



# Centers for Independent Living's

## 704 Part II Report Grantee User Guide

Administration for Community Living  
(ACL) Reporting

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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:

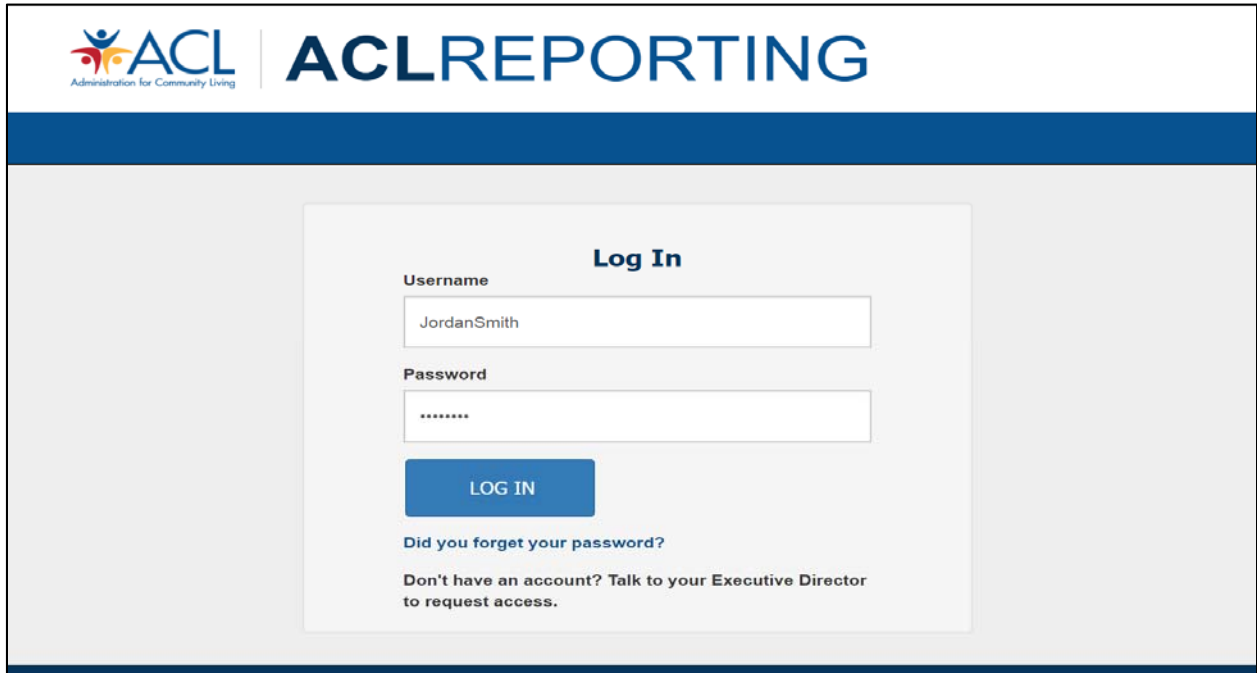
- User Name
- First Name
- Last Name
- Email
- User role: Grantee, Grantee Reviewer, Registrar

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

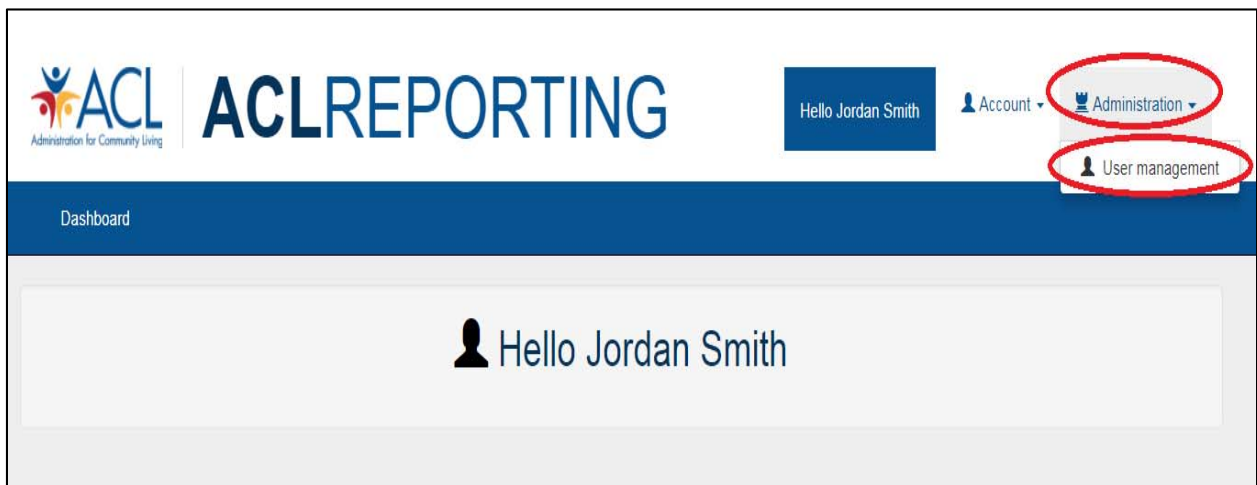
- a. Go to the ACLReporting home page: <https://reporting-pilot.acl.gov/#/>
- b. Log in with your Username and password.

Figure 1: Log in with ACL email and the password



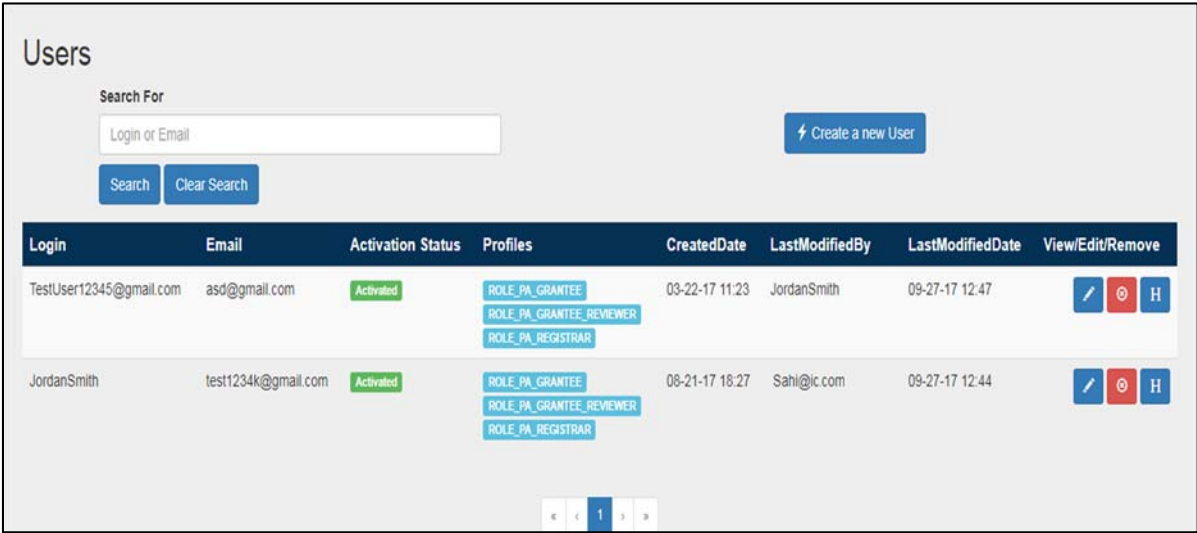
- c. Select the "Administration" located in the upper right corner of the ACLReporting page and then select "User Management".

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



- 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

The screenshot shows a web form titled "Create or edit a User" with a close button in the top right corner. The form is organized into several sections, each with a label and a corresponding input field or list:

- ID:** A text input field containing the value "59a6c62fc25798a5f32d7c2e".
- Login:** A text input field containing "TestUser987@gmail.com".
- First Name:** A text input field containing "Test".
- Last Name:** A text input field containing "User".
- Email:** A text input field containing "TestUser987@gmail.com".
- Password:** A text input field containing "New password".
- Confirm Password:** A text input field containing "Confirm new password".
- Agency Program:** A dropdown menu with "IL" selected.
- Profiles:** A multi-select list containing "IL Grantee", "IL Grantee Reviewer", and "IL Registrar".
- Sub-Program:** A multi-select list containing "CIL" and "SILC".
- Geographic Entity:** A dropdown menu with "CD" selected.
- Grants:** A multi-select list containing "90IL9998", "90IL9999", "90IS9998", and "90IS9999".

