

# SC Developmental Disabilities Council

*Office of Executive Policy and Programs | Department of Administration*

Grantee Orientation Webinar  
June 15, 2017, 2:00 PM-4:00 PM

## Part One Transcript

**2:02 PM:** Welcome to the webinar! Before we begin, we want to cover a few housekeeping items. First, we will have various times for Q&A.

**2:03 PM:** Please use the Q&A button on the webinar screen.

**2:03 PM:** We will not be able to unmute everyone, so please use the Q&A button.

**2:03 PM:** If questions strike after the webinar, please email Reyhan (reyhan.miller@admin.sc.gov) or Valarie (valarie.bishop@admin.sc.gov).

**2:04 PM:** We will email the webinar slides along with a survey in the coming days.

**2:04 PM:** The recording will be posted as soon as possible.

**2:04 PM:** [Valarie is reviewing the agenda on your screen]

**2:05 PM:** We expect this webinar to last 90 minutes.

**2:06 PM:** [Val is welcoming our grantees listed on the screen]

**2:06 PM:** We have one grantee that has not had a grant recently: Thrive Upstate.

Welcome new and returning grantees.

**2:07 PM:** The DD Act passed in 1971 and revised in 2000 authorizes the DD Council and its activities.

**2:08 PM:** Each state and U.S. territory has a DD Council. Gov. Haley re-authorized the SC DD Council in 2015.

**2:09 PM:** [Val is reading the Mission statement on your screen].

**2:10 PM:** [Val is reading the current State Plan goals].

**2:10 PM:** More information on the State Plan goals and objectives will be provided in a few moments.

**2:11 PM:** Employment, Community Supports, and Self Advocacy are our State Plan goals. Self Advocacy is part of the DD Act and Councils must support Self Advocacy

activities. Other State Plan goal areas are chosen based on public input and Council voting.

**2:11 PM:** Val Bishop is Executive Director of SC DD Council

**2:11 PM:** Shannon Bethune is our financial director.

**2:12 PM:** Reyhan Miller (Rey) is co-hosting the webinar, and serves as Council's program monitor.

**2:12 PM:** Cheryl English supports our reporting activities.

**2:12 PM:** Esther Williams is the Council's administrative assistant.

**2:12 PM:** Will Farrior is Council's Self Advocacy—Partners in Policymaking ® coordinator.

**2:13 PM:** The Administration on Community Living provides financing and oversight to the DD Council programs and other DD Network partners including UCEDDs and P&A systems.

**2:14 PM:** We currently have no concrete information on funding for the federal budget, FFY2018.

**2:15 PM:** DD Councils, independent living programs, and brain injury programs were not funded in the President's March 2017 budget request.

**2:15 PM:** The Senate Appropriations Committee has begun budget discussions and the House will soon follow.

**2:16 PM:** It is likely we will begin the fiscal year with a Continuing Resolution which includes level funding.

**2:16 PM:** [Reminder, please use the Q&A button to park your questions for review later.]

**2:17 PM:** The Terms and Conditions governing the program contract contain certain clauses that Council will invoke in the event funding will need to be reduced and/or eliminated.

**2:18 PM:** Please be aware of these Terms and Conditions.

**2:19 PM:** Clause 32 states funding will be available to sub-grantees (you) only if federal funds are available.

**2:20 PM:** Clause 16 refers to Council's right to re-designate funds not requested for reimbursement before close of business September 15, 2017 (*Refers to FY2017 program year ending June 30, 2017*).

**2:21 PM:** If you can hear Rey, please say something in the chat box.

**—end of Part 1—**

*Note: The webinar was interrupted due to a technical issue which resulted in two separate recordings. We apologize for any inconvenience this may cause. Part two continues on the next page.*

## Part Two Transcript

**2:28 PM:** [Val is reviewing our website (<http://www.scddc.state.sc.us>) ].

**2:29 PM:** The reimbursement and reporting menu under the grants tab contains all the forms sub-grantee program and finance staff will complete and for DD Council.

**2:31 PM:** The 5 Year State Plan is our primary planning document. Your grant connects to a goal and objective in our state plan.

**2:31 PM:** Rey sent out the document in the email inviting you to this webinar.

**2:32 PM:** The table lists your objective and grant number which are very important. Grant numbers change to 07 beginning July 1st! Esther Williams will check this and ask you to resubmit if the grant number is incorrect.

