



# Top 5 Ways to Improve Your Next Quarterly Report TCDD Training Series



# About This Training

After you complete this training, you should have a better understanding of:

- Reporting activities and accomplishments
- Data and numbers
- Review of products
- Reporting presentations
- Building strong personal impact stories



# Why a QPPR?

The quarterly program performance reports (QPPR) are used to track project activities and progress against the approved milestones in the project workplan.

The QPPR provides a way for TCDD to track and share the impact and resources that develop from the programs with state leaders and our federal funding agency.



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# QPPR Sections

The QPPR is designed to include:

- Progress toward goals for the budget period,
- Significant accomplishments and lessons learned,
- Barriers and a plan to address concerns,
- Stories about participants with developmental disabilities from rural areas and culturally diverse groups, and
- Overall impact of project and systems change.

For more information on completing the QPPR, visit the TCDD website using the link in the video description.



# Training Module Agenda

## Top 5 Areas of Improvement

- Activities
- Data and Numbers
- Products
- Presentations
- Personal Stories



# #1 - Activities



## Writing a concise summary

- Focus narrative on
  - ✓ Accomplishments
  - ✓ Progress
  - ✓ Impact on community
- Examples and metrics
  - ✓ Be specific...but concise
  - ✓ Give numbers
  - ★ Snapshot of what your program is doing



# #1 – Activities (continued)



## Concise summary of activities

- Tips for reporting more concisely
  - ✓ Try not to repeat information
  - ✓ Stay focused on only reporting quarterly activities
  - ✓ Include activities such as:
    - Trainings and classes
    - Outreach strategies to culturally diverse groups
    - Partnerships
    - Presentations





## Concise Narrative of Activities

### Narrative Example:

“A social skills training was held January 20, 2022, in the San Antonio area, for individuals with DD. Outreach for this event included flyers emailed out to an interest list of 45 individuals with DD and/or their family members. A total of 18 participants with DD attended this event. The social skills training included topics such as how to greet your peers, how to introduce yourself, and how to talk about your hobbies. Barriers for this event included a lack of transportation resources available for attendees as well as some individuals declining to attend in person due to personal health risks; requests were made for a social skills training to be provided virtually, and a virtual social skills training is being developed to be held in May or June of 2022.”







## Program Participants



# #2 – Data and Numbers



- Narrative data should match the survey data collected
  - ★ Surveys collect demographic data needed by TCDD
  - ★ Demographic data numbers should add up to number of attendees and the numbers reported in the quarterly report.





# Data Collection and Reporting

Example:

Activity Narrative	Total Number of New Participants this quarter	Satisfaction Surveys Leadership Surveys
We have trained a class of 20 youth for a total of 65 participants this year	20	Demographic and satisfaction data for 20 people this quarter
		Demographic and satisfaction data in the system reported to TCDD for 65 people this year



#3 – All grant funded products must be reviewed by TCDD

## Products

- Include items such as:
  - ✓ Flyers
  - ✓ Social media posts
  - ✓ Web content developed specifically for a program and/or funded through grant funds
  - ✓ Handbooks, how-to manuals, guidebooks
  - ✓ Presentation curriculum
  - ✓ Any additional items developed for the program



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# #4 – Report all presentations related to grant funded projects



## Presentations

- List your presentations including the topic and audience.
- When mentioning presentations in the QPPR, provide a reference for the reviewer, such as “refer to item #”.





## Share the impact of your project

# #5 – Personal Impact Stories

- Share a story that demonstrates:
  - ★ what a participant learned or accomplished during the project; and
  - ★ how the participant used this new knowledge and experience to accomplish goals or otherwise improve his or her life.





## Basic Stories

# Story Example:

Example of a basic story:

“A participant in our training enjoyed learning new self-advocacy skills.”





## Details Make Stories Stronger

Here is a way to make the story stronger by adding detail:

"After participating in our group training session on building confidence in advocating for yourself, a young woman with autism felt confident with the skills she'd developed and decided to talk with her doctor about constant dizziness and nausea she'd been experiencing from a medication. The young woman explained the situation to her doctor, and the doctor used this feedback to prescribe different medication with milder side effects. With the new medication, the woman's dizziness and nausea stopped, and she's now excited to start looking for a job and use public transportation to visit her family and friends."

Story  
Example:



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# Funding Disclaimer

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# Thank you for viewing this training!

**Additional trainings are available on the TCDD Grantee Resource Center.**

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*If you have any questions, please contact your assigned grants specialist.*



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