

## Appendix E. CIL Dataset-Level Documentation

The Administration for Community Living (ACL) administers the Centers for Independent Living (CILs) program through discretionary grants authorized under Title VII, Chapter I, Part C of the Rehabilitation Act, as Amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014. CILs are consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies that provide independent living services to individuals with significant disabilities. A population-based formula determines the total funding available for discretionary grants to CILs within each state. There are 354 CIL grantees across the U.S.

At a minimum, CILs must provide the following core services:

- information and referral,
- independent living skills training,
- peer counseling,
- individual and systems advocacy, and
- services that
  - facilitate transitions from institutional to community-based living arrangements,
  - assist those at risk of entering institutions, and
  - facilitate transition of youth to postsecondary life.

Each year, all CIL grantees submit an annual program performance report (PPR) to ACL. The report includes data about funding and resources, administrative support services and staffing, number and types of individuals served, services delivered and achievements, community activities, and training and technical assistance needs. These data comprise the CIL dataset, one of many administrative and survey data collections on aging and disability programs overseen and managed by ACL.

The purpose of this appendix is to provide CIL dataset-level documentation as a resource and reference during the development of the data structure that connects ACL datasets and the future platform through which end users will access ACL data. The CIL dataset-level documentation includes an overview of the CIL PPR data collection and methodology, changes to the data collection over time, information management systems, data review and processing, key variables, and additional notes and resources. Additionally, CIL variable-level documentation is provided in the Excel Workbook entitled ACL DR II – Variable Level Documentation.xlsx, which includes information on all variables from all datasets considered in the ACL DR II project.

### Overview of CIL PPR Data Collection and Methodology

The purpose of the CIL PPR data collection is to help track program activities and funding, measure program performance and compliance, determine training and technical assistance needs of grantees, support continued program funding decisions, and fulfill statutory requirements for data collection on the CIL program.

The CIL PPR used for federal fiscal year 2018 consists of 187 items<sup>1</sup> and is organized into seven major subparts: Administrative Data; Number and Types of Individuals with Significant Disabilities Receiving Services; Individual Services and Achievements; Extent of CIL Compliance With the Six Evaluation

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<sup>1</sup> This is the minimum number of items, including optional items.

Standards; Annual Program and Financial Planning Objectives; Training and Technical Assistance Needs; and Additional Information. Table 1 below provides further details on each section.

**Table 1: CIL PPR**

Section of PPR	Number of Items	Type(s) of Data Collected
Administrative Data	15	Numeric
Number and Types of Individuals With Significant Disabilities Receiving Services	37	Numeric, Text
Individual Services and Achievements	93	Numeric, Text
Extent of CIL Compliance With the Six Evaluation Standards	24	Numeric, Text
Annual Program and Financial Planning Objectives	5	Text
Training and Technical Assistance Needs	11	Numeric, Text
Additional Information	2	Text

The CIL PPR is an annual administrative data collection. All grantees are required to submit data covering an annual reporting period of September 30 to September 29. CIL grantees have 90 days after the project year ends to prepare and submit the data to ACL (by approximately December 30). Then ACL staff conduct reviews, request any corrections, and certify the complete grantee CIL PPR data. ACL typically certify the data within 45 days (by approximately February 15).

Additional resources that provide detailed explanation of the CIL PPR are listed and described in Table 2 below. AGing, Independence, and Disability (AGID) Program Data Portal files can be downloaded from the following website: <https://agid.acl.gov/datafiles>. File names and versions may change.

**Table 2: Additional Resources – CIL PPR**

File Name	Description	Location
CIL_PPR_Instrument.docx	Provides the full Annual Program Performance Report instrument completed by CIL grantees	AGID
CIL_PPR_Instructions.docx	Provides extensive instructions for completing the CIL PPR including frequently asked questions, glossary of terms, general instructions, and specific instructions for each section within each subpart of the PPR instrument	AGID

### Major Changes in CIL PPR Data Collection and Availability, 2010–2020

Although annual program performance reporting for the CIL program began in 1993, the data are very limited prior to 2016. Under authorization from WIOA of 2014, the CIL program was transferred from the Department of Education to ACL in fiscal year 2015. The information system that houses CIL PPR

data prior to the transfer is held by the Department of Education. For the years 2015 to 2018,<sup>2</sup> CIL data are available for public access from AGID (<https://agid.acl.gov/>).

There have been multiple revisions to the CIL PPR form since 1993. However, the form was the same for all CIL PPR data currently available (2015 to 2018) from AGID. It is likely that the CIL PPR form will change in the future, as part of the WIOA reauthorization, but there is no firm date for when revisions to the CIL PPR form are expected to occur.

### Description of CIL PPR Data Submission, Information Management System, and Final Datafiles

Prior to 2020, grantees submitted CIL PPR data to ACL through ACLReporting, a grantee report management system that allows grantees from various ACL grant programs to submit PPRs and other federally required information (e.g., state plans). CIL PPR data can be extracted from ACLReporting, but not into a user-friendly file format. Currently, the ACL Office of Information Resources Management extracts CIL PPR data from ACLReporting, formats the data as a multitable Excel workbook file, and provides it to other ACL offices for use (e.g., data cleaning, posting to AGID). Currently, there are 4 years of CIL PPR data available in ACLReporting (2015 to 2018).

