Appendix D. ILS Dataset-Level Documentation

The Administration for Community Living (ACL) administers the Independent Living Services (ILS) program through formula grants to eligible states/territories authorized under Title VII, Chapter I, Part B of the Rehabilitation Act, as Amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014. States/territories must fulfill two criteria to be eligible for ILS funding: develop, submit and receive approval on a State Plan for Independent Living (SPIL); and establish and maintain a Statewide Independent Living Council (SILC). ILS grants fund the provision, expansion, and improvement of independent living services throughout the state/territory.

Each year, all ILS grantees submit an annual performance report (PPR) to ACL. The report includes data about sources and amounts of funds and resources, distribution of funds, administrative support services and staffing, number and types of individuals served, services delivered and achievements, community activities and coordination, and the SPIL and SILC. These data comprise the ILS 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 ILS 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 ILS dataset-level documentation includes an overview of the 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, ILS 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 ILS PPR Data Collection and Methodology

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

The ILS PPR used for federal fiscal year 2018 consists of 293 items[1] and is organized into six major subparts: Administrative Data; Number and Types of Individuals With Significant Disabilities Receiving Services; Individual Services and Achievements Funded through Title VII, Chapter 1, Part B Funds; Community Activities and Coordination; Statewide Independence Living Council; State Plan for Independent Living Comparison and Updates, Other Accomplishments and Challenges of the Reporting Year. Table 1 provides further details on each section.

Table 1: ILS PPR

Section of PPR	Number of Items	Type(s) of Data Collected
Administrative Data	51	Numeric, Text
Number and Types of Individuals With Significant Disabilities Receiving Services	36	Numeric

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[1] This is the minimum number of items, including optional items.

Section of PPR	Number of Items	Type(s) of Data Collected
Individual Services and Achievements Funded through Title VII, Chapter 1, Part B Funds	93	Numeric, Text
Community Activities and Coordination	8	Text
Statewide Independence Living Council (SILC)	100	Numeric, Text
SPIL Comparison and Updates, Other Accomplishments and Challenges of the Reporting Year	5	Text

The ILS 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. ILS grantees have 90 days after the project year ends to prepare and submit the data to ACL. Then ACL staff conduct reviews, request any corrections, and certify the complete grantee ILS PPR data. There is no set date by which ACL must approve the data.[2]

Additional resources that provide detailed explanation of the ILS 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 – ILS PPR

File Name	Description	Location
ILS_PPR_Instrument.docx	Provides the full PPR instrument completed by ILS grantees	AGID
ILS_PPR_Instructions.docx	Provides extensive instructions for completing the ILS 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 ILS PPR Data Collection and Availability, 2010–2020

Although annual reporting for the ILS program began in 1993, the data are very limited prior to 2016. Under authorization from the WIOA of 2014, the ILS program transferred from the Department of Education to ACL in fiscal year 2015. The information system the houses ILS PPR data prior to the transfer is held by the Department of Education. For the years 2016 to 2018, ILS data are available for public access from AGID (https://agid.acl.gov/).

Though there have been multiple revisions to the ILS PPR form since 1993, the form was the same for all ILS data currently available (2016 to 2018) from AGID. It is likely that the ILS PPR form will change in the future, as part of the WIOA reauthorization, but there is no firm date for when revisions to the ILS PPR form are expected to occur.

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[2] For the most recent reporting period (i.e., September 30, 2018–September 29, 2019), ACL approved the ILS PPR data on March 15, 2020.

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

Prior to 2020, grantees submitted ILS 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). ILS PPR data can be extracted from ACLReporting but not into a user-friendly file format. Currently, the ACL Office of Information Resources Management extracts ILS 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 3 years of ILS PPR data available in ACLReporting (2016 to 2018).

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

For data prior to 2020, we applied several transformations to align the ILS PPR Excel data structure in order 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 ILS PPR data tables (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 ILS PPR datafile contains eight variables. Each variable is listed and described in Table 3 below, which also includes an indication of which variables can be used together to uniquely identify records or serve as keys for relating ILS PPR data with other datasets.

