

A Checklist for Updating Your AFI Project for the New PPR

Get Familiar with New PPR

Review the new, changing, and removed data fields

[List of new and changing fields](#)

[List of removed fields](#)



Make a List of Your Internal Documents You Will Need to Change

Walk through all documents you use from enrollment, to withdrawal, to follow-up services.

These may include*:

- Application forms
- Intake forms
- Matched withdrawal forms
- Emergency withdrawal forms
- Any other forms used in your AFI project

**The forms listed are not required. They are examples of how grantees may be currently requesting data from AFI IDA applicants and participants.*



Make Your Changes



Change Corresponding Data Systems

If you need a new way to track data, consider using the [Participant Data Tracking Tool](#). For projects with partners independently opening IDAs, there is an additional [Partner Data Tracking Tool](#).

If a third party provides a data management tool, please encourage them to familiarize their organization with the new PPR.