

Dear Colleague,

In October and December 2016 you received emails informing the network of a new, permanent reporting system, ACLReporting, which would be available for Independent Living (IL) grantees. Over the past several months, ACL staff has worked diligently with the ACLReporting development team and volunteers from the IL network to conduct demo testing, provide feedback, and refine the ACLReporting system to ensure the accessibility and usability of ACLReporting.

ACLReporting is a secure, accessible, and user-friendly system to support submission of state plans and performance reports for a number of ACL programs. ACL developed ACLReporting to replace legacy systems, including ACL-MIS, which you previously used to submit both state plans and performance reports.

ACL is pleased to announce that ACLReporting has launched and is available for immediate data entry for 704 Part I and 704 Part II reports for FY 2016 (October 1, 2015 - September 30, 2016). Provided below are instructions to help you get started in ACLReporting, and 704 Part I and Part II report key program guidance and tips.

**ACLReporting OnDemand training modules are now available. Please read and follow the information below on how you can get started and complete the process.**

We know that a change in systems is always difficult and requires extra time and effort on your part. ACL will provide grantees all the technical assistance required to be successful during this transition. If you have questions or concerns please contact your project officer.

Thank you for your patience. Best wishes for the New Year.

Thank you,  
Bob Williams  
Director, Independent Living Administration

**You will NOT be using the ACL-MIS system to submit your FY2016 704 Part I or Part II report data.**

**Data for the 704 Part I and Part II reports must be submitted via the ACLReporting system at:**  
<https://reporting-pilot.acl.gov> .

Training and technical assistance is available and is explained below.

**704 Part I and 704 Part II reports must be submitted into ACLReporting  
no later than 11:59PM March 26, 2017.**

**Emailed or hard copy 704 Part I or Part II reports will not be accepted.**

## **ACLReporting**

The following is intended to provide the steps you should follow to ensure your ACLReporting experience is successful.

### BEFORE YOU GET STARTED

1. The Principal Authority reflected in GrantSolutions has already been assigned the “Registrar” role for your agency and will have the sole authority to create and manage ACLReporting accounts for your agency.

If the Principal Authority information in GrantSolutions is not up-to-date, you may have problems accessing ACLReporting. If you need to update any information for the Principal Authority, contact your state project officer who will determine if an update is required in GrantSolutions prior to updating your ACLReporting account.

2. When you first access the system, you will be greeted with a login page. From the login page, click “Did you forget your password” and supply the email address that matches the email address used in this communication. You will then receive a link, through that email account, which will prompt you to change your password. Complete the steps to reset your password.
3. The Principal Authority should determine which ACLReporting role staff will be assigned to ensure appropriate and relevant training modules are completed. More than one role may be assigned to one person.

ACLReporting has three role assignments:

- (1) **Registrar**- Creates and deactivates user accounts
- (2) **Grantee**- Enters Program Report information
- (3) **Grantee Reviewer**- Verifies and Submits Program Report information

Additional details on role assignments can be found in the ACLReporting User’s Guide.

### GETTING STARTED

4. Based on your assigned role, complete the applicable ACLReporting OnDemand training modules available at <http://www.ilru.org/ACLReporting> . The complete training package is approximately 90 minutes long. There is no limit on the number of times a user may access the training.

PLEASE NOTE: In an effort to ensure continual improvement, you may experience periodic updates in the live system that is not reflected in the training modules.

5. Familiarize yourself with the ACLReporting User’s Guide, attached for your convenience and also found on the training module webpage.

## ENTERING DATA

6. **Before entering data, ensure you have completed the ACLReporting OnDemand training and that you have familiarized yourself with the ACLReporting User's Guide.**
7. The 704 data you will submit has not changed; only the manner in which you input the data has changed. KEY PROGRAM GUIDANCE for the FY16 704 Part I and FY16 704 Part II is found at the end of this document.

## TECHNICAL ASSISTANCE

8. Before requesting technical assistance, ensure you have (1) completed the ACLReporting OnDemand trainings and (2) familiarized yourself with the ACLReporting User's Guide.
9. Your initial request for assistance should be to your state project officer. A list of project officers and their assigned states is attached. ILRU will NOT be providing technical assistance on ACLReporting at this time.

**Your initial request for technical assistance to your state project officer must be via email.**

When requesting technical assistance, make sure you include in your email: your full name, your agency's full name, your state, how you would prefer to be contacted, and a BRIEF description of the issue you are encountering. When your email is received, you will be placed in the queue and assisted in a timely manner. If you have not been assisted within three business days you may contact Corinna Stiles at [Corinna.stiles@acl.hhs.gov](mailto:Corinna.stiles@acl.hhs.gov).

10. If you require technical assistance related to accessibility of the system, contact Corinna Stiles at [Corinna.stiles@acl.hhs.gov](mailto:Corinna.stiles@acl.hhs.gov).
11. ACL will offer two live Q&A sessions to help support the ongoing technical assistance needs of the network. The live Q&A sessions are NOT intended to replace the ACLReporting OnDemand training or ACLReporting User's Guide. Prior to participating in the live Q&A sessions, participants must have completed the ACLReporting OnDemand training.

**Live ACLReporting Q&A sessions:**

**2/6/17 and 2/9/17**

**3:30PM - 5:00PM EST**

Additional details will be provided.

**704 Part I and 704 Part II reports must be submitted into ACLReporting  
no later than 11:59PM March 26, 2017.**

**KEY GUIDANCE for 704 Part I and Part II Reports**

We ask that grantees do their best with the current 704 Report format and ACLReporting system.

1. If your organization administers multiple CIL grants, each of the corresponding 704 Reports **must reflect the differences between each CIL**, including Sources and Amounts of Funds and Resources, Extent of CIL Compliance with the Six Evaluation Standards, and Annual Program and Financial Planning Objectives.
2. Consistent with federal regulations, the **704 Reports must include information from all of your CIL's funding sources**, not just Part C, especially the consumer, IL service and IL goal data.
3. We ask that Designated State Entities (DSE) and Statewide Independent Living Councils (SILCs), do their best to work together to successfully submit the FY16 704 Part I report. Future guidance will be developed that intends to address the joint responsibility of report submission in the future. For the FY16 reporting period, ACLReporting will accept the submission signature of the DSE only, the SILC only OR both to signify a joint effort.
4. As a reminder, the passage of the Workforce Innovation and Opportunities Act of 2014 (WIOA), Public Law 113-128, expands the independent living (IL) core services. The 704 Part I and Part II Report instrument and instructions will be revised at a future date to incorporate the new core services and other WIOA provisions. **CILs should consider reporting the additional IL core service activities in the following sections:**
  - (i) Nursing home transition- From institution to home and community-based living:  
Significant Life Areas - Relocation from a Nursing Home or Institution to Community-Based Living
  - (ii) **Diversion- Preventing at-risk individuals from entering an institution:**  
**Significant Life Areas - Community-Based Living**
  - (iii) Youth transition- From school to postsecondary life:  
Individual Services - Youth/Transition Services

Additional data about the additional core services in Other Accomplishments, Activities and Challenges. For example this space could specify the number of diversion-related outcomes, separate from the other types of Community-Based Living outcomes. CILs could also distinguish between the number of school transition-related services and other kinds of Youth Service outcomes.

**Please contact your state project officer for additional assistance.**