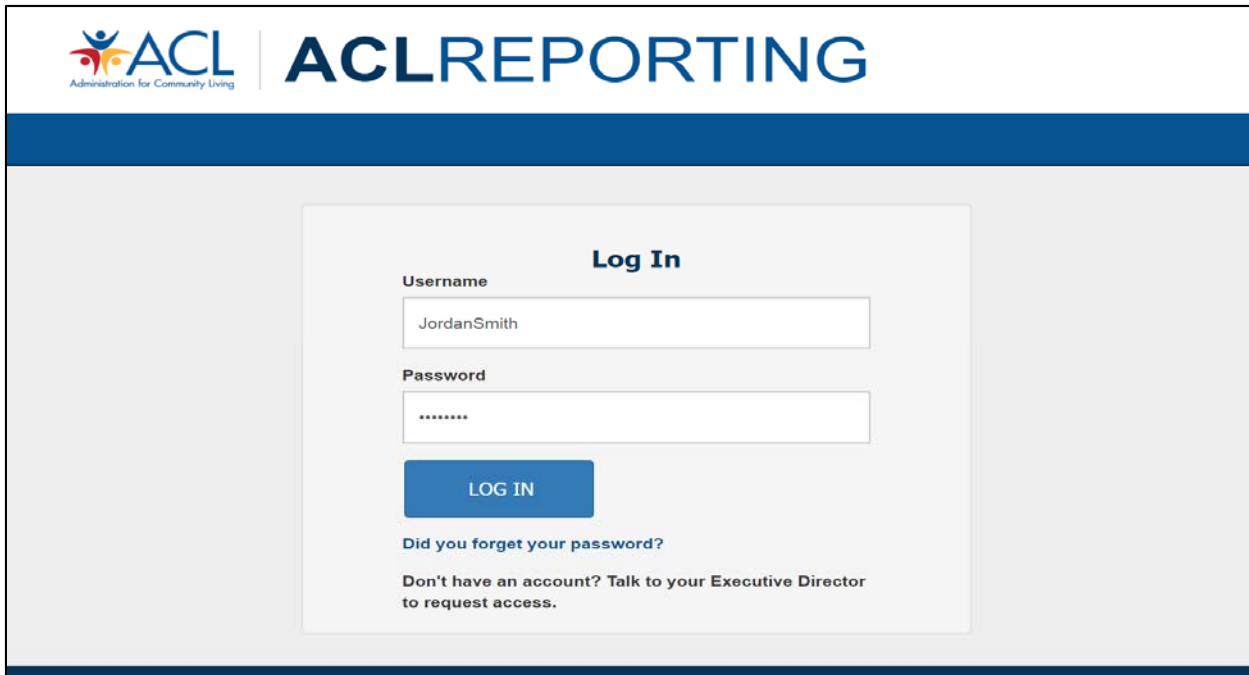
At the bottom right of the form, there are two buttons: a "Cancel" button with a circular arrow icon and a "Save" button with a floppy disk icon.

## 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



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

### Log In

Username  
JordanSmith

Password  
\*\*\*\*\*

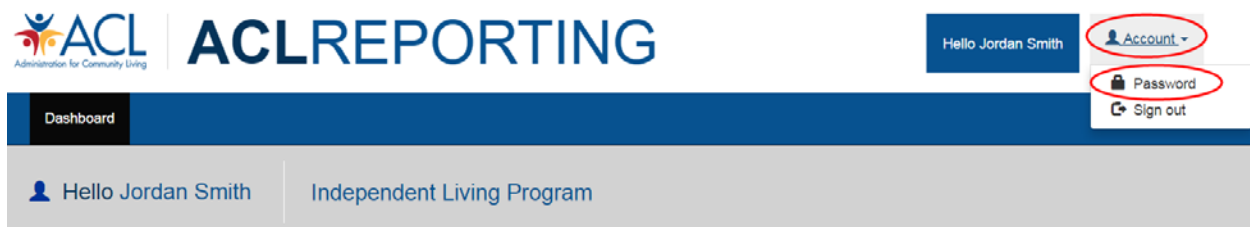
**LOG IN**

[Did you forget your password?](#)

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

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



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

Hello Jordan Smith

Account -  
Password  
Sign out

Dashboard

Hello Jordan Smith | 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 interface. At the top left is the ACL logo (Administration for Community Living) and the text 'ACLREPORTING'. At the top right, it says 'Hello Jordan Smith' and 'Account'. Below this is a blue 'Dashboard' header. The main content area is titled 'Password for [JordanSmith]'. It contains two input fields: 'New password' and 'New password confirmation', both containing masked characters (dots) and circled in red. Below the 'New password' field are the 'Password Requirements:' listed as follows:

- 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.)

At the bottom of the form is a blue 'Save' button.

## 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?](#)

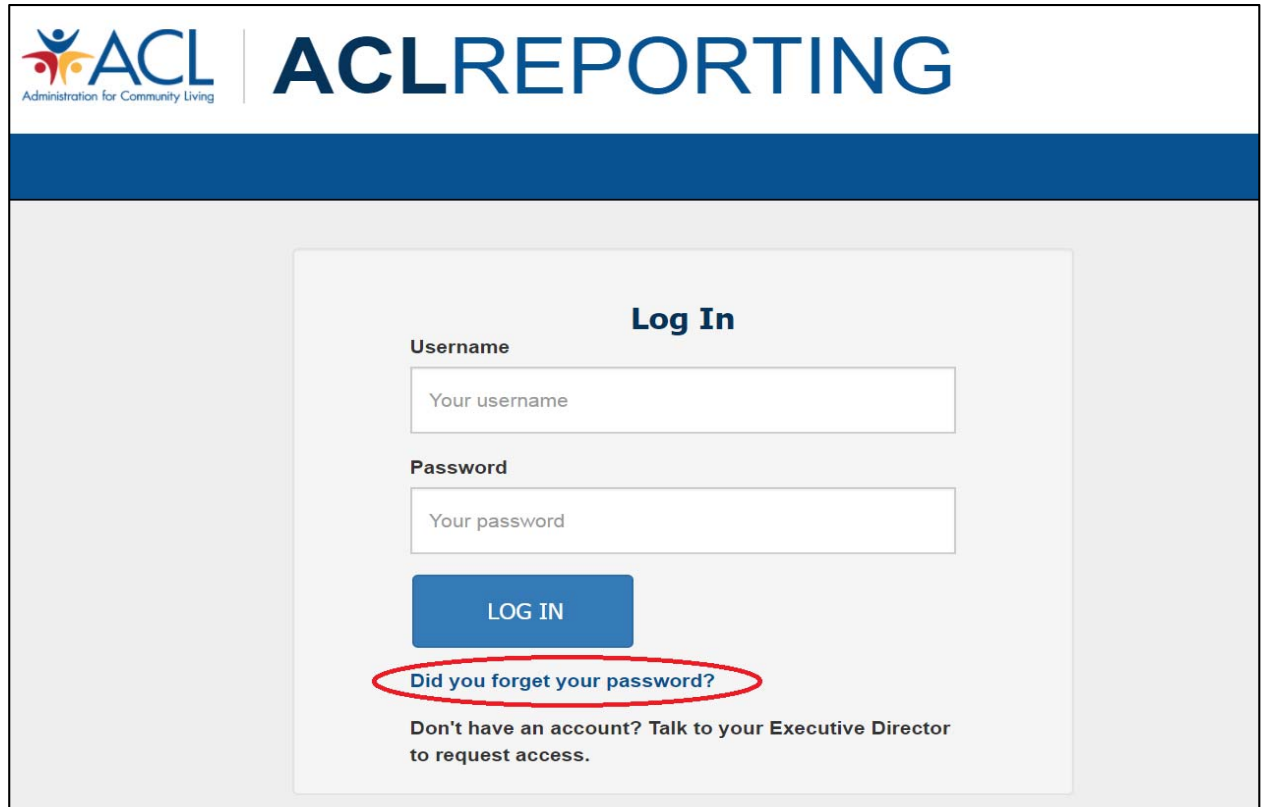
Don't have an account? Talk to your Executive Director to request access.

## 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**  
Administration for Community Living

# ACLREPORTING

## 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

ACL  
Administration for Community Living

# ACLREPORTING

## Reset your password

Enter the e-mail address you used to register.

E-mail

Register

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

ACL  
Administration for Community Living

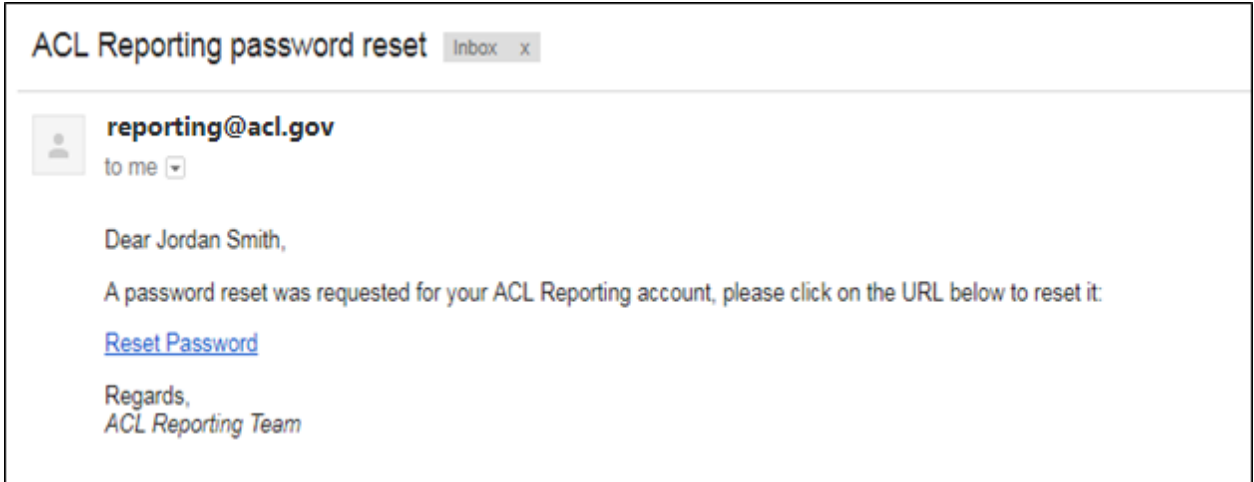
# ACLREPORTING

## Reset your password

Check your e-mails for details on how to reset your password.