**2:33 PM:** DD Council Performance Measures include individual and family advocacy and systems change.

**2:33 PM:** We measure how your programs use promising and best practices.

**2:34 PM:** Remember that advocacy is a very broad term, especially when the DD Council uses this term.

**2:34 PM:** How is your programming affecting someone's life outside your grant activities?

**2:35 PM:** If individuals are participating in activities with legislators or working with boards & commissions, those things are all reportable.

**2:35 PM:** We are also interested in satisfaction of participants.

**2:36 PM:** For systems change efforts we ask that you report procedure, policy, law, and regulation changes.

**2:37 PM:** If you are working with professionals who impact people with intellectual and developmental disabilities or family members, this is also reportable to our federal funder

**2:38 PM:** On to the Quarterly Progress Report (QPR). The QPR instructions were revised in the Spring 2017 and sent previously. Let us take this opportunity to review the instructions and elicit questions.

**2:39 PM:** Rey is reviewing the QPR Instructions. This is on our website (<http://www.scddc.state.sc.us/documents/QPR%20Instructions.pdf> ).

**2:39 PM:** Reports are due within 30 days of the end of a quarter.

**2:40 PM:** For certification of QPR (this means signature), you may use a digital signature by clicking the button on the signature line; print, sign, and mail; or print, sign, scan, and email.

**2:40 PM:** If you take a picture of a signature, this is NOT acceptable!

**2:41 PM:** If you ever need any help with any reporting, please let Rey know by phone or email. If you need an alternative format, let Rey know. We will do our best to accommodate your needs.

**2:42 PM:** This slide reviews requirements including using the correct grant number and RFP Objective.

**2:42 PM:** We will not accept uncertified QPRs which may delay reimbursements. Esther will be in touch if we do not receive a QPR by the due date.

**2:44 PM:** Remember to report new participants only. Do not report people you have reached via social media, advertising, or conference exhibiting. Use the narrative sections to report this information.

**2:44 PM:** You will need to survey all people participating in your activities with a focus on individuals with intellectual and developmental disabilities and their family members. We measure the impact of your activities through the lens of advocacy and self-advocacy.

**2:46 PM:** Grantees that work directly with individuals with intellectual and developmental disabilities and family members will measure for satisfaction and outcomes. Grantees not supporting activities that directly reach individuals and families will work with DD Council to design impact surveys for system change work that will incorporate satisfaction.

**2:46 PM:** [Rey reviewed the definitions of advocacy and self-advocacy for Council purposes located in the QPR instructions.]

**2:48 PM:** We have provided you with templates for both satisfaction and outcomes. We really encourage you to modify these based on your individual program.

**2:48 PM:** All modifications must be approved before you use them.

**2:49 PM:** You can provide data in individual, aggregated form. We prefer the raw data so we may use in-house formulas to analyze data outcomes.

**2:49 PM:** We will accept aggregated data on a case by case basis.

**2:50 PM:** We analyze the data within the Council office. Please send us a question if you don't understand any part of that.

**2:51 PM:** All program activities must be based on best and/or promising practices.

**2:52 PM:** Please review the definitions of best and promising practices (located in the QPR Instructions). Generally, a practice will identify itself as a best or promising practice.

**2:54 PM:** The next section of the QPR is the activities narrative. Please describe your activities, describe what you expected to happen and what actually happened because this helps DD Council staff evaluate improvements that may have been made to best and promising practices. This, in turn, is reported to our federal partners.

**2:55 PM:** Please share anything you've experienced in implementing your program.

**2:56 PM:** If you have challenges, please be honest and report these. We may be able to find a resource that will help.

**2:56 PM:** Unexpected outcomes are very important.

**2:56 PM:** We also want to know about new collaborations and connections.

**2:57 PM:** You were asked to lay out your grant activities' objectives in the application. You are expected to report on these in the QPR.

**2:57 PM:** Once complete, you may check them off

**2:58 PM:** The final section is the partners and systems change section. Please track these changes. This would include internal changes and influences on other organizations.

**2:58 PM:** Some changes may have been planned, but a lot of them happen unexpectedly.

**2:59 PM:** Your changes may be formal such as a document or informal such as a different way of doing something.

**3:02 PM:** Reporting progress - use sign-in sheets, planning documents, etc.

**3:03 PM:** Remember to report new participants in each quarter.

**3:04 PM:** Do not be concerned if you have "0s" if your program targets a fixed group of people throughout the program year.