Table 3: Cleaned and Transformed ILS PPR Datafile

Name of Variable	Unique ID/Key	Description
Year	Yes	Fiscal year of the PPR, used to determine the time-period represented in the variable
GeoID[3]	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	ILS program grant number assigned by ACL to the grantee
Field	No	Short title for variable
FieldLabel	No	Long 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

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[3] 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.

Additional resources that provide detailed explanation of ACLReporting, including tools and features, are listed and described in Table 4 below. The abbreviation OILP denotes the ACL Office of Independent Living Programs, and ILRU stands for Independent Living Research Utilization.

Table 4: Additional Resources – ACLReporting

File Name	Description	Location
FY2019 ILS PPR Guidance 9.27.19.docx	Most recent version (September 2019) of the annual guidance document sent by OILP to all ILS program grantees including essential facts for using ACLReporting, ACLReporting quick tips, key PPR guidance, and important tips for completing the ILS PPR	OILP
2017 IL Grantee UserGuide 704 Part 1.docx	Current version (updated September 2017) of the ACLReporting Grantee User Guide for ILS program grantees including information on ACLReporting roles and permissions, instructions for first time and active users, and instructions for entering report information	OILP
IL Part II User Guide.pdf	Most recent version (updated September 2017) of the ACLReporting Grantee User Guide, which provides an overview of the reporting system roles and permissions, instructions for first time and active users, and instructions for entering report information	ILRU

Note: The files listed in Table 4 were legacy reporting guides from the previous grantee reporting management system, ACLReporting. ILRU files can be downloaded from the following website: 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 ILS PPR Data

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

Feasibility of Merging ILS PPR Data Within Each Year

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

Feasibility of Merging ILS PPR Data Across Years

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

Feasibility of Merging ILS PPR Data Across Datasets

The ILS dataset can technically link[4] with other datasets at the state/territory geographic level. It is also valid to aggregate the data to technically link with other ACL and U.S. Census Bureau datasets at the following geographic levels: Census Division, ACL Region, Census Region, and National.

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

Table 5: Additional Resources – ILS Conceptual Linkages

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

Schema for ILS Dataset

The ILS schema in Table 6 below shows the datafile structure for cleaned and transformed ILS PPR datafiles. The ILS schema shows the available variables for ILS PPR data. Key variables are bolded to signify that they are used to technically link ILS 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 ILS 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 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. Table 5 above provides a description of each ILS variable.

Table 6 presents conceptual linkages between ILS 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

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[4] 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.

[5] 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).

listed in the Topic column, while datasets in which these conceptual linkages can be made with ILS PPR data are listed in the Dataset(s) column. Specific subtopics in ILS 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 ILS and other datasets. For detailed information on conceptual linkages between ILS and other datasets, refer to the resources listed in Table 5: Additional Resources – ILS Conceptual Linkages.

Table 6: ILS Schema

7.0 ILS
7.1 GeoID
7.2 Year
7.3 GrantNumber
7.4 Field
7.5 FieldLabel
7.6 Datatype
7.7 Numeric_Value
7.8 Non_Numeric_Value

Topic	Dataset(s)
Demographics	
- Gender	SPR, ACS PUMS, CIL
- Race/Ethnicity	SPR, ACS PUMS, CIL
- Age	SPR, ACS PUMS, CIL
Total Clients Served	SPR, CIL
Service Type	CIL
Increased Independence	CIL
Improved Access	CIL
Cases Closed	CIL
Funding	CIL
Persons With Disabilities Served	CIL

Additional Notes, Considerations, and Key Resources for ILS

For further information on the ILS program and PPR data, refer to these resources:

- *Independent Living Services (ILS) Program*: https://acl.gov/ils-programs

- *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 ILS program grantees: https://www.ilru.org/