4. 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



5. 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

The screenshot shows the ACL Reporting web application. The header includes the ACL logo, 'ACLREPORTING', and user information 'Hello Jordan Smith' with 'Account' and 'Administration' dropdown menus. A blue 'Dashboard' bar is below the header. The main content area is titled 'Reset password'. It features a yellow highlighted box for 'Choose a new password'. Below that is a 'New password' section with a text input field labeled 'New password'. Underneath is a 'Password Requirements:' list: '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.)'. Below the requirements is a 'New password confirmation' section with a text input field labeled 'Confirm the new password'. At the bottom is a blue 'Reset Password' button.

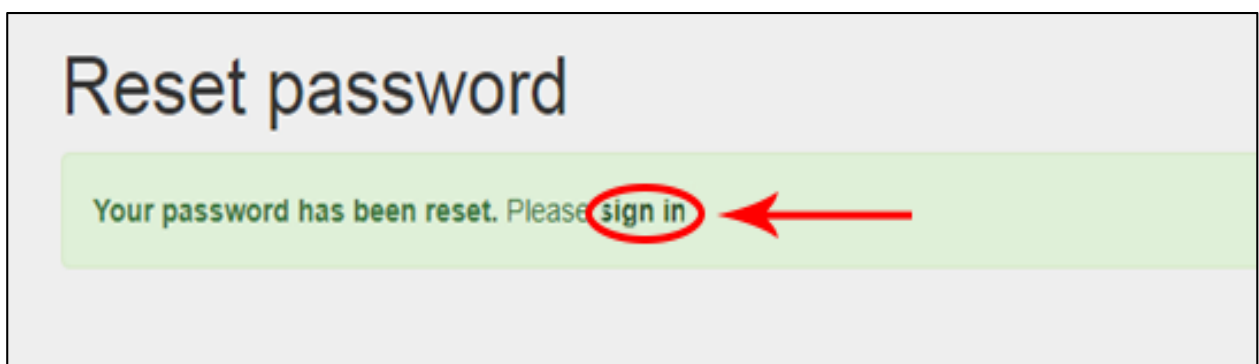
- In order to meet the password requirements, the new password must:
  - Contain a minimum of 8 characters

- 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.

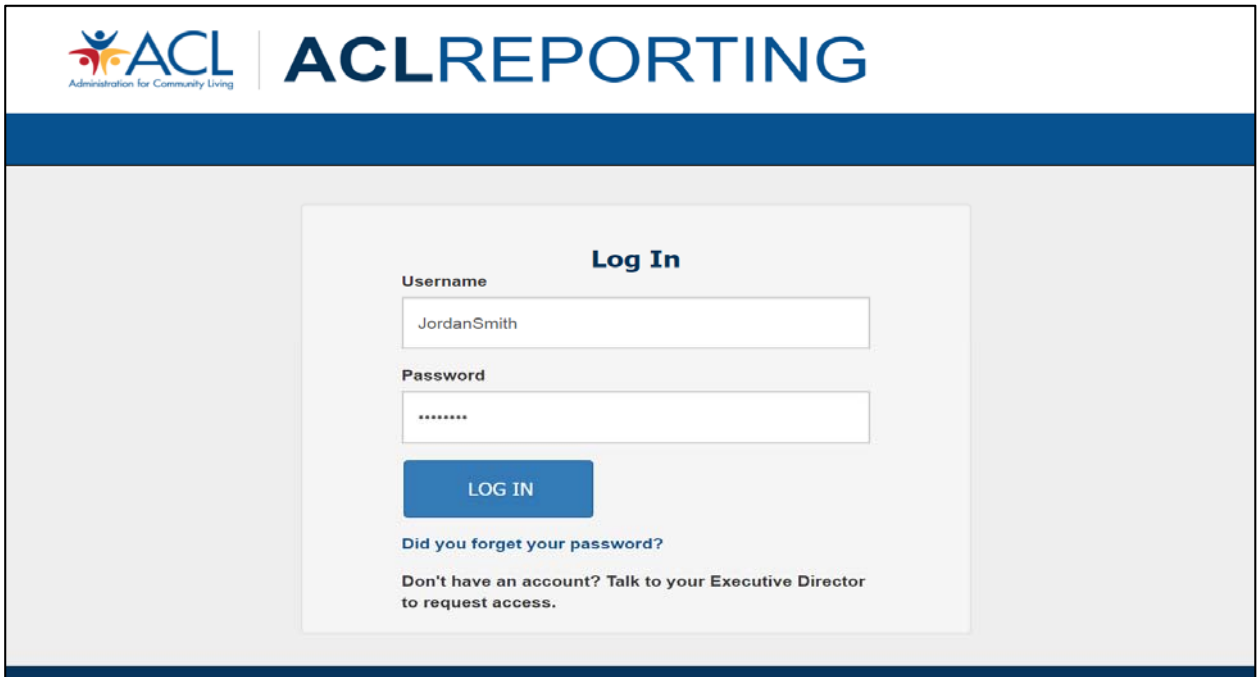
6. Successful password reset message will display once you meet the password requirements. To access the log in page again, select the sign in button

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?](#)

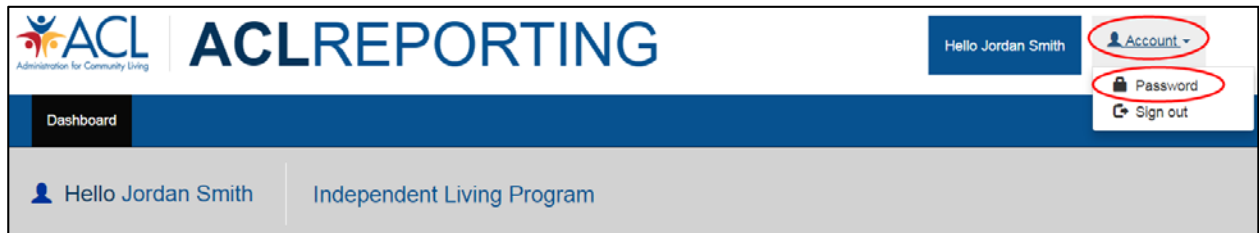
[Don't have an account? Talk to your Executive Director to request access.](#)

## 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

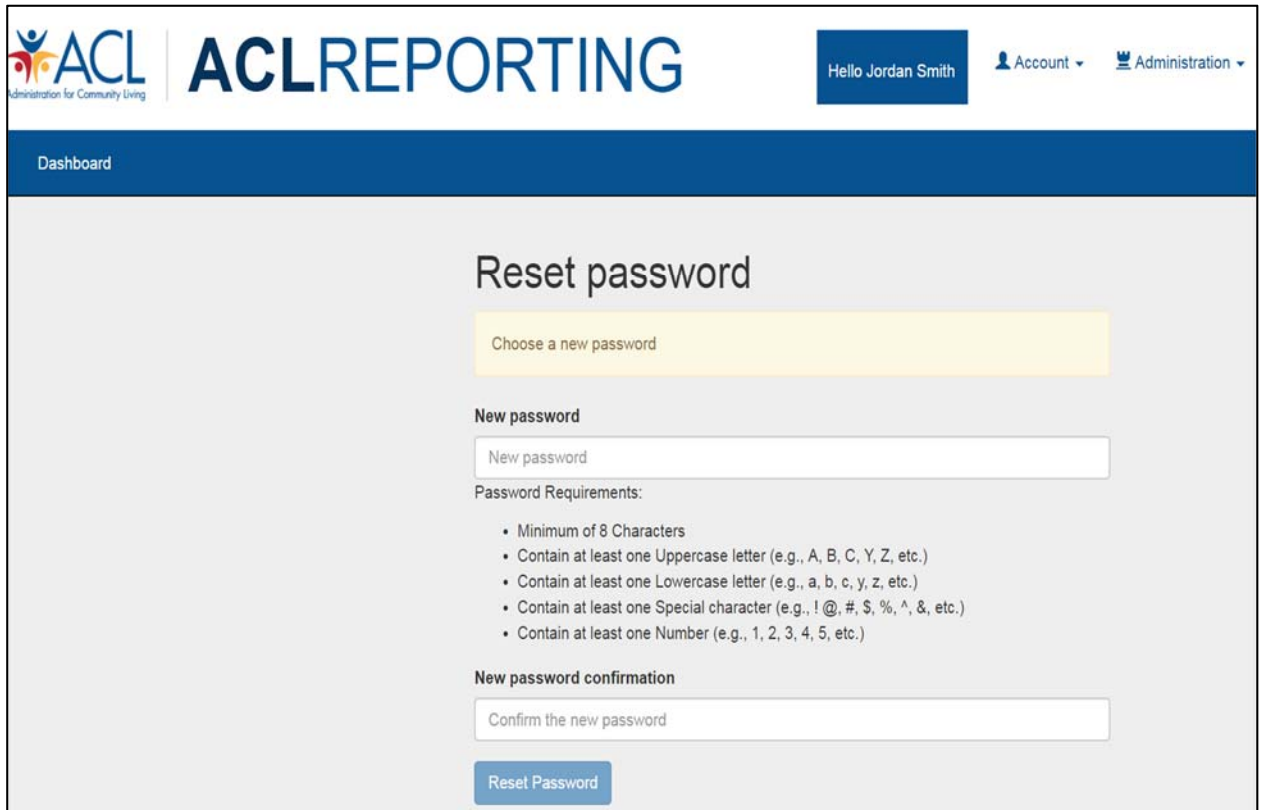
Account -  
Password  
Sign out

Dashboard

Hello Jordan Smith | Independent Living Program

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

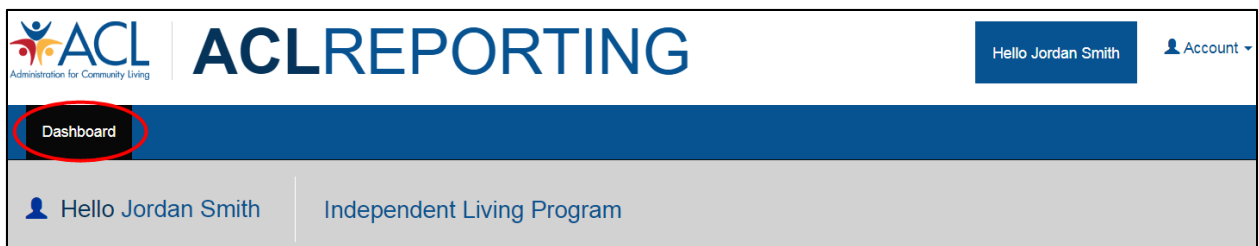
Figure 17: Internal password reset page showing password and confirm password



