"/>	<input type="text"/>	
(P) Prostheses, Orthotics, and Other Appliances *	<input type="text"/>	<input type="text"/>	
(Q) Recreational Services *	<input type="text"/>	<input type="text"/>	
(R) Rehabilitation Technology Services *	<input type="text"/>	<input type="text"/>	
(S) Therapeutic Treatment *	<input type="text"/>	<input type="text"/>	
(T) Transportation Services *	<input type="text"/>	<input type="text"/>	
(U) Youth/Transition Services *	<input type="text"/>	<input type="text"/>	
(V) Vocational Services *	<input type="text"/>	<input type="text"/>	
(W) Other Services *	<input type="text"/>	<input type="text"/>	

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - All fields have a maximum length of 8 numbers. If more than 8 numbers are entered then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.
  - All fields under the “Consumers Receiving Services” column must have a equal or lesser value than the “Consumer Requesting Services” fields. If the field under “Consumers Receiving Services” contains a higher numerical value, the field is highlighted in red and the following validation message is displayed “Consumers Receiving Services cannot be higher than Consumers Requesting Services”.



## 2. Increased Independence and Community Integration

The “Increased Independence and Community Integration” section is split into three sections: Goals Related to Increased Independence in a Significant Life Area, Improved Access to Transportation, Health Care and Assistive Technology, and I&R Information

In section one the Grantee is required to enter values in all fields in the “Goals Related to Increased Independence in a Significant Life Area” section. This section is a table split into four columns: Significant Life Area, Goals Set, Goals Achieved, and In Progress.

In section two the Grantee is required to enter values in all fields in the “Improved Access To Transportation, Health Care and Assistive Technology” section.

In section three the Grantee is required to select either a Yes or No answer in “The service provider did engage in follow-up contacts with I&R recipients to document access gained to previously unavailable transportation, health care or assistive technology”.

Figure 40: Increased Independence and Community Integration screen showing fields that need to be entered

Section 17. Increased Independence and Community Integration * - Required field			
Item 17.1 - Goals Related to Increased Independence in a Significant Life Area			
Indicate the number of consumers who set goals related to the following significant life areas, the number whose goals are still in progress, and the number who achieved their goals as a result of the provision of IL services.			
Significant Life Area	Goals Set	Goals Achieved	In Progress
(A) Self-Advocacy/Self-Empowerment *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(B) Communication *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(C) Mobility/Transportation *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(D) Community-Based Living *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(E) Educational *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(F) Vocational *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(G) Self-care *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(H) Information Access/Technology *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(I) Personal Resource Management *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(J) Relocation from a Nursing Home or Institution to Community-Based Living *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(K) Community/Social Participation *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(L) Other *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 41 (continued) Increased Independence and Community Integration screen showing fields that need to be entered

Item 17.2-Improved Access To Transportation, Health Care and Assistive Technology

In column one, indicate the number of consumers who required access to previously unavailable transportation, health care services, or assistive technology during the reporting year. Of the consumers listed in column one, indicate in column two, the number of consumers who, as a result of the provision of IL services (including the four core services), achieved access to previously unavailable transportation, health care services, or assistive technology during the reporting year. In column three, list the number of consumers whose access to transportation, health care services or assistive technology is still in progress at the end of the reporting year.

17.2.1 Table

Areas	# of Consumers Requiring Access	# of Consumers Achieving Access	# of Consumers Whose Access is in Progress
(A) Transportation *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(B) Health Care Services *	<input type="text"/>	<input type="text"/>	<input type="text"/>
(C) Assistive Technology *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: For most IL services, a consumer's access to previously unavailable transportation, health care and assistive technology is documented through his or her CSR. In some instances, consumers may achieve an outcome solely through information and referral (I&R) services. To document these instances as successful outcomes, providers are not required to create CSRs for these consumers but must be able to document that follow-up contacts with these consumers showed access to previously unavailable transportation, health care and assistive technology.

Item 17.2.2 - I&R Information

To inform ACL how many service providers engage in I&R follow-up contacts regarding access to transportation, health care services or assistive technology, please indicate the following:

**The service provider did engage in follow-up contacts with I&R recipients to document access gained to previously unavailable transportation, health care or assistive technology**

Yes  No

- Validations
  - "\*" indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: "The field is required".
  - All fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: "The field cannot contain more than 6 digits".

