

APPENDIX A

**Centers for Independent Living
Mid Year Report**

The NYS Centers for Independent Living Mid Year Report is due to ACCES-VR on or before April 30 of each contract year. Follow the instructions for report submission noted in the General Instructions section of the CIL Standards, Performance Report and Data Collection Guide.

The Mid Year Report describes six-months of activities and accomplishments and provides an opportunity for the CIL to report shifts in priorities or resource allocations. ACCES-VR does not provide feedback on Mid Year Reports. It is only for the End of Year Report that ACCES-VR provides a summary of evaluative feedback based on contract goals and objectives.

FORMAT

Name of Center:

Contract No.:

Report Period:

Contact Person:

Board Chairperson Approval: The Chairperson of the Board of Directors accepted the report by resolution, and a copy of the appropriate Board meeting minutes is maintained for verification purposes.

_____ Yes _____ No

COMPONENT CHECK LIST - SUBMIT WITH EPORT			
PART	SECT.	COMPONENT	PRO-VIDED
		Board Chairperson Approval REQUIRED	
1		Program Performance Report REQUIRED	
1	I	Community and Systems Advocacy Activities and Outcomes REQUIRED	
1	II	Shifts or Changes in Priorities or Resource Allocation OPTIONAL	
1	III	Vignettes OPTIONAL	
2		Direct Services and Statistical Report (electronic-web based) REQUIRED	
3		Attachments REQUIRED	

Part 1: Program Performance Report

Systems change activities reported and attachments provided for the Mid Year Report (such as documentation of systems change achievements) must also be submitted with the End of Year Report, as the End of Year Report is cumulative. All Attachments should be referenced in the body of the report but included electronically at the end under Part 3: Attachments.

I. Community and Systems Advocacy Activities and Outcomes

Describe the contract goals, activities and outcomes in any or all of the areas of community and systems change initiatives over the first six-month period of the contract year. Follow directions for this corresponding report category noted in the End of Year Report.

- A. Education Advocacy
- B. Employment Advocacy
- C. Health Care Advocacy
- D. Commerce Advocacy
- E. Social Advocacy
- F. Citizenship
- G. Other

II. Shifts or Changes in CIL Priorities or Resource Allocation

Describe any significant shifts in CIL priorities or resource allocations over the first six-month period of the contract year that have implications on contract deliverables or budget. Consider emerging systems advocacy needs that may replace original contract systems change goals and priorities, staffing pattern changes, new grant awards, etc.

A request to reduce the projected number of consumers to be served during the current contract year must be submitted during the third quarter around the time the mid year report for the current contract period is submitted when the mid year data indicates that the projected number of consumers to be served might not be achieved. Requests submitted during the fourth quarter of the current contract period will not be considered. A center must submit a written evidenced-based convincing justification that addresses any factors that would necessitate reducing the projection. It needs to include a discussion of trend data for the center over the past five contract periods and the center's ability to meet ACCES-VR's performance measures

which allow a 10 percent below projection leeway. While a center might want to be cautious at mid year in estimating the total number of consumers to be served by year end, a reduction of the projection for any reason and in any amount is considered a decrease requiring a written justification.

III. Vignettes

OPTIONAL - Centers can choose to provide up to five separate vignettes describing how independent living services or community and systems change initiatives resulted in improvements in a consumers' ability to live more independently, or a communities' ability to provide greater opportunities for people with disabilities to experience independence. Vignettes must be brief, concise, no more than one half page in length, situation specific and when possible, emphasize cost benefits in dollar amounts saved as a result of independent living services. Vignettes that describe transitioning from an institutional setting to an integrated community setting or preventing an institutional placement are encouraged.

Part 2: Direct Services and Statistical Report

Follow instructions for this corresponding section noted in the CIL End of Year Report and provide a six-month demographic and statistical report.

If the mid year data indicates that the projected number of consumers to be served might not be achieved by year end, refer to Part 1: II. Shifts or Changes in CIL Priorities to request a reduction of the projected number of consumers to be served.

Part 3: Attachments

All attachments referenced in Part I: Program Performance Report should be provided electronically in this section. This can include items that will help to illustrate or document activities mentioned in one or more sections of the narrative.

If a Program Improvement Plan (PIP) is required for a performance target(s) that is not met in areas including the ACCES-VR/NYSILC customer satisfaction survey, achievement of minimum requirements for systems change outcomes, meeting projected number of people to be served within ten percent or any other specified area, the PIP should be placed in this section. For information on submitting a program improvement plan, see the NYS CIL Standards file Standards, Performance Report and Data Collection Guide, Part 3: Instructions for Attachments.