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 greeting 'Hello Jordan Smith', an 'Account' dropdown menu, and an 'Administration' dropdown menu. Below the header is a dark blue navigation bar with the word 'Dashboard' on the left. The main content area is light gray and titled 'Reset password'. It contains a yellow highlighted box with the text 'Choose a new password'. Below this is a 'New password' section with a text input field labeled 'New password'. Underneath is a 'Password Requirements' section with a bulleted list: '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.)'. Below the requirements is a 'New password confirmation' section with a text input field labeled 'Confirm the new password'. At the bottom of the form is a blue button labeled 'Reset Password'.

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





## 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 all the sections

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

Select a grant award  
90IL9999

Sections	2016
	704 Part II
Agency Information	In Progress
Section 1. General Funding Information	In Progress
Section 2. Compliance Indicator 1: Philosophy	Not Started
Section 3. Individuals Receiving Services	Not Started
Section 4. Individual Services and Achievements	Not Started
Section 5. Provision of Services	Not Started
Section 6. Annual Program and Financial Objectives	Not Started
Section 7. Other Accomplishments, Activities and Challenges	Not Started
Section 8. Training and Technical Assistance	Not Started
Section 9. Signatures	Not Started

Grant Number: 90IL9999  
Federal Agency: Administration For Community Living  
Grantee Organization: Commonwealth of Douglas Department of Human Services  
Award Grant Number: 90IL9999-01-00  
Grantee State: CD  
Grantee Address: Street Address: 1000 Connecticut Avenue NW  
City: CommonWealth of Douglas  
State: CD  
County:  
Zip: 20001

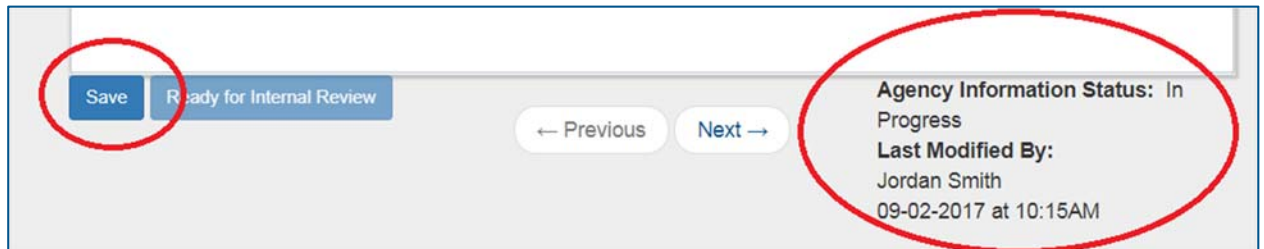
## B. Saving Information Entered in a Section

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

- 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.

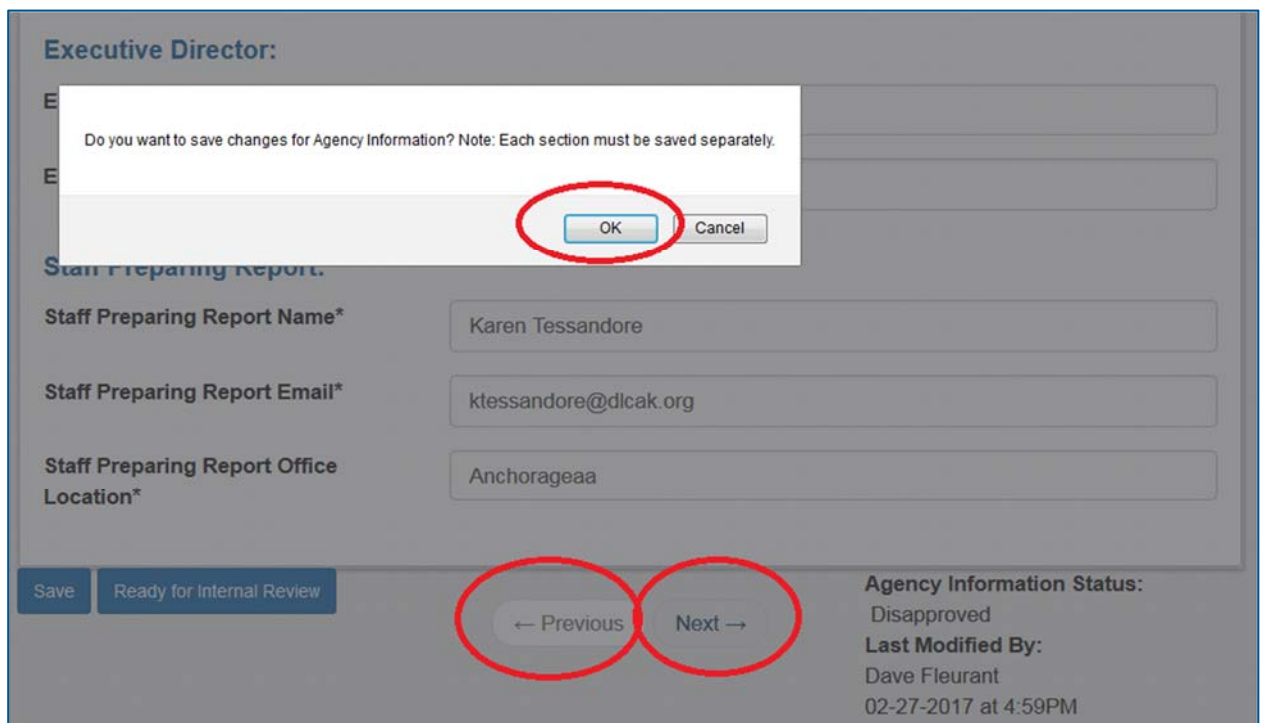
Figure 20: Save Data by selecting Save button and seeing confirmation of save



- 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. Agency Information

### 1. Agency Information

The Agency Information contain the following fields: Fiscal Year, Grant #, Name of Center, Acronym for Center (if applicable), and Counties Served.

Fiscal Year, Grant #, Name of Center, and Counties Served are required fields.

Acronym for Center (if applicable) is an optional field.

Figure 22: Agency Information screen showing fields to be entered

Agency Information		* - Required input
Fiscal Year:*	<input type="text"/>	
Grant #:*	<input type="text"/>	
Name of Center:*	<input type="text"/>	
Acronym for Center (if applicable):	<input type="text"/>	
Counties 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”.

- Figure 23: Validation Message Examples

Agency Information		* - Required input
Fiscal Year:*	<input type="text"/>	This field is required
Grant #:*	<input type="text"/>	This field is required
Name of Center:*	<input type="text"/>	This field is required
Acronym for Center (if applicable):	<input type="text"/>	
Counties Served:*	<input type="text"/>	This field is required

## D. General Funding Information

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

Sources and Amounts of Funds and Resources form is broken down into 6 small tables. Only numerical data will be accepted.

- All Federal Funds Received

The Grantee will enter in numerical data in the fields. The subtotal field which will be automatically generated in the gray box.

- Other Government Funds

The Grantee will enter in numerical data in the fields. The subtotal field which will be automatically generated in the gray box.

- Private Resources

The Grantee will enter in numerical data in the fields. The subtotal field which will be automatically generated in the gray box.

- Total Income

This is an automatically generated field which will calculate the subtotals of the previous 3 tables.

- Pass through Funds

The Grantee will enter in numerical data into this field.

- Net Operative Resources

This is an automatically generated field which will calculate by subtracting "Pass Through Fields" table value from "Total Income" table value.

Figure 24 Sources and Amounts of Funds and Resources screen with information to be entered

1.1 Sources and Amounts of Funds and Resources		* - Required field
Indicate the amount received by the CIL as per each funding source. Enter "0" for none.		
1.1.1 All Federal Funds Received		
Federal Funds	Current Year	
Title VII, Ch. 1, Part B*	<input type="text"/>	
Title VII, Ch. 1, Part C*	<input type="text"/>	
Title VII, Ch. 2*	<input type="text"/>	
Other Federal Funds*	<input type="text"/>	
Subtotal – All Federal Funds	<input type="text"/>	
1.1.2 Other Government Funds		
Government Funds	Current Year	
State Government Funds*	<input type="text"/>	
Local Government Funds*	<input type="text"/>	
Subtotal – State and Local Government Funds	<input type="text"/>	
1.1.3 Private Resources		
Private Resources	Current Year	
Foundations, Corporations, or Trust Grants*	<input type="text"/>	
Donations from Individuals*	<input type="text"/>	
Membership Fees*	<input type="text"/>	
Investment Income/Endowment*	<input type="text"/>	
Fees for Service (program income, etc.)*	<input type="text"/>	
Other Resources (in-kind, fundraising, etc.)*	<input type="text"/>	
Subtotal – Private Resources	<input type="text"/>	
1.1.4 Total Income		
Total Income	Current Year	
Total Income	<input type="text" value="0"/>	
1.1.5 Pass Through Funds		
Pass Through Funds	Current Year	
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, or Medicaid funds)*	<input type="text"/>	
1.1.6 Net Operating Resources		
Net Operating Resources	Current Year	
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 fields will have a maximum length of 9 numbers. If more than 9 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9 digits”.

