# General Instructions

States must electronically submit the Part B Indicator 17 and Part C Indicator 11, by uploading the report as an attachment through the SPP/APR reporting platform, by April 1, 2021. States must ensure that all uploaded attachments are Section 508 compliant.

States may choose to use the optional template to reduce State burden and streamline the information States report to the Department for Part B Indicator 17 and Part C Indicator 11. The optional template meets Section 508 requirements; therefore, States that use the template may include information in narrative format. For the template to remain compliant with Section 508 requirements States should not include tables, charts, graphics, or pictures within the template.

Note: States that use the optional template and are interested in sharing supplemental information and documents (i.e. tables, charts, graphics, pictures) with their stakeholders are encouraged to make the additional information available to the public through a mechanism outside of the SPP/APR reporting platform (e.g. State website).

**Each State’s FFY 2019 SPP/APR must include**:

1. Baseline data for Part B Indicator 17 and Part C Indicator 11. If the State is proposing to revise its baseline data for an indicator, it must provide an explanation for that revision.
2. Targets for Part B Indicator 17 and Part C Indicator 11 which cover FFY 2014 through FFY 2019[[1]](#footnote-1). In setting its targets for FFY 2019, the State must describe its stakeholder input process. The State must also describe its stakeholder input process if revising any of the targets it submitted with its FFY 2018 SPP/APR submission. End targets for Part B Indicator 17 and Part C Indicator 11 must show improvement over baseline data.
3. Data from FFY 2019 (July 1, 2019 through June 20, 2020) and other responsive SPP/APR information for Part B Indicator 17 and Part C Indicator 11.
4. States are only required to report data and other responsive information for the specific FFY reporting period.
5. If data for this reporting period were impacted specifically by COVID-19, the State must include in the narrative for the indicator: (1) the impact on data completeness, validity and reliability for the indicator; (2) an explanation of how COVID-19 specifically impacted the State’s ability to collect the data for the indicator; and (3) any steps the State took to mitigate the impact of COVID-19 on the data collection.
6. The reasons for slippage in indicators where the State did not meet its FFY 2019 target.
7. State must include the specific content required to complete Phase III of the SSIP required by Part B Indicator 17 and Part C Indicator 11, as well as any updates to previous Phase I, II, and III submissions. The specific content required to complete Phase III of the SSIP includes:
	1. Data Analysis;
	2. Phase III Implementation, Analysis and Evaluation;
	3. Stakeholder Engagement; and
	4. Additional Implementation Activities.
8. Information to address any actions required by OSEP’s response to the State’s FFY 2018 SPP/APR, including actions related to the correction of findings of noncompliance identified by the State.
1. FFY 2020 and beyond targets are not required for the FFY 2018 or FFY 2019 Indicator B17/Indicator C11 submission. [↑](#footnote-ref-1)