

# Action Request Transmittal Developmental Disabilities Services



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**Number:** DD-AR-21-091  
**Issue date:** 10/20/2021

**Topic:** Developmental Disabilities

**Due date:** 12/15/2021

**Subject:** NCI 2021 Adult In-Person Survey Requirement

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                              | <input type="checkbox"/> County Mental Health Directors                                  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities             | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input checked="" type="checkbox"/> County DD Program Managers          | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                            |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other ( <i>please specify</i> ):                                |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Action required:**

The National Core Indicators, often referred to as NCI, supports states in gathering data about services for people with I/DD. NCI is a collaborative effort that began in 1997 between the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Human Services Research Institute (HSRI).

The NCI project developed core indicators to look at outcomes for individuals and families receiving services. Indicators target employment, rights, service planning, community inclusion, choice and health and safety. Questions have also been added regarding the COVID-19 pandemic to assess how the pandemic has affected the lives of people receiving I/DD services and the agencies providing those services.

Oregon will again participate in the NCI Adult In-Person Survey. This survey will assist us to see how well we are meeting the needs of the people we serve. It also helps us compare our progress over time and compare our program with other states.

ODDS partners with Oregon Health Science University (OHSU) to complete at least 400 surveys across the state. Individuals, who are randomly chosen for the 2021-2022 NCI Adult In-Person Survey, will have the opportunity to participate in the survey with an OHSU interviewer, either in-person or remotely via phone, computer, or tablet. *All interviews will be conducted in accordance with state and local guidelines in place at the time the interview is scheduled and will also be based on the individuals preferred interview method.*

Before OHSU can begin contacting individuals, they need basic up-to-date contact information. ODDS requires the assistance of all CMEs to gather the necessary contact information for everyone included in the random sample.

In early November, all CMEs will receive an NCI contact information spreadsheet (via secure email) containing a list of individuals for whom the CME provides case management supports who were randomly selected to participate in the Adult In-Person Survey. ODDS requires CME assistance to confirm, edit and add contact information provided in the spreadsheet for each individual. Detailed instructions will be provided to the CMEs, along with the spreadsheet. **Because ODDS is just asking for accurate contact information at this time, the task may be assigned to any CME personnel able to complete the task.**

CMEs are requested to complete and return the NCI contact information spreadsheets by December 15, 2021.

ODDS will be requesting additional background information for individuals included in the NCI Adult In-person survey in early 2022. Additional notification and information will be provided before that request is made.

**Reason for action:**

- Letters will be sent out in January 2022 to randomly selected adults, who receive case management and one other I/DD service, to inform them about the opportunity to participate in the NCI Adult In-Person Survey. Up-to-date mailing addresses are needed.
- OHSU will begin contacting individuals to schedule interviews for the NCI Adult In-Person Survey starting in early February 2022. Up-to-date contact information is needed.

**Communication/training:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

- The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings: <https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>
- After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us) at least three business days prior to the meeting.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Posted on Engagement and Innovation website

*If you have any questions about this action request, contact:*

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