## 2. Resource Development Activities

The field for “Briefly describe the CIL’s resource development activities conducted during the reporting year to expand funding from sources other than Chapter 1 of the Title VII of that Act” 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 25 Resource Development Activities rich text box editor

The screenshot shows a form titled "1.2 Resource Development Activities" with a "Required field" indicator. The main instruction reads: "Briefly describe the CIL's resource development activities conducted during the reporting year to expand funding from sources other than chapter 1 of Title VII of the Act. \*". Below this instruction, the text "View / Edit" is circled in red. At the bottom of the form, a message states "This field is required".

Figure 26 Resource Development Activities rich text box editor (continued)

This screenshot shows the rich text editor interface for the same form. The instruction "Briefly describe the CIL's resource development activities conducted during the reporting year to expand funding from sources other than chapter 1 of Title VII of the Act. \*" is visible. The text "View / Done" is circled in red. The editor includes a toolbar with options for heading (H1-H6), paragraph (P), preformatted text (pre), bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, link (C), unlink, and table. It also shows "Words: 0" and "Characters: 0". At the bottom, 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 rich text editors have a maximum length of 3600 characters. If more than 3600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 3600 characters”.

## E. Compliance Indicator 1: Philosophy

### 1. Board Member Composition

The Grantee will enter in numerical data in the fields “(A) Number of board members” and “(B) Number of board members with significant disabilities.” After the numbers have been entered into these two fields, the system will calculate the result in “(C) Percentage of board members with significant disabilities”.

If the percentage calculated in field C is greater than 50%, then field “2.1.1 If the percentage of board members with significant disabilities is equal to or less than 50% activities being undertaken to achieve compliance” will disappear. Otherwise, the Grantee must enter in text in the textbox.

Figure 27 Board Member Composition

2.1 Board Member Composition \* - Required field

Enter requested governing board information:

(A) Number of board members\*

(B) Number of board members with significant disabilities\*

(C) Percentage of board members with significant disabilities\*  %

2.1.1 If the percentage of board members with significant disabilities is equal to or less than 50%, briefly describe activities being undertaken to achieve compliance.\*

- 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: “This input is required”.
  - All fields will have a maximum length of 2 numbers. If more than 2 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 2 digits”.

## 2. Staff Composition

The Staff Composition table contains the following columns: Staff, Total FTEs, FTEs filled by individuals with disabilities and FTE's filled by individuals from minority populations. The table has the following rows Decision making staff, Other staff and Total number of employees. The Total number of employees row will be automatically generated.

The automatically generated textbox "2.2.1 Percentage of Staff with Disabilities" will calculate the percentage of staff disabilities.

If the percentage calculated in field 2.2.1 is greater than 50%, then field "If the percentage of employees in decision making and other staff positions with disabilities is equal or less than 50%, briefly describe activities being undertaken to achieve compliance." will appear. The Grantee must enter in text in this textbox.

Figure 28 Staff Composition

Staff	Total FTEs	FTEs filled by individuals with disabilities	FTE's filled by individuals from minority populations
Decisionmaking staff*	50	3	1
Other Staff*	10	1	1
Total number of employees	60	4	2

2.2.1 Percentage of Staff with Disabilities 6.67 %

If the percentage of employees in decisionmaking and other staff positions with disabilities is equal to or less than 50%, briefly describe activities being undertaken to achieve compliance.\*

Save Ready for Internal Review

Section 2. Compliance Indicator 1: Philosophy Status: Not Started  
Last Modified By:

- 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: "This input is required".
- All fields will 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 digits".
- The 2<sup>nd</sup> (FTEs filled by individuals with disabilities) and 3<sup>rd</sup> (FTE's filled by individuals from minority populations) column values cannot be greater than the 1<sup>st</sup> column (Total FTEs) values. For example if in the Decision making staff, we enter a 5 into Total FTEs, and a 7 in the next 2 fields, we will get the message "This field cannot be greater than Total FTEs."



## F. Section 3. Individuals Receiving Services

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

Number of Consumers Served during the Reporting Year form contains a table with the following fields: Enter the number of active CSRs carried over from September 30 of the preceding reporting year, Enter the number of new CSRs opened since October 1 of the reporting year, and Total number of consumers served (automatically generated).

Figure 29: Number of Consumers Served During the Reporting Year

3.1 Number of Consumers Served During the Reporting Year		^ - Required field
Number of Consumers Served During the Reporting Year		
Consumer Type	# of CSRs	
Enter the number of active CSRs carried over from September 30 of the preceding reporting year *	<input type="text"/>	
Enter the number of new CSRs opened since October 1 of the reporting year *	<input type="text"/>	
Total number of consumers 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”.
  - All fields will 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 digits”.

## 2. Independent Living Plans and Waivers

Independent Living Plans and Waivers form contains a table with the following fields: Number of consumers who signed a waiver, Number of consumers with whom an ILP was develop) and Total number of consumers served during the reporting year (automatically generated).

Figure 30: Independent Living Plans and Waivers

3.2 Independent Living Plans and Waivers		* - Required field
Independent Living Plans and Waivers		
Consumer Type	Number of Consumers	
Number of consumers who signed a waiver *	<input type="text"/>	
Number of consumers with whom an ILP was developed *	<input type="text"/>	
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”.
  - All fields will 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 digits”.

### 3. Number of Consumer Service Records Closed by September 30 of the Reporting Year

Independent Living Plans and Waivers form contains a table with 6 fields: 5 required (Moved, Withdrawn, Died, Completed all goals set, and Other) and 1 automatically generated (Total number of CSRs closed).

The Grantee will enter in numerical data into the first 5 fields. The total of the first 5 fields will be calculated and entered into the 6<sup>th</sup> field (Total number of CSRs closed).

Figure 31: Number of Consumer Service Records Closed by September 30 of the Reporting Year

3.3 Number of Consumer Service Records Closed by September 30 of the Reporting Year		* - Required field
Number of Consumer Service Records Closed by September 30 of the Reporting Year		
Record Type	# of CSRs	
Moved *	<input type="text"/>	
Withdrawn *	<input type="text"/>	
Died *	<input type="text"/>	
Completed all goals set *	<input type="text"/>	
Other *	<input type="text"/>	
Total number of CSRs closed	<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 will 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 digits”.

#### 4. Age

Age form contains a table with 7 fields: 6 required (Under 5 years old, Ages 5-19, Ages 20-24, Ages 25-59, Ages 60 and Older, Age unavailable) and 1 automatically generated (Total number of consumers by age).

The Grantee will enter in numerical data into the first 6 fields. The total of the first 6 fields will be calculated and entered into the 7<sup>th</sup> field (Total number of consumers by age).

Figure 32: Age

3.4 Age		* - Required field
Age		
Age Period	# of Consumers	
Under 5 years old *	<input type="text"/>	
Ages 5-19 *	<input type="text"/>	
Ages 20-24 *	<input type="text"/>	
Ages 25-59 *	<input type="text"/>	
Age 60 and Older *	<input type="text"/>	
Age unavailable *	<input type="text"/>	
Total numbers of consumers by age	<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 will 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 digits”.

## 5. Sex

Age form contains a table with 3 fields: 2 required (Number of Females served and Number of Males served) and 1 automatically generated (Total number of consumers by gender).

The Grantee will enter in numerical data into the first 2 fields. The total of these two values will be entered into the 3<sup>rd</sup> field (Total number of consumers served) as an automatically generated value.

Figure 33: Sex

3.5 Sex		* - Required field
Sex		
Sex	# of Consumers	
Number of Females served*	<input type="text"/>	
Number of Males served*	<input type="text"/>	
Total number of consumers by gender	<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 will 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 digits”.

## 6. Race and Ethnicity

Race and Ethnicity form contains a table with 9 fields: 8 required (American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Island, White, Hispanic/Latino of any race or Hispanic/Latino only, Two or more races, Race and ethnicity unknown) and 1 automatically generated (Total number of consumers served by race/ethnicity).

The Grantee will enter in numerical data into the first 8 fields. The total of these two values will be entered into the 3<sup>rd</sup> field (Total number of consumers served by race/ethnicity) as an automatically generated value.

Figure 34: Race and Ethnicity

3.6 Race and Ethnicity		* - Required field
Race and Ethnicity		
Race	# of Consumers	
American Indian or Alaska Native *	<input type="text"/>	
Asian *	<input type="text"/>	
Black or African American *	<input type="text"/>	
Native Hawaiian or Other Pacific Islander *	<input type="text"/>	
White *	<input type="text"/>	
Hispanic/Latino of any race or Hispanic/ Latino only *	<input type="text"/>	
Two or more races *	<input type="text"/>	
Race and ethnicity unknown *	<input type="text"/>	
Total number of consumers served by race/ethnicity	<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 will 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 digits”.