### 3. Additional Information Concerning Individual Services or Achievements

The field for “Additional Information Concerning Individual Services or Achievements” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 42: Assistive Technology Devices/Services screen showing fields that need to be entered

**Section 18. Additional Information Concerning Individual Services or Achievements** \* - Required field

Please provide any additional description or explanation concerning individual services or achievements reported in subpart III, including outstanding success stories and/or major obstacles encountered. \*

[View / Done](#)

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This field is required

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

## F. Community Activities and Coordination

### 1. Community Activities

The “Community Activities” form is split into two sections: Community Activities Table and Description of Community Activities. .

In section one the Grantee is required to enter values in all fields in the “Community Activities Table” section. The table is split into 7 columns: Issue Area, Activity Area, Primary Entity, Hours Spent, Objective(s), Outcome(s), and Remove.

The grantee will have the ability to add and remove rows from the table by using the Add or Remove buttons found by the table. To remove any unwanted rows, the Remove button is located in the seventh column of the table. To add more rows to the table, the Add button is located on the bottom left corner of the table.

In section two, the field for “Description of Community Activities” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information when the Rich Text Editor appears. When the information has been entered and would like to proceed, the Grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- In the first section, fields in the following columns: “Issue Area”, “Activity Type”, and “Primary Entity” the fields are required. The fields have a maximum character limit of 25 characters. If more than 25 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field has a character limit of 25 characters.”
- In the first section, fields in the fourth column “Hours Spent” the fields have a maximum length of 6 numbers. If more than 6 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 6 digits”.
- In the first section, fields in the following columns: “Objective(s)” and “Outcome(s)” the fields are required. The fields have a maximum character limit of 120 characters. If more than 120 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field has a character limit of 120 characters.”
- The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

Figure 43: Community Activities screen showing fields that need to be entered

**Section 19. Community Activities**
\* - Required field

Item 19.1 - Community Activities Table

In the table below, summarize the community activities involving the DSU, SILC and CILs in the Statewide Network of Centers (excluding Part C fund recipients) during the reporting year. For each activity, identify the primary disability issue(s) addressed as well as the type of activity conducted. Indicate the entity(ies) primarily involved and the time spent. Describe the primary objective(s) and outcome(s) for each activity. Add more rows as necessary.

Issue Area	Activity Type	Primary Entity	Hours Sp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

Item 19.2 - Description of Community Activities

**For the community activities mentioned above, provide any additional details such as the role of the DSU, SILC, CIL, and/or consumers, names of any partner organizations and further descriptions of the specific activities, services and benefits. \***

[View / Edit](#)

This field is required

## 2. Working Relationships Among Various Entities

The field for “Working Relationships Among Various Entities” contains a rich text editor that the grantee is required to enter.

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked..

Figure 44: Working Relationships among Various Entities screen showing fields that need to be entered

**Section 20. Working Relationships Among Various Entities** \* - Required field

Describe DSU and SILC activities to maximize the cooperation, coordination, and working relationships among the independent living program, the SILC, and CILs; and the DSU, other state agencies represented on the SILC, other councils that address the needs of specific disability populations and issues, and other public and private entities. Describe the expected or actual outcomes of these activities. \*

[View / Edit](#)

This field is required

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The rich text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

## G. Statewide Independent Living Council (SILC)

### 1. Composition and Appointments

In the “Composition and Appointments” section, the form is split into two sections: Current SILC Composition and SILC Composition Requirements.

In the first section, “Current SILC Composition” a table is displayed with seven columns: Name of SILC member, Employed by CIL, State Agency or Neither, Appointment Category, Voting or Non-Voting, Term Start Date, Term End Date, and Remove.

- The Grantee is required to enter values in the “Name of SILC Member”, “.Employed by CIL, State Agency or Neither”, and “Appointment Category” columns of the table.
- In the “Voting or Non-Voting” column, the Grantee is required to select either a Voting or Non-Voting choice by selecting one of the buttons.
- In “Term Start Date” and “Term End Date” the Grantee may manually enter in the date or utilize the calendar by clicking on the calendar icon and selecting a date in the calendar view mode.
- The Grantee will have the ability to remove rows from the table by clicking on any of the Remove buttons in the Remove column.
- Along the bottom left corner of the table, the Grantee will have the ability to add rows to the table by clicking on the Add button.

