

# Guidance document for Council Staff

## AIDD DD Council Performance Measures

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### Special Notes 1-5:

Note<sup>1</sup> Throughout this document, the terms grantee and sub-grantee are utilized. See below for definition:

- Grantee – A DD Council that receives the Basic Grant Award from ACL/AOD/AIDD;
- Sub-grantee – a DD Council grantee or contractor the Council funds to implement an activity or program supported within the 5-year State plan.

Note<sup>2</sup> When collecting data from people who have a developmental disability AND are family members of people with developmental disabilities, Council staff should select the “best fit” category related to the activity for reporting purposes. For example, if a workshop was held to increase knowledge about a topic that is not specific to self-advocacy or family advocacy (for example a general health related training), council staff would determine the “best fit” category for the participant(s).

Note<sup>3</sup> Council staff should use all good data provided to them. For example, when collecting satisfaction and outcome data in a survey, if one survey had 5 questions about outcomes and a respondent only answered 3 of the questions, responses for those three questions filled out should be reported in the indicators.

Note<sup>4</sup> If Council staff or sub-grantees create change through participation in a task force, workgroup, committee, or other group, the change would “count” as a Council accomplishment even if the council staff/grantee collaborated with others to make the change and might not have been able to do it themselves. For example, if a council staff member or grantee was involved in a task force to change a regulation that would impact DD services in the state/territory and the task force included representatives from service provider agencies, the P&A, the Governor’s office, self-advocacy, and family member organizations as well as the Council, the change (output and outcome) could be included as a Council accomplishment.

Note<sup>5</sup> The demographic data page on the PPR template indicates Council staff should report the number of individuals with DD and the number of family members (IFA 1.1 and IFA 1.2). These numbers should be the total number of people who participated in a Council activity and not the respondent number that will be used for the denominator.

**INDIVIDUAL and FAMILY ADVOCACY ANNUAL PERFORMANCE MEASURES**

**IFA 1: Output Measures<sup>1</sup>**

**DD Council Staff Guidance**

<p><b>IFA 1.1</b></p>	<p>The number of <u>people with developmental disabilities</u> who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems</p>	<p>Collect the number of people who participated in Council supported activities.</p> <p>Examples of how to collect data: Attendance rosters, sign-in sheets, program roll sheets, registration forms, and other documents that document the number of people that participated in a council supported activity.</p> <p>PPR Note: The PPR item “Total # of Output Respondents” is a manual entry. Enter the number of people that responded to an evaluation/survey about the activities listed. (this becomes the IFA 1.1 “denominator.”) <i>Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project.</i></p>
<p><b>IFA 1.2</b></p>	<p>The number of <u>family members</u> who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems</p>	<p>Collect the number of people who participated in Council supported activities.</p> <p>Examples of how to collect data: Attendance rosters, sign-in sheets, program roll sheets, registration forms, and other documents that document the number of people that participated in a council support activity.</p> <p>PPR Note: The PPR item “Total # of Output Respondents” is a manual entry. Enter the number of people that responded to an evaluation/survey about the activities listed. (this becomes the IFA 1.2 “denominator.”) <i>Note: This number may be different (lower) than the total number of people who participated in the project or activity and is based on the number of people who responded to an evaluation/survey about the project.</i></p>

<sup>1</sup> \*\*These two measures could be combined to report on the total number of participants but still collected by individuals with developmental disabilities and family members\*\*

**IFA 2: Outcome Measures<sup>2</sup>**

**DD Council Staff Guidance**

<p><b>IFA 2.1</b></p>	<p>After participation in Council supported activities, the percent of <u>people with developmental disabilities</u> who report increasing their advocacy as a result of Council work.</p>	<p>Collect the number of positive <u>responses to this question</u> from people with developmental disabilities</p> <ul style="list-style-type: none"> <li>To calculate the percentage, divide the number of positive responses to this/a question about increased advocacy by the number of evaluations/surveys received (IFA 1.1 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated increasing their advocacy because of Council work – <math>46/50 = 92\%</math></p> <p><b>PPR Note: The percentage will be reported in the PPR, not the number.</b></p>
<p><b>IFA 2.2</b></p>	<p>After participation in Council supported activities, the percent of <u>family members</u> who report increasing their advocacy as a result of Council work.</p>	<p>Collect the number of positive <u>responses to this question</u> from family members.</p> <ul style="list-style-type: none"> <li>To calculate the percentage, divide the number of responses to this/a question about increased advocacy by the number of evaluations/surveys received (IFA 1.2 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated increasing their advocacy because of Council work – <math>46/50 = 92\%</math></p> <p><b>PPR Note: The percentage will be reported in the PPR, not the number.</b></p>
<p>IFA 2.3</p>	<p>The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them</p>	<p>Collect the number of positive responses from <u>people with developmental disabilities</u>.</p> <p>Collect the number of positive responses from <u>family members</u> of people with developmental disabilities.</p>