## 7. Disability

Disability form contains a table with 7 fields: all 7 required (Cognitive, Mental/Emotional, Physical, Hearing, Vision, Multiple Disabilities, Other). In this particular form, we will not have an automatically generated total field. The Grantee will enter in numerical data into the all 7 fields.

Figure 35: Disability

3.7 Disability		* - Required field
Disability		
Disability Type	# of Consumers	
Cognitive *	<input type="text"/>	
Mental/Emotional *	<input type="text"/>	
Physical *	<input type="text"/>	
Hearing *	<input type="text"/>	
Vision *	<input type="text"/>	
Multiple Disabilities *	<input type="text"/>	
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”.
- All fields will 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 digits”.

## 8. Individuals Served by County During the Reporting Year

List each county within the CIL's service area, as indicated in the CIL's application for Part C funds and the approved SPIL. Add additional rows as necessary. For each county, indicate how many individuals residing in that county were served by the CIL during the reporting year.

Individuals Served by County During the Reporting Year form contains a table with a "County Name" non-numeric field, a "Number of County Residents Served" numeric field, and a Remove option.

The first row of values in the table must be required and after that, the Grantee will have the option to remove the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> set of values. Only the first row will be required; any other rows following will be optional.

When the Grantee selects the Remove button, it will delete the corresponding row of data. They are allowed to delete as many records as they want as long as 1 remains.

The Add County button will add an additional row. Users will be able to add as many rows as they see fit.

Figure 36: Individuals Served by County During the Reporting Year

**3.8 Individuals Served by County During the Reporting Year** <sup>\*</sup> - Required field

List each county within the CIL's service area, as indicated in the CIL's application for Part C funds and the approved SPIL. Add additional rows as necessary. For each county, indicate how many individuals residing in that county were served by the CIL during the reporting year.

3.8.1 Individuals Served by County During the Reporting Year

County Name	Number of County Residents Served	Remove
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove

- 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".
  - County Name will not allow numeric characters. If numeric characters are input, then the field is highlighted in red and the following validation message is displayed: "No numeric characters allowed."
  - Number of County Residents Served will have a maximum length of 5 numbers. If more than 5 numbers are entered, then the field is highlighted in red and the following validation message is displayed: "The field cannot contain more than 5 digits".



## G. Section 4. Individual Services and Achievements

### 1. Individual Services

Individual Services form contains a table with 3 columns: Other IL Services, Consumers Requesting Services, and Consumers Receiving Services.

The table contains 23 rows: Advocacy/Legal Services, Assistive Technology, Children's Services, Communication Services, Counseling and Related Services, Family Services, Housing Home Modifications and Shelter Services, IL Skills Training and Life Skills Training, Information and Referral Services, Mental Restoration Services, Mobility Training, Peer Counseling Services, Personal Assistance Services, Physical Restoration Services, Preventive Services, Prostheses Orthotics and Other Appliances, Recreational Services, Rehabilitation Technology Services, Therapeutic Treatment, Transportation Services, Youth/Transition Services, Vocational Services, and Other Services.

The Grantee will enter in numerical data into every field, all of which are required.

Figure 37: Individual Services

4.1 Individual Services <span style="float: right;">* - Required field</span>			
Individual Services	Other IL Services	Consumers Requesting Services	Consumers Receiving Services
Advocacy/Legal Services *		<input type="text"/>	<input type="text"/>
Assistive Technology *		<input type="text"/>	<input type="text"/>
Children's Services *		<input type="text"/>	<input type="text"/>
Communication Services *		<input type="text"/>	<input type="text"/>
Counseling and Related Services *		<input type="text"/>	<input type="text"/>
Family Services *		<input type="text"/>	<input type="text"/>
Housing, Home Modifications, and Shelter Services *		<input type="text"/>	<input type="text"/>
IL Skills Training and Life Skills Training *		<input type="text"/>	<input type="text"/>
Information and Referral Services *		<input type="text"/>	<input type="text"/>
Mental Restoration Services *		<input type="text"/>	<input type="text"/>
Mobility Training *		<input type="text"/>	<input type="text"/>
Peer Counseling Services *		<input type="text"/>	<input type="text"/>
Personal Assistance Services *		<input type="text"/>	<input type="text"/>
Physical Restoration Services *		<input type="text"/>	<input type="text"/>
Preventive Services *		<input type="text"/>	<input type="text"/>
Prostheses, Orthotics, and Other Appliances *		<input type="text"/>	<input type="text"/>
Recreational Services *		<input type="text"/>	<input type="text"/>
Rehabilitation Technology Services *		<input type="text"/>	<input type="text"/>
Therapeutic Treatment *		<input type="text"/>	<input type="text"/>
Transportation Services *		<input type="text"/>	<input type="text"/>
Youth/Transition Services *		<input type="text"/>	<input type="text"/>
Vocational Services *		<input type="text"/>	<input type="text"/>
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 will have a maximum length of 5 numbers. If more than 5 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5 digits”.
- The 3<sup>rd</sup> (Consumers Receiving Services) column values cannot be greater than than 2<sup>nd</sup> column (Consumers Requesting Services) values. For example if in the Advocacy/Legal Services row, we enter a 5 into Consumers Requesting Services, and a 7 in the Consumers Receiving Services, we will get the message “Consumers Receiving Services cannot be higher than Consumers Requesting Services.”

## 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.

I&R Information form contains a radio button that asks the Grantee if “The service provider did engage in follow-up contracts with I&R recipients to document access gained to previously unavailable transportation, health care or assistive technology.” The Grantee has the option of selecting Yes or No.

The field for “Describe how information and referral services and the other IL core and other IL services are provided to those who request such services in formats accessible to the individual requesting the services. Describe any innovative practices (not mentioned elsewhere in this report) to enhance the availability and effectiveness of IL services” 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 38: I&R Information

**4.2 I&R Information** \* - Required field

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

**Describe how information and referral services and the other IL core and other IL services are provided to those who request such services in formats accessible to the individual requesting the services. Describe any innovative practices (not mentioned elsewhere in this report) to enhance the availability and effectiveness of IL 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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

### 3. Peer Relationships and Peer Role Models

The field for “Briefly describe how, during the reporting year, the CIL promoted the development of peer relationships and peer role models among individuals with significant disabilities” 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 39: Peer Relationships and Peer Role Models

The screenshot shows a web form with a header bar containing the title "4.3 Peer Relationships and Peer Role Models" and a legend "\* - Required field". Below the header is a text input field with a grey background. The text inside the field reads: "Briefly describe how, during the reporting year, the CIL promoted the development of peer relationships and peer role models among individuals with significant disabilities. \*". Below the text is a link "View / Edit" which is circled in red. Below the input field is a white box containing the validation message "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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

#### 4. Increased Independence and Community Integration

Individual Services form contains a table with 4 columns: Significant Life Area, Goals Set, Goals Achieved and In Progress and 12 rows: Self-Advocacy/Self-Empowerment, Communication, Mobility/Transportation, Community-Based Living, Educational, Vocational, Self-care, Information Access/Technology, Personal Resource Management, Relocation from a Nursing Home or Institution to Community-Based Living, Community/Social Participation, Community/Social Participation, and Other.

The Grantee will enter in numerical data into every field, all of which are required.

Figure 39: 4.4 Increased Independence and Community Integration

4.4 Increased Independence and Community Integration				* - Required field
Increased Independence and Community Integration				
Significant Life Area	Goals Set	Goals Achieved	In Progress	
Self-Advocacy/Self-Empowerment*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Communication*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobility/Transportation*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Community-Based Living*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Educational*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Vocational*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Self-care*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Information Access/Technology*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Personal Resource Management*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Relocation from a Nursing Home or Institution to Community-Based Living	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Community/Social Participation*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Community/Social Participation*	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other*	<input type="text"/>	<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 will have a maximum length of 5 numbers. If more than 5 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 5 digits”.

## 5. Improved Access to Transportation, Health Care Services, and Assistive Technology

In the “# of Consumers Requiring Access” column, 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 this column, indicate in the “# of Consumers Achieving Access” column, 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 the “# of Consumers Whose Access is in Progress”, 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.

Improved Access To Transportation, Health Care Services, and Assistive form contains a table with 4 columns: Areas, # of Consumers Requiring Access, # of Consumers Achieving Access, and # of Consumers Whose Access is in Progress. The table has 3 rows: Transportation, Health Care Services, and Assistive Technology.

The Grantee will enter in numerical data into the last 2 columns’ fields. The total of these two values will be entered into the 1<sup>st</sup> column’s field (# of Consumers Requiring Access) as an automatically generated value.