In the second section, “SILC Composition Requirements” The Grantee is required to enter values in the fields provided in the table. The table is split into two columns: “SILC Composition” and “Number of SILC members.”

#### • Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- In the first section, fields in the following columns: “Name of SILC member”, “.Employed by CIL, State Agency or Neither”, and “Appointment Category” the fields are required. The fields have a maximum character limit of 50 characters. If more than 50 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field has a character limit of 50 characters.”
- In the first section, dates entered into the “Term Start Date” and “Term End Date” columns must be entered in a MM-DD-YYYY format. If the date is entered in an incorrect format, the field will be highlighted in red and the following validation message is displayed “Incorrect date format. Date should be in mm-dd-yyyy format.”

- In the second section, in the “SILC Composition Requirements” fields have a maximum length of 4 numbers. If more than 4 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 4 numbers”.



Figure 45 Composition and Appointment screen showing fields that need to be entered

**Section 21. Composition and Appointment**
\* - Required field

Item 21.1 - Current SILC Composition

In the chart below, provide the requested information for each SILC member. The category in which the member was appointed can be described, for example, as ex-officio state agency representative, other state agency representative, center representative, person with a disability not employed by a center or state agency, section 121 funded project director, parent of person with a disability, community advocate, other service provider, etc. Include current vacancies, along with the corresponding appointment category for each. Add more rows as necessary.

Name of SILC member	Employed by CIL, State Agency or Neither	Appointment Category	Voting
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Voting
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Voting
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Voting
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Voting

Add

Item 21.2-SILC Composition Requirements

Please provide the information requested in the chart below. Include any current vacancies in a particular appointment category.

SILC Composition	# of SILC members
<b>(A) How many members are on the SILC?*</b>	<input style="width: 80%;" type="text"/>
<b>(B) How many members of the SILC are individuals with disabilities not employed by a state agency or a center for independent living?*</b>	<input style="width: 80%;" type="text"/>
<b>(C) How many members of the SILC are voting members?*</b>	<input style="width: 80%;" type="text"/>
<b>(D) How many of the voting members of the SILC are individuals with disabilities not employed by a state agency or a center for independent living?*</b>	<input style="width: 80%;" type="text"/>

## 2. SILC Membership Qualifications

The “SILC Membership Qualification” contain three sections and the fields contain a rich text editor that the Grantee is required to enter

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 46: Litigation/Class Actions screen showing fields that need to be entered

**Section 22. SILC Membership Qualifications**  
Section 705(b)(4) of the Act \* - Required field

Item 22.1-Statewide Representation

**Describe how the SILC is composed of members who provide statewide representation. \* [View](#) / [Edit](#)**

This field is required

Item 22.2 - Broad Range of Individuals with Disabilities from Diverse Backgrounds

**Describe how the SILC members represent a board range of individuals with disabilities from diverse backgrounds. \***

[View](#) / [Edit](#)

This field is required

Item 22.3 - Knowledgeable about IL

**Describe how SILC members are knowledgeable about centers for independent living and independent living services. \***

[View](#) / [Edit](#)

This field is required

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”
  - The rich text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered then the field is highlighted in red and the following validation message is displayed, “The field cannot contain more than 5,000 characters.”

### 3. SILC Staffing and Support

The “SILC Staffing and Support” contain two sections: “SILC Staff” and “SILC Support” and the fields contain a rich text editor that the Grantee is required to enter

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 47 SILC Staffing and Support screen showing fields that need to be entered

The screenshot displays a web interface for "Section 23. SILC Staffing and Support". At the top right, there is a legend: "\* - Required field".

**Item 23.1-SILC Staff**

Please provide the name and contact information for the SILC executive director. Indicate the number and titles of any other SILC staff, if applicable. Also indicate whether any SILC staff is also a state agency employee. \*

[View](#) / [Edit](#)

This field is required

**Item 23.2 - SILC Support**

Describe the administrative support services provided by the DSU, if any. \* [View](#) / [Edit](#)

This field is required

- Validations

- "\*" indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: "The field is required".
- The text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered, then the field is highlighted in red and the following validation message is displayed: "The field cannot contain more than 5,000 characters".

