



National Core Indicators®: Data Collection Specifications
(Updated 3/4/20)

This document contains basic information concerning the collection and reporting of data to National Core Indicators® (NCI®). It is organized by major data collection category.

1. **In-Person Survey (IPS).** All participating states are strongly encouraged to conduct the IPS.

Purpose	Obtain information directly from adults receiving services from the state Developmental Disabilities Service System. The information concerns the extent to which the services they receive result in valued outcomes in support of system-wide quality improvement activities. The IPS also includes a Background Information section which collects demographic and service information that is gathered from system records.
Frequency	Annual – IPS data collection/reporting years coincide with state fiscal years (July 1 – June 30)
Protocol	All states employ a standard survey instrument. A state may add questions the instrument to address additional topics.
Method of administration	Face-to-face survey with individuals (with some questions allowing for proxy respondents). The survey also includes the collection of Background Information from records. Disinterested third parties must conduct surveys to ensure data integrity and avoid conflicts of interest. Providers may not administer survey to individuals they serve. Service coordinators/Case managers may not administer to individuals on their caseloads. States have flexibility in selecting individuals to conduct surveys within these parameters. Administration of the survey and related activities takes approximately 3-4 hours per consumer. Actual face-to-face interview requires on average 50 minutes.
Minimum requirements	Based on the size of the total sample frame, each state’s final number of valid surveys must achieve a 95% confidence level and 5% margin of error. Individuals must be randomly selected for interviews from the sample frame. States may stratify their sample and/or increase number of interviews beyond project minimum in order to secure valid stratified intrastate results (e.g., for inter-regional comparisons)
Data reporting cycle	The survey cycle begins on July 1 and ends on June 30. All data are due by June 30.
National NCI	IPS training is standardized and overseen by National NCI Team Members. NCI requires data must be entered in the online data entry system (ODESA). National

Team Support	NCI staff also provide continuous technical assistance to state NCI coordinators.
Results	The use of a standard instrument is designed to enable each participating state to validly compare its results to all other participating states. Statistical methods are employed to control for differences in consumer characteristics across the states. Each state also is able to assess year-over-year changes in its own results.

2. **Family Surveys.** The project has developed three distinct surveys for families who have a family member with a disability: (a) a survey of families who have an adult family member receiving state services who lives with them (the Adult Family Survey, or AFS); (b) a survey of families/guardians whose adult family member receiving services is in residential placement (the Family Guardian Survey, or FGS); and, (c) a survey of families who have a child receiving services who lives with them (the Child Family Survey, or CFS).

Purpose	Obtain information directly from families concerning system responsiveness to their needs, quality of services, and their overall satisfaction. Intended to support systemwide quality improvement efforts.
Frequency	Annual.
Protocol	All states employ standard survey instruments. A state may add questions the instrument to address additional topics.
Method of administration	All three surveys are mailed by state (or contractor to the state) to families who return them to state by mail. States may also choose to allow respondents to enter their responses via internet.
Minimum requirements	Based on the size of the total sample frame, each state's final number of valid surveys must achieve a 95% confidence level and 7% margin of error. States may choose to send the surveys to a sample or to the entire sample frame.
Data cycle	Same as the In-Person Survey
National Project Support	Same as the In-Person Survey
Results	The use of a standard instrument is designed to enable each participating state to validly compare its results to all other participating states. Statistical methods are employed to control for differences in consumer characteristics across the states. Each state also is able to assess year-over-year changes in its own results.

3. **Staff Stability Survey.** Participating states employ a common framework to collect information concerning direct support professional (DSP) turnover and vacancy rates along with information regarding employment longevity.

Purpose	Collect information on a regular, periodic basis concerning direct service professional workforce stability and quality.
Frequency	Annual

Protocol	Standardized data collection instrument. Survey distinguishes between DSPs who furnish residential, in-home and non-residential supports.
Method of administration	Survey respondents are provider agencies. Survey is administered online using email contact.
Minimum requirements	All contracted agencies.
Date due	June 30
National Project Support	Same as In-Person Survey
Results	Interstate comparison of measures of staff stability; change over time in staff stability in each state.