Figure 40: Improved Access to Transportation, Health Care Services, and Assistive Technology

4.5 Improved Access To Transportation, Health Care Services, and Assistive Technology * - Required field			
<p>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.</p>			
Improved Access To Transportation, Health Care Services, and Assistive Technology			
Areas	# of Consumers Requiring Access	# of Consumers Achieving Access	# of Consumers Whose Access is in Progress
Transportation*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health Care Services*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistive Technology*	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>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&amp;R) services. To document these instances as successful outcomes, providers are not required to create CSRs for these consumers but must be able to report that follow-up contacts with these consumers showed access to previously unavailable transportation, health care and assistive technology.</p>			

- **Validations**

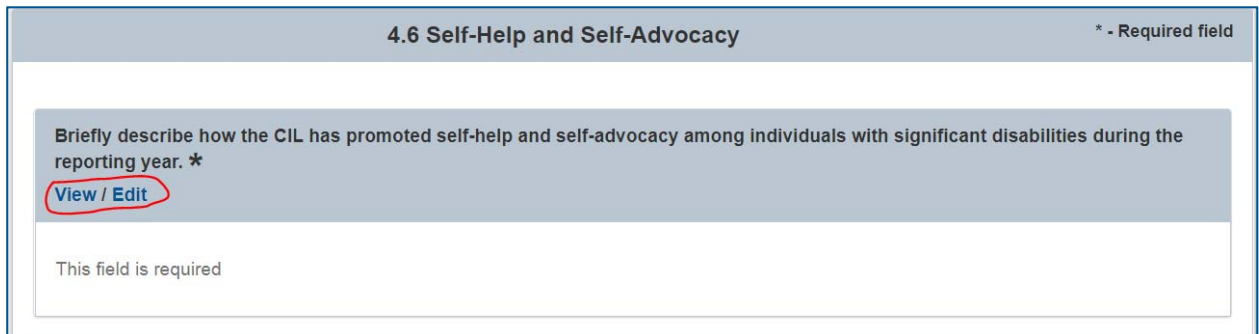
- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- All fields will have a maximum length of 5 numbers. If more than 5 numbers are entered, then the field is highlighted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

## 6. Self-Help and Self-Advocacy

The field for “Briefly describe how the CIL has promoted self-help and self-advocacy among individuals with significant disabilities during the reporting year” 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 41: Self-Help and Self-Advocacy



The screenshot shows a web form section titled "4.6 Self-Help and Self-Advocacy" with a required field indicator "\* - Required field". The field contains the text: "Briefly describe how the CIL has promoted self-help and self-advocacy among individuals with significant disabilities during the reporting year. \*". Below the text is a "View / Edit" link, which is circled in red. A validation message "This field is required" is displayed below the field.

- 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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## 7. Additional Information Concerning Individual Services or Achievements

The field for “Please provide any additional description or explanation concerning individual services or achievements, including outstanding success stories and/or major obstacles encountered” 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: Additional Information Concerning Individual Services or Achievements

The screenshot shows a web form with the following elements:

- Title:** 4.7 Additional Information Concerning Individual Services or Achievements
- Requirement:** \* - Required field
- Instruction:** Please provide any additional description or explanation concerning individual services or achievements, including outstanding success stories and/or major obstacles encountered. \*
- Action:** View / Edit (circled in red)
- Validation:** 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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.



## H. Section 5. Provisions of Services

### 1. Compliance Indicator 2: Provision of Services on a Cross-Disability Basis

The field for “Briefly describe how, during the reporting year, the CIL has ensured that IL services are provided to eligible individuals with a diversity of significant disabilities and individuals who are members of populations that are unserved or underserved, without restrictions based on the particular types or types of significant disability and in a manner that is neither targeted nor limited to a particular type of significant disability” 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 43: Compliance Indicator 2: Provision of Services on a Cross-Disability Basis

5.1 Compliance Indicator 2: Provision of Services on a Cross-Disability Basis \* - Required field

Briefly describe how, during the reporting year, the CIL has ensured that IL services are provided to eligible individuals with a diversity of significant disabilities and individuals who are members of populations that are unserved or underserved, without restrictions based on the particular type or types of significant disability and in a manner that is neither targeted nor limited to a particular type of significant disability. \*

[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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## 2. Alternative Formats

The field for “Briefly describe how, during the reporting year, the CIL has ensured the availability in alternative formats of all of its written policies and materials and IL services, as appropriate” 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: Alternative Formats

The screenshot shows a web form section titled "5.2 Alternative Formats" in a grey header bar. To the right of the title is the text "\* - Required field". Below the header is a light blue box containing the instruction: "Briefly describe how, during the reporting year, the CIL has ensured the availability in alternative formats of all of its written policies and materials and IL services, as appropriate. \*". Below this instruction is a link labeled "View / Edit" which is circled in red. Below the light blue box is a white text area containing the message "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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

### 3. Equal Access

The field for “Briefly describe how, during the reporting year, the CIL has ensured equal access of individuals with significant disabilities, including communication and physical access, to the center’s services, programs, activities, resources, and facilities, whether publicly or privately funded. Equal access, for purposes of this indicator, means that the same access is provided to any individual with a significant disability regardless of the individual’s type of significant disability” contains a rich text editor that the Grantee is required to enter.

The field for “Briefly describe how, during the reporting year, the CIL has advocated for and conducted activities that promote the equal access to all services, programs, activities, resources, and facilities in society, whether public or private, and regardless of funding source, for individuals with significant disabilities. Equal access, for the purposes of this indicator, means that the same access provided to individuals without disabilities is provided in the center’s service area to individuals with significant disabilities” 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 45: Equal Access

The screenshot shows a web form titled "5.3 Equal Access" with a "\* - Required field" indicator in the top right corner. The form contains two identical text input fields. Each field is preceded by a grey box containing the following text: "Briefly describe how, during the reporting year, the CIL has ensured equal access of individuals with significant disabilities, including communication and physical access, to the center’s services, programs, activities, resources, and facilities, whether publicly or privately funded. Equal access, for the purposes of this indicator, means that the same access is provided to any individual with a significant disability regardless of the individual’s type of significant disability. \*". Below this text is a blue "View / Edit" link, which is circled in red in the image. Below the link is a white text input field with a light grey border. Below the input field is a red message that says "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”.
- Both rich text editors have a maximum length of 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

#### 4. Consumer Information

The field for “Briefly describe how, during the reporting year, the CIL has ensured that consumers have the opportunity to develop and achieve their goals (either with or without an ILP) and that the consumer has the opportunity to express satisfaction with the center and such consumer satisfaction results are evaluated by the center” 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 46: Consumer Information

The screenshot shows a web form section titled "5.4 Consumer Information" with a "\* - Required field" label in the top right corner. The main content area contains the instruction: "Briefly describe how, during the reporting year, the CIL has ensured that consumers have the opportunity to develop and achieve their goals (either with or without an ILP) and that the consumer has the opportunity to express satisfaction with the center and such consumer satisfaction results are evaluated by the center. \*". Below this instruction is a link labeled "View / Edit" which is circled in red. At the bottom of the form, a message states "This field is required".

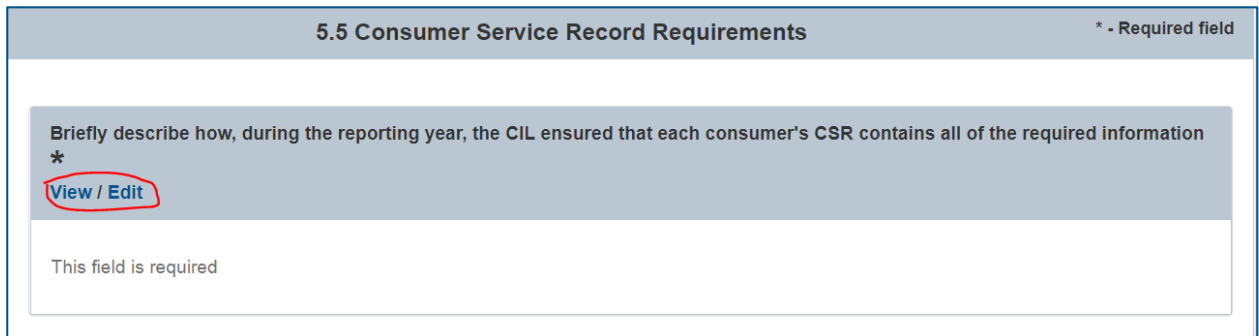
- Validations
  - “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
  - The rich text editors have a maximum length of 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## 5. Consumer Service Record Requirements

The field for “Briefly describe how, during the reporting year, the CIL ensured that each consumer’s CSR contains all of the required information” 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 47: Consumer Service Record Requirements



The screenshot shows a web form with a header bar containing the title "5.5 Consumer Service Record Requirements" and a legend "\* - Required field". Below the header is a text input field with the label "Briefly describe how, during the reporting year, the CIL ensured that each consumer's CSR contains all of the required information" and an asterisk. A "View / Edit" link is visible below the label. Below the input field, a validation message reads "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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## 6. Community Activities

Community Activities form contains a table with an “Issue Area” non-numeric field, an “Activity Type” non-numeric field, an “Hours Spent” numeric field, an “Objective(s)” numeric field, an “Outcome(s)” non-numeric field and a Remove option. The first row of values in the table must be required and after that, the Grantee will have the option to Remove the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> set of values. Only the first row will be required; any other rows following will be optional.

There are 2 buttons (Add Activity and Remove). When the Grantee clicks Remove, it will delete the corresponding row of data. They are allowed to delete as many records as they want as long as 1 remains. The Add Activity button will add an additional row. Users will be able to add as many rows as they see fit.

Figure 48: Community Activities

The screenshot shows a form titled "5.6 Community Activities" with a legend indicating that an asterisk (\*) denotes a required field. The form contains a table with the following columns: Issue Area, Activity Type, Hours Spent, Objective(s), Outcome(s), and Remove. The table has six rows. The first row is required, as indicated by an asterisk in the top right corner of the table. The subsequent five rows each have a "Remove" button in the rightmost column. Below the table is an "Add Activity" button.