#### 4. SILC Duties

The “SILC Duties” contains six sections: “SILC Duties”, “State Plan Developed”, “Monitor, Review, and Evaluate the Implementation of the State Plan”, “Coordination with Other Disability Councils”, “Public Meeting Requirements”, and “Other Activities” and the fields contain a rich text editor that the Grantee is required to enter

The grantee can select “Edit” to open the rich text editor and enter in information. When information has been entered and would like to proceed, the grantee would need to select “Done”. To “View” the entered in information the “View” link would need to be clicked.

Figure 48 Portion of SILC Duties screen showing fields that need to be entered

The screenshot displays a web interface for "Section 24. SILC Duties" under "Section 705(c)". A legend indicates that an asterisk (\*) denotes a required field. The interface is divided into three sections, each with a description, a "View / Edit" link, and a text input field that currently displays "This field is required".

- Item 24.1-SILC Duties:** Provide a summary of SILC activities conducted during the reporting year related to the SILC's duties listed below : \*
- 24.1.1 State Plan Development:** Describe any activities related to the joint development of the state plan. Include any activities in preparation for developing the state plan, such as needs assessments, evaluations of consumer satisfaction, hearings and forums. \*
- 24.1.2 Monitor, Review and Evaluate the Implementation of the State Plan:** Describe any activities related to the monitoring, review and evaluation of the implementation of the state plan. \*

- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more

than 5,000 characters”.

## 5. Training and Technical Assistance Needs

The Grantee is required to select values between 1 and 10 from the dropdown menu in all fields in the “Training and Technical Assistance Needs” section. The “Optional Areas and/or Comments (write-in)” field is required and must be manually entered.

A portion of the page is shown below.

Figure 49 Portion of Training and Technical Assistance Needs screen showing fields that need to be entered

<b>Section 25. Training and Technical Assistance Needs</b> Section 721(b)(3) of the Act		* - Required field
<b>Training and Technical Assistance Needs</b>		Choose up to 10 Priority Needs - Rate items 1-10 with 1 being the most important
<b>Advocacy/Leadership Development</b>		
General Overview		<input type="text"/>
Community/Grassroots Organizing		<input type="text"/>
Individual Empowerment		<input type="text"/>
Systems Advocacy		<input type="text"/>
Legislative Process		<input type="text"/>
<b>Applicable Laws</b>		
General overview and promulgation of various disability laws		<input type="text"/>
Americans with Disabilities Act		<input type="text"/>
Air-Carrier's Access Act		<input type="text"/>
Fair Housing Act		<input type="text"/>
Individuals with Disabilities Education Improvement Act		<input type="text"/>
Medicaid/Medicare/PAS/waivers/long-term care		<input type="text"/>
Rehabilitation Act of 1973, as amended		<input type="text"/>
Social Security Act		<input type="text"/>

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.



## H. Comparison and Updates, Other Accomplishments and Challenges of the Reporting Year

### 1. Comparison of Reporting Year Activities with the SPIL

The “Comparison of Reporting Year Activities with the SPIL” has two sections: Progress in Achieving Objectives and Goals and SPIL Information Updates. They each contain a rich text editor that the Grantee is required to enter.

The Grantee can select “Edit” to enter information and “View” to view the entered information.

Figure 50: Program Priorities screen showing fields that need to be entered

**Section 26. Comparison of Reporting Year Activities with the SPIL** \* - Required field

Item 26.1-Progress in Achieving Objectives and Goals

**Describe progress made in achieving the objectives and goals outlined in the most recently approved SPIL. Discuss goals achieved and/or in progress as well as barriers encountered. \***

[View / Edit](#)

This field is required

Item 26.2 - SPIL Information Updates

**If applicable, describe any changes to the information contained in the SPIL that occurred during the reporting year, including the placement, legal status, membership or autonomy of the SILC; the SILC resource plan, the design of the statewide network of centers; and the DSU administration of the SILS program. \***

[View / Edit](#)

This field is required

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5,000 characters”.



## 2. Significant Activities and Accomplishments

The “Significant Activities and Accomplishments” it contains a rich text editor that the Grantee is required to enter.

The Grantee can select “Edit” to enter information or select “View” to view information in the rich text editors.

