



2024 Quarterly Program Progress Report

Frequently Asked Questions about Report Revisions

Why is TCDD making changes to the QPPR survey?

TCDD has improved the quarterly reporting process that aims to streamline submissions while maintaining compliance with our federal funding requirements. Our grants staff has identified strategies to simplify the survey, ask more multiple-choice questions, and reduce the open-ended text required from grantees. We hope that this new format will reduce the amount of time it takes to complete this report so you can spend more time working on your project.

What changes will I see in the QPPR survey?

The information you collect and report to TCDD is the same, however the way the information is collected is different. Notable changes include:

- Less text and narrative reporting and more multiple choice and drop-down responses to report progress on activities, products, and the status of your work.
- A unique reporting link with pre-populated details about your project so you can see and report progress on your approved annual workplan.
- Updated questions about participants related to recruitment efforts and outreach to culturally diverse groups.
- Updated requirements for participants to be reported by individuals with DD or family members and combines the demographic sections from the satisfaction and leadership surveys into one report.

TCDD has created a **Crosswalk** document outlining changes to each section of the report. Please visit the [Grantee Resource Center](#) or contact your Grant Coordinator.

Can I save my data and make edits before I submit the final report?

Yes – you can enter responses and your information will be automatically saved. You can return to the link to make edits. Once it is submitted, no edits can be made.

Can I share the link with others on my project so they can add information?

Yes – you can share your project unique link with other members of your staff who enter information. Responses will be automatically saved until you formally submit the report. Once it is submitted, no edits can be made.

What does it mean to have a “unique link” to the survey?

A new feature of this QPPR report allows us to tailor the report to each grant project. Your grant project title, grant numbers, and approved workplan have already been added to this document and will be displayed allowing you to report on tasks unique to your project.

Can I see what I reported last quarter?

Yes- the information you reported the prior quarter will be displayed the next quarter. For example, you can see the number of participants you reported for Quarter 1 when you are entering the number of participants for Quarter 2. You will not be able to edit data submitted in a prior quarter, but you will be able to view what was submitted.

How much information should I provide in my narrative descriptions?

TCDD expects grantees to focus on the major activities and accomplishments for the three months of the quarterly reporting period. We want to know your experience with your project that particular quarter and any issues or adjustments you made along the way. However, to keep reports brief and specific, we have limited the amount of text to a maximum of 200 words.

What if I want to tell you more about my project?

TCDD welcomes all information you can share about your project. Text boxes have been included to provide space for you to share successes and challenges you have experienced during the quarter. However, to keep reports brief and specific, we have limited the amount of text to a maximum of 200 words.

What is a project participant?

A participant is anyone who provided input, received information, training, or was engaged in or benefited from your project activities in any way. Participants may be individuals with DD, family members, professionals or providers, teachers, community members, or others specific to your project.

Why does TCDD need so much information on participants?

TCDD has not changed the requirement for grantees to count and report information about participants that is submitted to our federal funding agency (ACL). In prior years, you may have collected this information about individuals with DD, family members, geographic residence, race and ethnicity, and gender using TCDD satisfaction and leadership and advocacy survey links. TCDD now requires grantees to compile and report all demographic information in the main QPPR document.

If I use the TCDD survey links for participant satisfaction and leadership and advocacy, can I get the data from TCDD?

Yes- If your program participants respond using a TCDD link in Qualtrics, we will share that data with you for your QPPR report.

What if I do not have any demographic data to report?

TCDD requires grantees to count and report demographic information for anyone participating in your project. Grantees will be held accountable to the attempts made to collect participant information. Since this information is shared voluntarily, we understand that some participants may choose not to respond. Report what you have.

What if I do not have some of the advocacy tracking or other data asked in this report?

Report what you have this quarter and work to collect the information in future months.

There are two places I am asked about cultural diversity. What are you looking for?

TCDD provides opportunities for all Texas residents to participate in project activities. Individuals may differ in the way they access information and have unique perspectives based on where they live, their cultural background, language spoken, and personal experience living with a disability.

- Program diversity: please report any adaptations you have made to your program or content based on unique perspectives of different groups. For example, modifying a training curriculum based on religious beliefs.
- Outreach to culturally diverse groups: please report any specific efforts made to make your project activities available to those who live in rural areas, speak different languages, and/or are from diverse cultures. How did you adapt your recruitment materials and what networks did you use to connect with participants across your community?

Will there be a webinar or training session on how to complete this new report?

Yes, TCDD will conduct informational webinars both live and recorded on our Grantee Resource Center. We will also host “office hours” in January-- a virtual zoom room that grantees can join to ask the grants team specific questions about completing your QPPR report. As always, you can reach out directly to your grant coordinator or submit your questions to grants@tcdd.texas.gov.