Issue Area	Activity Type	Hours Spent	Objective(s)	Outcome(s)	Remove
					Remove
					Remove
					Remove
					Remove
					Remove

Add Activity

- Validations

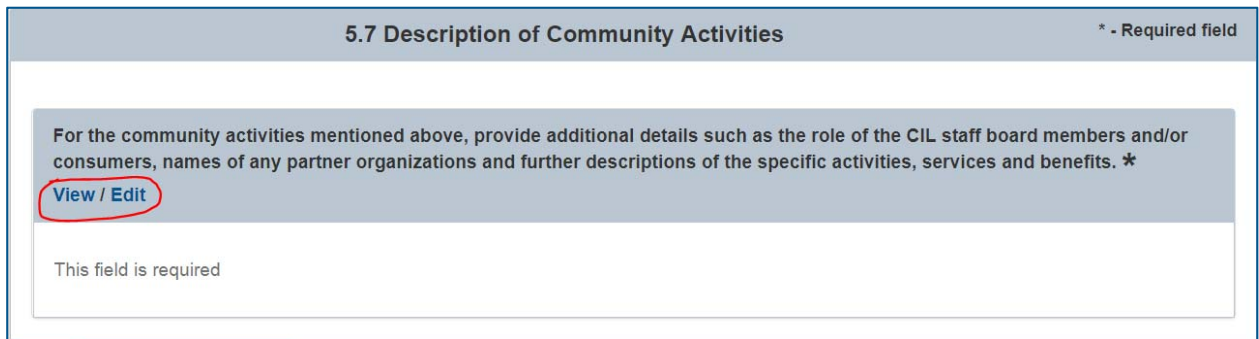
- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- Hours Spent will have a maximum length of 4 numbers. If more than 4 numbers are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 4 digits”.

## 7. Description of Community Activities

The field for “For the community activities mentioned above, provide additional details such as the role of the CIL staff board members and/or consumers, names of any partner organizations and further descriptions of the specific activities, services and benefits” 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 49: Description of Community Activities



The screenshot shows a web form section titled "5.7 Description of Community Activities" with a required field indicator "\* - Required field". The instruction text reads: "For the community activities mentioned above, provide additional details such as the role of the CIL staff board members and/or consumers, names of any partner organizations and further descriptions of the specific activities, services and benefits. \*". Below the instruction is a "View / Edit" link, which is circled in red. Below the link is a validation message: "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 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

# I. Annual Program and Financial Objectives

## 1. Work Plan for the Reporting Year

Work Plan for the Reporting Year form contains 3 rich text editors: 6.1.1 Achievements, 6.1.2 Challenges, and 6.1.3 Comparison with Prior Reporting Year.

- 6.1.1 The field for “Discuss the work plan’s proposed goals and objectives and the progress made in achieving them during the reporting year” contains a rich text editor that the Grantee is required to enter.
- 6.1.2 The field for “Describe any substantial challenges or problems encountered by the CIL, and the resolutions/attempted resolutions” contains a rich text editor that the Grantee is required to enter.
- 6.1.3 The field for “As appropriate, compare the CIL’s activities in the reporting year with its activities in prior years, e.g., recent trends” 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 50: Work Plan for the Reporting Year

6.1 Work Plan for the Reporting Year \* - Required field

6.1.1 Achievements

Discuss the work plan's proposed goals and objectives and the progress made in achieving them during the reporting year. \* [View / Edit](#)

This field is required

6.1.2 Challenges

Describe any substantial challenges or problems encountered by the CIL, and the resolutions/attempted resolutions. \* [View / Edit](#)

This field is required

6.1.3 Comparison with Prior Reporting Year

As appropriate, compare the CIL's activities in the reporting year with its activities in prior years, e.g., recent trends. \* [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 6.1.1 Achievements and 6.1.3 Comparison with Prior Reporting Year have a maximum length of 19200 characters. If more than 19200 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 19200 characters”.
  - The rich text editor 6.1.2 Challenges has a maximum length of 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## 2. Work Plan for the Year Following the Reporting Year

Work Plan for the Year Following the Reporting Year form contains 2 rich text editors:  
6.2.1 Annual Work Plan and 6.2.2 SPIL Consistency.

- 6.2.1 The field for “List the CIL’s annual work plan goals, objectives and action steps planned for the year following the reporting year” contains a rich text editor that the Grantee is required to enter.
- 6.2.2 The field for “Explain how these work plan goals, objectives and action steps are consistent with the approved SPIL” 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 51: Work Plan for the Year Following the Reporting Year

**6.2 Work Plan for the Year Following the Reporting Year** \* - Required field

6.2.1 Annual Work Plan

List the CIL's annual work plan goals, objectives and action steps planned for the year following the reporting year. \* [View / Edit](#)

This field is required

6.2.2 SPIL Consistency

Explain how these work plan goals, objectives and action steps are consistent with the approved SPIL. \* [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”.
  - Both rich text editors 6.2.1 Annual Work Plan and 6.2.2 SPIL Consistency have maximum lengths of 19200 characters. If more than 19200 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 19200 characters”.

## J. Section 7. Other Accomplishments, Activities, and Challenges

The field for “Describe any additional significant accomplishments, activities and/or challenges not included elsewhere in the report, e.g. brief summaries of innovative practices, improved service delivery to consumers, etc.” 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 52: Other Accomplishments, Activities and Challenges

Section 7. Other Accomplishments, Activities and Challenges \* - Required field

Describe any additional significant accomplishments, activities and/or challenges 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 rich text editors have a maximum length of 19200 characters. If more than 19200 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 19200 characters”.

## K. Section 8. Training and Technical Assistance

### 1. Training and Technical Assistance Needs

The Training and Technical Assistance Needs form contains a table with 2 columns and many rows with drop down boxes. The left hand columns contain various Training and Technical Assistance Needs, while the right hand column contains drop down boxes of numbers 1-10. There is also a textbox at the bottom of the form that contains optional text, should the Grantee want to write anything else.

The Grantee is only allowed to select 10 different Needs (these are on the left hand side) and assign them a value from 1-10. These numbers are known as priorities; 1 = most important and 10 = least important. Once a user has selected a priority (4 for example), that priority value will not be able to be selected again (only 1,2,3,5,6,7,8,9,10) for another Need.

Figure 52: 8.1 Training and Technical Assistance Needs

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

- Validations
  - All of the drop down boxes are optional as well as the "Optional Areas and/or Comments (write-in)" text box.

## 2. Additional Information

The field for “Provide additional information, comments, explanations or suggestions not included elsewhere in the report” 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 53: Additional Information

The screenshot shows a form section titled "8.2 Additional Information" with a sub-header "\* - Required field". The main label is "Provide additional information, comments, explanations or suggestions not included elsewhere in the report \*", with "View / Edit" links. Below the label is a text area containing the message "This field is required".

- Validations

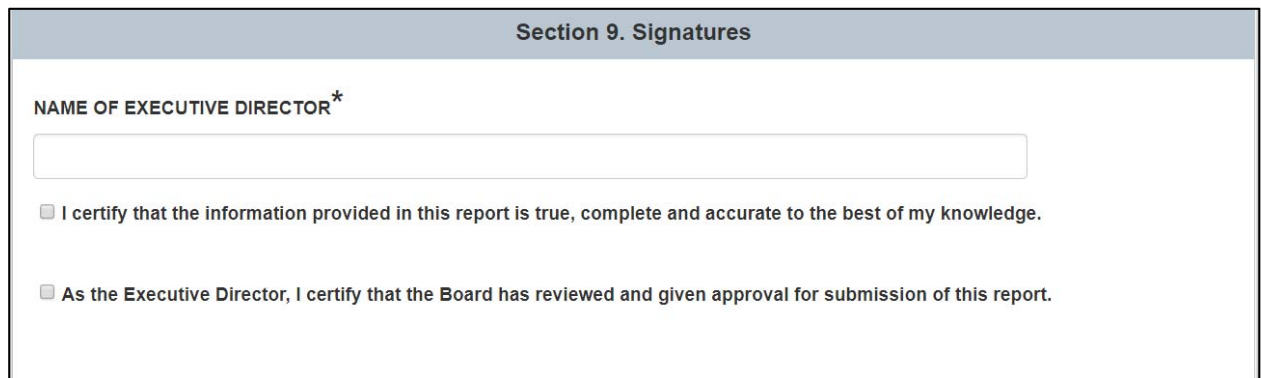
- “\*” indicates that a field is required. If a required field is left empty, the field is highlighted in red and the following validation message is displayed: “The field is required”.
- The rich text editors have a maximum length of 9600 characters. If more than 9600 characters are entered, then the field is highlighted in red and the following validation message is displayed: “The field cannot contain more than 9600 characters”.

## L. Section 9. Signatures

Signatures form contains a textbox named “NAME OF EXECUTIVE DIRECTOR,” and 2 checkboxes named “I certify that the information provided in this report is true, complete and accurate to the best of my knowledge” and “As the Executive Director, I certify that the Board has reviewed and given approval for submission of this report.”

The Grantee must enter in text in the text box field and check both of the checkboxes in order to continue.

Figure 54: Signatures



The screenshot shows a form titled "Section 9. Signatures". It contains a text input field labeled "NAME OF EXECUTIVE DIRECTOR\*" with an asterisk indicating it is required. Below the text field are two checkboxes, both of which are currently unchecked. The first checkbox is labeled "I certify that the information provided in this report is true, complete and accurate to the best of my knowledge." The second checkbox is labeled "As the Executive Director, I certify that the Board has reviewed and given approval for submission of this report."

- 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”.
  - Both checkboxes are required fields. If either of the checkboxes are left empty, the following validation message will be displayed: “This field is required.”

## 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 Grantee 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 Grantee 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 + Shift+ 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 + Shift+ 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

Actions	Grantee	Grantee Reviewer	Project Officer	Registrar
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