As of 2020, ACLReporting is no longer used as the data collection and information management system for the CIL program. A replacement system has not yet been released.

For the data prior to 2020, we applied several transformations to align the CIL PPR Excel data structure to combine the data with other aging and disability datasets from ACL and the U.S. Census Bureau in a database for cross-dataset analysis. First, we determined the unique variables common to the CIL PPR data tables (i.e., Grant Number, State, and Year) and used them as a base to transform the other variables from column to row format (long to wide format). Once this transformation was complete, we formed multiple records per the base variables. Next, we separated all numeric rows and text rows into separate variables to be consistent with OAAPS formatting. We then performed quality assurance checks to verify numeric values were the same before and after transformation. Finally, we applied the GeoID variable for consistency with the OAAPS formatting.

The cleaned and transformed CIL PPR datafile contains eight variables. Each variable is listed and described in Table 3 below, including an indication of which variables can be used together to uniquely identify records or serve as keys for relating CIL PPR data with other datasets.

**Table 3: Cleaned and Transformed CIL PPR Datafile**

Variable Name	Unique ID/Key	Description
Year <sup>3</sup>	Yes	Fiscal year of the CIL PPR data, used to determine the time-period represented in the variable

<sup>2</sup> Although the CIL PPR reporting period follows the common fiscal year (i.e., September 30 to September 29), the CIL PPR data are referred to using the year corresponding to the September 30 start date, rather than the September 29 end date. This is unique to the CIL dataset. For example, the CIL PPR data for September 30, 2015, to September 29, 2016, are referred to as fiscal year 2015 data, whereas ILS PPR data for the same time period are referred to as fiscal year 2016 data.

<sup>3</sup> We adjust CIL PPR Year information in the cleaned, transformed CIL PPR datafile to be 1 year later so that Year information is consistent across datasets for valid cross-dataset analysis in the database developed under Task 3 of

Variable Name	Unique ID/Key	Description
GeoID <sup>4</sup>	Yes	Geographic identifier, used to determine the geographic area represented in the variable (Grantee Entity, State, Census Division, ACL Region, Census Region, or National)
GrantNumber	No	CIL program grant number assigned by ACL to the grantee
NameofCenter	No	Name of CIL
Field	No	Title for variable
Data Type	No	Format type for variable (numeric, currency, or text)
Numeric Value	No	Value of variable, if numeric formatted
NonNumeric Value	No	Value of variable, if text formatted

Additional resources that provide detailed explanation of ACLReporting, including tools and features, are listed and described below. The abbreviation OILP denotes Office of Independent Living Programs, and ILRU stands for Independent Living Research Utilization.

**Table 4: Additional CIL PPR Resources – ACLReporting**

File Name	Description	Location
IL Part II User Guide.pdf	Most recent version (September 2017) of the annual guidance document sent by OILP to all CIL program grantees including essential facts for using ACLReporting, ACLReporting quick tips, key PPR guidance, and important tips for completing the CIL PPR.	ILRU
2017 IL Grantee UserGuide 704 Part 1.docx	Current version (updated September 2017) of the ACLReporting Grantee User Guide for CIL program grantees including information on ACLReporting roles and permissions, instructions for first time and active users, and instructions for entering report information.	OILP

Note: The files listed in Table 4 were legacy reporting guides from the previous grantee reporting management system, ACLReporting. The ILRU file can be downloaded from: [https://www.ilru.org/sites/default/files/training/webcasts/handouts/2017/011117\\_ACLReporting/IL%20Part%20II%20User%20Guide.pdf](https://www.ilru.org/sites/default/files/training/webcasts/handouts/2017/011117_ACLReporting/IL%20Part%20II%20User%20Guide.pdf). File names and versions may change.

### Feasibility and Validity of Merging CIL PPR Data

CIL PPR data can be validly merged within each year, across years, and across some datasets.

#### Feasibility of Merging CIL PPR Data Within Each Year

ACLReporting formatting provides all CIL PPR data within a single datafile. The data are not organized into separate datafiles that would require merging within each year.

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the ACL DR II project (For example, the 2015 CIL PPR raw data are labeled as 2016 data in the cleaned, transformed CIL PPR datafile.).

<sup>4</sup> Not available from ACLReporting formatted datafiles. Constructed in the ACL Data Restructuring project to test technical and conceptual linkages within and across datasets. Based on GeoID variable in constructed files uploaded to AGID.

## Feasibility of Merging CIL PPR Data Across Years

ACLReporting formatting allows for all years of CIL PPR data to be appended together. The constructed GeoID variable includes all CIL grantees and can be used with the Year variable to validly link grantee data over time.