Figure 51: Significant Activities and Accomplishments screen showing fields that need to be entered

**Section 27. Significant Activities and Accomplishments** \* - Required field

If applicable, describe any significant activities and accomplishments achieved by the DSU and SILC not included elsewhere in the report, e.g. brief summaries of innovative practices, improved service delivery to consumers, etc. \*

[View](#) / [Edit](#)

This field is required

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The text editors have a maximum length of 5000 characters. If more than 5000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

### 3. Substantial Challenges

The “Substantial Challenges” contains a rich text editor that the Grantee is required to enter.

The Grantee can select “Edit” to enter information and “View” to view the entered information.

Figure 52: Substantial Challenges screen showing a field that needs to be entered

The screenshot shows a web interface for "Section 28. Substantial Challenges". The title "Section 28. Substantial Challenges" is centered at the top, with an asterisk and the text "- Required field" to its right. Below the title is a large text area with a light blue background. The text inside this area reads: "If applicable, describe any substantial problems encountered by the DSU and SILC, not included elsewhere in this report, and discuss resolutions/attempted resolutions, e.g., difficulty in outreach efforts; disagreements between the SILC and the DSU; complications recruiting SILC members; complications working with other state agencies or organizations within the state. \*". Below this text is a link "View / Edit". At the bottom of the text area, the message "This field is required" is displayed.

- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

#### 4. Additional Information

The “Additional Information” section contains a rich text editor that the Grantee is required to enter.

The Grantee can select “Edit” to enter information and “View” to view the entered information

Figure 53 Additional Information screen showing fields that need to be entered

**Section 29. Additional Information** \* - Required field

Include any additional information, suggestions, comments or explanations not included elsewhere in the report. \*

[View / Edit](#)

This field is required

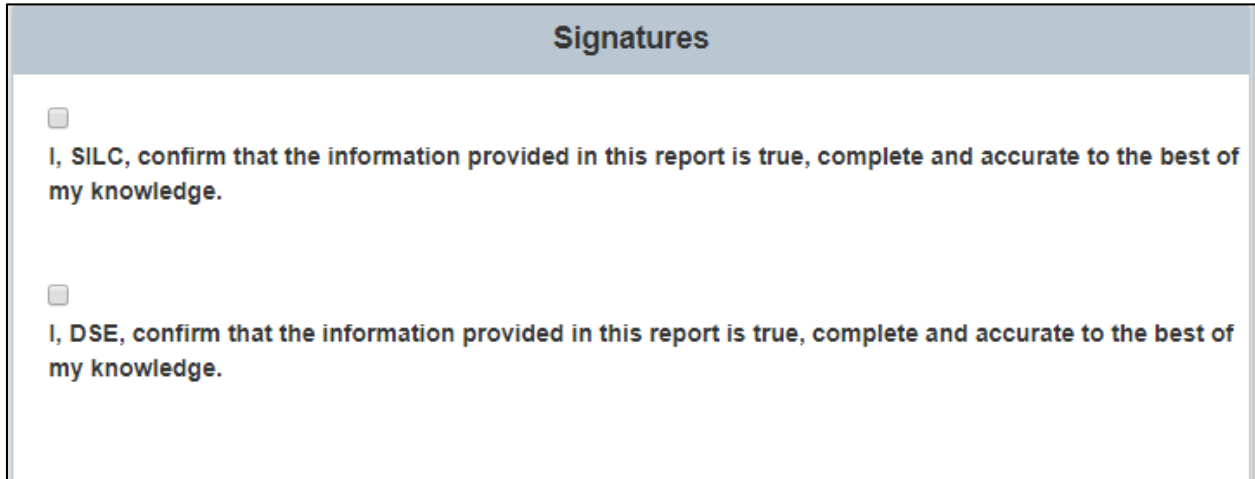
- Validations

- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The text editors have a maximum length of 5,000 characters. If more than 5,000 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5000 characters”.

## I. Signatures

In the “Signatures” section, the Grantee must select the checkboxes before submitting.

Figure 54 Signature screen showing checkboxes to confirm before submitting



The screenshot shows a form titled "Signatures" with a light blue header. Below the header, there are two checkboxes, each followed by a confirmation statement. The first checkbox is for SILC, and the second is for DSE. Both statements are identical: "I, [role], confirm that the information provided in this report is true, complete and accurate to the best of my knowledge."

Signatures	
<input type="checkbox"/>	I, SILC, confirm that the information provided in this report is true, complete and accurate to the best of my knowledge.
<input type="checkbox"/>	I, DSE, confirm that the information provided in this report is true, complete and accurate to the best of my knowledge.