**3:05 PM:** Due to budget challenges, and in order to provide maximum amount of resources to sub-grantee programming, Council has decided to forego conference funding in the near term.

**3:06 PM:** We do hope and expect to fund conferences in the future.

**3:07 PM:** If you present at a conference and the DD Council is a sponsor of the conferee, we prefer that individuals participating are reported under the conference.

**3:08 PM:** It is important to use our logo/name in your materials.

**3:08 PM:** [Rey is reviewing an example on reporting detailed in the powerpoint presentation.]

**3:10 PM:** When you report on others in the QPR, please describe who these "others" are. Examples include direct service providers, nurses, law enforcement professionals, lawyers, and more.

**3:11 PM:** [Rey reviewed a couple of additional examples detailed in the powerpoint presentation.]

**3:15 PM:** We do prefer that conference participants are counted under our funding of that conference. But please describe trainings and conference participation in the narrative section of the QPR.

**3:16 PM:** Exhibiting at a conference will never count as an organized training activity. But let us know in the narrative because it is important you were a part of the conference, and we will report this to our federal partners.

**3:16 PM:** [Rey reviewed survey tools for outcomes and satisfaction located online <http://www.scddc.state.sc.us/Reportandreimb.html> ].

**3:17 PM:** Outcomes surveys must be administered to individuals with intellectual and developmental disabilities.

**3:18 PM:** Satisfaction must include behavioral, affective, emotional, and cognitive satisfaction measures because SC DD Council committed to reporting these measures to our federal partners.

**3:19 PM:** You can combine outcomes and satisfaction surveys into one document or use online tools such as Survey Monkey.

**3:19 PM:** Our survey tools are the minimum requirement.

**3:20 PM:** We are available to help you create your surveys to gather data on how your programming impacts South Carolina.

**3:20 PM:** You must do surveys at least one time per year, but we encourage you to collect data as often as you think is necessary. Also, keep in mind that your program impact may take a couple months to manifest; therefore, be mindful of your surveying timeline throughout the program year.

**3:21 PM:** We prefer individual data, not aggregated.

**3:21 PM:** QPR must be typed and signed.

**3:21 PM:** Do not attach reimbursement requests to the QPRs because reimbursements are handled by Council's finance officer.

**3:22 PM:** Program Monitoring complements the QPR process and ensures sub-grantees adhere to the Terms and Conditions governing the program contract.

**3:23 PM:** Therefore, you are encouraged to review the Terms & Conditions with your program staff and financial staff.

**3:23 PM:** Monitoring visits occur at least twice per year, but sometimes occur more often.

**3:24 PM:** Rey does prefer to see your program in action, so please provide a list of events and activities upcoming.

**3:25 PM:** Major themes covered during monitoring visits include planning process, strategies, activities, products, presentations, surveying process, and programming impact.

**3:26 PM:** Rey will ask you about impact, unexpected outcomes, and other items that may jump out during the QPR review.

**3:26 PM:** If you come across technical assistance resources, please let us know.

**3:27 PM:** Rey reviewed key points in the Terms & Conditions relating directly to programming.

**3:28 PM:** If you are generating income from our grant, you need to be aware of requirements.

**3:29 PM:** A question was asked about surveys - sending originals with QPR - yes.

**3:29 PM:** Requirement is a minimum of once per year.

**3:37 PM:** The reimbursement request is a spreadsheet.

**3:37 PM:** It includes a summary page and additional pages including personnel, travel, equipment, and other.

**3:38 PM:** We will work with you to ensure the requests are filled out correctly.

**3:40 PM:** Equipment is reserved for items costing more than \$2,500.00.

**3:41 PM:** Shannon Bethune will work with you to ensure the reimbursement is completed correctly.

**3:42 PM:** Sometimes things change and these changes require a shift in your budget. Please use the Request for Grant Revision document.

**3:44 PM:** Requests require the first four pages of the original grant application.

**3:45 PM:** An example is provided in the revision form.

**3:46 PM:** Changes for less than 10% of total budget does not require a formal request, but please check with Shannon.

**3:46 PM:** We do not require a notice in changes in match or in-kind.

**3:51 PM:** [Val is reviewing match and in-kind requirements on your screen].

**3:52 PM:** Val elicited questions from the participants, and upon hearing none, closed the webinar with thanks.

***—end of Part 2—***