

**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 Approval: 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 Approval REQUIRED	
1		Program Performance Report REQUIRED	
1	I	ACCES-VR funded systems advocacy staff hours REQUIRED	
1	I	Community and Systems Advocacy Activities and Outcomes REQUIRED	
1	II	Shifts or Changes in Priorities or Resource Allocation OPTIONAL	
1	III	Impact Data: CDDA Cost Savings VOLUNTARY	
1	IV	Vignettes OPTIONAL	
2		Direct Services and Statistical Report (electronic-web based) REQUIRED	
3		Attachments REQUIRED	
Contract Appendix C Supplement		Annual certified financial statement for prior fiscal year and management letter 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.

Total number of hours spent by ACCES-VR funded staff on activities to achieve community and systems change. _____Hours

- 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. Impact Data

To establish the impact of ILCs, ACCES-VR is conducting an analysis of consumer directed personal assistance (CDPA) cost savings. The collection of CDPA data will be voluntary and is not a performance measure. While reporting CDPA data is voluntary, centers will be requested to report on whether there was activity. Information on the reporting of impact data is available at the ACCES-VR website in the ILC Toolbox under Impact Data at <http://www.acces.nysed.gov/vr/lsn/ilc/toolbox.htm>.

CIL Consumer Directed Personal Assistance Cost Savings

All CILs that have been approved as a Consumer Directed Personal Assistance (CDPA) Program provider in a given county will be requested to voluntarily report data regarding the cost savings differential between a center's CDPA hourly rate and the next highest approved State rate for commensurate home care in a calendar year. Centers will report CDPA data using the ACCES-VR approved statewide CDPA reporting model. Follow instructions in the ILC CDPA Cost Savings guidelines available online in the ILC Toolbox under Impact Data. To capture the most recent full calendar year of CDPA activity, ACCES-VR updates its cost benefit analysis of CDPA services once a year at the middle of each contract period for a 12-month cycle ending December 31.

If there has been activity in this area check "Yes", complete an Individual County Worksheet for each county served, and submit **ONLY** the CIL CDPA Services Cost Savings Report Summary. If there has been no activity in this area during the report period, check "No" in order to confirm the completion of this section of the report.

The CIL CDPA Services Cost Savings Report Summary must be submitted as an electronic attachment to the Mid Year Report. When submitting the Report Summary it is not necessary to provide a copy of the Individual County Worksheets. ACCES-VR is only interested in receiving the Report Summary. However, centers are required to maintain for verification purposes the Individual County Worksheets.

Activity Yes - see attached report No

IV. 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(s) was indicated in one or more sections of the prior End of Year Report, the updated plan(s) should be placed in this section.