## VI. Appendices

### A. Helpful Tips & Hints for Using ACL Reporting

#### 1. Save Your Work Regularly

Save at least every 5-10 minutes. The system will provide a timeout warning at 10 minutes and if you do not select Save on the section you are currently working on you will be timed out at 20 minutes and that information could potentially be lost if you did not select Save.

#### 2. Navigation

Navigation throughout the system will be provided through the left side navigation or the Next and Previous button at the bottom of the data entry pages.

#### 3. Submitting a Report

- ACL Reporting allows users to work on different sections at the same time. Only one user should be working on a section at any time. The system will save the data from the user who did the last save.
- Once a Reviewer submits their information to the PO, they can no longer make any edits. The PO will not be able to make any edits to your information at any time.
- N/A is a valid response for any required text fields and 0 is a valid response for any required numerical fields.
- All of the totals will be automatically generated. Those fields will appear grayed out since the system will be providing that value and not the grantee.
- The ! Icon is used to signal when a section of the report field needs information added to it to before it can be considered complete. Once it's complete it will disappear to signal to the user that that section is completed.
- If a character limit is exceeded, the field will highlight in red. It will allow you to exceed the limit but you will not be able to move forward and select "Ready" for Internal Review until that field meets the reporting requirements.
- All of the validations for each section are provided in the individual sections of this User Guide. The rich text editors provide character counters to help you determine how much needs to be reduced if you exceed the limit and to help you stay with the limit.

#### 4. Copy & Pasting

- When copying and pasting information in to the rich text editors (text boxes with formatting features) be sure to right click in the field you wish to paste the information and select:

##### In Windows

- In Chrome: Select the "Paste as Plain Text" or hit Ctrl +Shift + V
- In Internet Explorer: Select "Paste" or hit Ctrl + V
- In Firefox: Select the "Paste as Plain Text" or hit Ctrl + Shit+ V

##### On Macs

- In Chrome: Select the "Paste as Plain Text" or hit CtrlShift + V
- In Internet Explorer: Select "Paste" or hit Ctrl + V
- In Firefox: Select the "Paste as Plain Text" or hit Ctrl + Shit+ V

You may also copy and paste into a text editor (or notepad) to remove any formatting before transferring into fields on the form.

#### 5. Printing a Report

- Using Chrome- Log in and select View Report while in one of the data sections, it will then generate an HTML report. Right click on the report and select Print from the dropdown and you'll see a new screen pop-up. To the left on the screen change the Destination to Save as PDF. Then click Save and in the new pop-up select Save again and save the report to your desktop then you'll have a PDF version of the report.
- Using Internet Explorer - Log in and select View Report while in one of the data sections, it will then generate an HTML report. Right click on the report and select Print from the dropdown and you'll see a pop-up screen that has a scroll bar, if you scroll it to the left, you'll see the option to select Adobe PDF, select that then Apply and then Print and then in a couple seconds a new screen will appear and you'll select Save again and then your pdf will pop-up.
- Using Firefox - Log in and select View Report while in one of the data sections, it will then generate an HTML report and then select the three lines farthest to the left and select "Print" from that dropdown. When the new Print page is generated, select Print again (farthest button to the left) and change the Printer Name to Adobe PDF. Then click Okay and you'll see a new pop up and you'll select Save again and save the PDF to your desktop and then you'll have a PDF version of the report.

## B. Role Permissions Matrix

The following table depicts permissions for each role in the system.

Figure 55: Permissions by roles

<b>Actions</b>	<b>Grantee</b>	<b>Grantee Reviewer</b>	<b>Project Officer</b>	<b>Registrar</b>
Visit the home page	X	X	X	X
Log in through ACLReporting	X	X	X	X
Modify Own User Account	X	X	X	X
View Grantee Dashboard	X	X		
State Plan & Annual Work Plan Data Entry	X			
Ready Section for Review	X			
Review Section		X		
Request Section Revision	X	X		
Revise Section	X	X		
Submit Data		X		
View PO Grantee Dashboard			X	
View a Grantee's Dashboard			X	
Validate Report Section			X	
Disapprove Specific Report Sections			X	
Reject Report			X	
Approve Report			X	
View Administration/Registrar Pages				X
Create User Accounts				X
Deactivate User Accounts				X
View Administrative Pages				X
Modify Any User Account				X