## Feasibility of Merging CIL PPR Data Across Datasets

The CIL dataset provides data at the center level, which is unique. In order to technically link<sup>5</sup> CIL PPR data with other datasets, it is valid to aggregate the data to other geographic levels used in other ACL and U.S. Census Bureau datasets: State, Census Division, ACL Region, Census Region, and National. This is the same approach to technical linkages used for the Title VI dataset.

Additionally, the CIL dataset includes information that can be conceptually linked<sup>6</sup> with SPR, Title VI, ACS PUMS, and ILS. For more detailed information on available conceptual linkages, please see the resources listed and described in Table 5 below.

Table 5: Additional Resources – CIL Conceptual Linkages

File Name	Description	Location
ACL DR II – Aligning Measures Spreadsheets.xlsx	The SPR-CIL worksheet lists and describes conceptual linkages between CIL and SPR.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The Title VI-CIL worksheet lists and describes conceptual linkages between CIL and Title VI.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The ACS PUMS-CIL worksheet lists and describes conceptual linkages between CIL and ACS PUMS.	ACL DR II Project Files
ACL DR II – Aligning Measures Spreadsheets.xlsx	The CIL-ILS worksheet lists and describes conceptual linkages between CIL and ILS.	ACL DR II Project Files

## Schema for CIL Dataset

The CIL schema in **Error! Reference source not found.** 6 below shows the datafile structure for cleaned and transformed CIL PPR datafiles. The CIL schema shows the available variables for CIL PPR data. Key variables are bolded to signify that they are used to technically link CIL PPR data to other datasets (i.e., on the basis of geography, using 1.1 GeoID, and of time, using 1.2 Year). For convenience, the variables needed for technical linkages are listed first in the CIL schema followed by other variables found in the dataset. Each dataset and each variable included in the ACL DR II project is assigned a number. The purpose of numbering each dataset and variable is to help to account for all the datasets and variables to be included in the database for cross-dataset analysis. The order and the magnitude of the numbering

<sup>5</sup> Technical linkages exist between data that match across datasets on the basis of time and geography. A data user might be interested, for example, in using technical linkages to produce a report about all OAA programs and services in their state using the most recently available year of data.

<sup>6</sup> Conceptual linkages exist between data that match on the basis of time and geography but also on the basis of subject area and measurement (e.g., variable definition, variable category, method of data collection). A data user might be interested, for example, in using conceptual linkages between common variables in NORS and Title VI to examine staffing (e.g., total count of full-time and part-time staff paid using grant funds).

does not have any meaning. The numbering is used only to track all datasets and variables and can easily scale to include additional datasets and variables that may be added in the future. **Error! Reference source not found.** 5 above provides a description of each CIL variable.

Table 6 presents conceptual linkages between CIL PPR data and other datasets that match on the basis of geography and time as well as on the basis of subject area and measurement. Broad subject areas are listed in the Topic column, while datasets in which these conceptual linkages can be made with CIL PPR data are listed in the Dataset(s) column. Specific subtopics in CIL PPR data that conceptually link with other datasets are shown as bulleted lists under each main topic, when available. These subtopics provide an additional level of detail not shown in Exhibit 3: Overall Schema of the ACL DR II project final report entitled ACL DR II - Final Report 9-20-2021.docx.

Table 6 is designed to provide a quick view of the conceptual linkages between CIL and other datasets. For detailed information on conceptual linkages between CIL and other datasets, refer to the resources listed in Table 5: Additional Resources – CIL Conceptual Linkages. The abbreviation ACS PUMS denotes American Community Survey Public Use Microdata Sample, and ILS stands for Independent Living Services.

Table 6: CIL Schema

6.0 CIL	Topic	Dataset(s)
6.1 GeoID	<b>Demographics</b> - Gender - Race/Ethnicity - Age	SPR, ACS PUMS, ILS
6.2 Year		SPR, ACS PUMS, ILS
6.3 GrantNumber		SPR, ACS PUMS, ILS
6.4 NameofCenter	<b>Total Cases/Clients Served</b>	SPR, ILS
6.5 Field	<b>Service Type</b>	ILS
6.6 Datatype	<b>Increased Independence</b>	ILS
6.7 Numeric_Value	<b>Improved Access</b>	ILS
6.8 Non_Numeric_Value	<b>Cases Closed</b>	ILS
	<b>Funding</b>	ILS
	<b>Persons With Disabilities Served</b>	ILS

### Additional Notes, Considerations, and Key Resources for CIL

For further information on the CIL program and PPR data, refer to:

- *Centers for Independent Living*: <https://acl.gov/programs/aging-and-disability-networks/centers-independent-living>
- *AGing, Independence, and Disability (AGID) Program Data Portal*: <https://agid.acl.gov/>
- *Independent Living Research Utilization (ILRU)* training and technical assistance resources and information for CIL program grantees: <https://www.ilru.org/>

- Most recent *ACL Annual Report on Centers for Independent Living (2018)*:  
<https://acl.gov/sites/default/files/programs/2020-04/AnnualReportCILsFinal%202018.pdf>