<sup>2</sup> \*\*These two measures could be combined to report on the total number of participants increasing advocacy but still collected by individuals with developmental disabilities and family members\*\*

		<p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> <li>▪ To calculate the percentage for people with developmental disabilities, add the number of positive responses from people with developmental disabilities to this/a question about being better able to say what they want by the number of evaluations/surveys received (IFA 1.1 denominator)</li> <li>▪ To calculate the percentage for family members, add the number of positive responses from family members to this/a question about being better able to say what they want by the total number of evaluations/surveys received (IFA 1.2 denominator)</li> </ul> <p>Example: 50 evaluation/surveys received; 46 people indicated they are better able to say what they want – <math>46/50 = 92\%</math></p>
<p>IFA 2.4</p>	<p>The percent of people who are participating now in advocacy activities</p>	<p>Collect the number of positive responses from people with developmental disabilities.</p> <p>Collect the number of positive responses from family members of people with developmental disabilities.</p> <p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> <li>▪ To calculate the percentage, add the number of positive responses from people with developmental disabilities to this/a question about participating now in advocacy</li> </ul>

		<p>activities by the total number of evaluations/surveys received (IFA 1.1 denominator).</p> <ul style="list-style-type: none"> <li>To calculate the percentage, add the number of positive responses from family members to this/a question about participating now in advocacy activities by the total number of evaluations/surveys received (IFA 1.2 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated participating now in advocacy activities because of Council work – <math>46/50 = 92\%</math></p>
<p>IFA 2.5</p>	<p>The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.</p>	<p>Collect the number of positive responses from people with developmental disabilities.</p> <p>Collect for number of positive responses from family members of people with developmental disabilities.</p> <p>PPR Note: Numbers <u>and</u> percentage will be reported in the PPR. The number of people with developmental disabilities, and the number of family members are submitted in the program performance report (as numbers), then you will also be asked to calculate the percentage.</p> <ul style="list-style-type: none"> <li>To calculate the percentage, add the number of positive responses from people with developmental disabilities to this/a question about being on coalitions, boards, or leadership positions by the total number of evaluations/surveys received (IFA 1.1 denominator).</li> <li>To calculate the percentage, add the number of positive responses from family members to this/a question about being on coalitions, boards, or leadership positions by the total number of evaluations/surveys received (IFA 1.2 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated being on cross disability coalitions,</p>

		<p>policy boards, advisory boards, governing bodies because of Council work – <math>46/50 = 92\%</math></p>
IFA 3.	The percent of <b>people</b> satisfied with a project activity.	<p><b>Collect the total number of “satisfied” responses (people with DD and family members).</b></p> <ul style="list-style-type: none"> <li>To calculate the percentage, divide the number of positive responses by people to the question by the number of evaluations/surveys received (IFA 1.1 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated they were satisfied with a project activity – <math>46/50 = 92\%</math></p> <p>PPR Note: The percentage will be reported in the PPR.</p>
IFA 3.1	The percent of <b>people with developmental disabilities</b> satisfied with a project activity	<p><b>Collect the number of “satisfied” responses to the question.</b></p> <ul style="list-style-type: none"> <li>To calculate the percentage, divide the number of positive responses by people with developmental disabilities to the question by the number of evaluations/surveys received (IFA 1.1 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received, 46 people indicated they were satisfied with a project activity – <math>46/50 = 92\%</math></p> <p>PPR Note: The percentage will be reported in the PPR.</p>
IFA 3.2	The percent of <b>family members</b> satisfied with a project activity.	<p><b>Collect the numbers of “satisfied” responses to the question</b></p> <ul style="list-style-type: none"> <li>To calculate the percentage, divide the number of positive responses by family members to the question by the number of evaluations/surveys received (IFA 1.2 denominator).</li> </ul> <p>Example: 50 evaluations/surveys received; 46 people indicated they were satisfied with a project activity – <math>46/50 = 92\%</math></p> <p>PPR Note: The percentage will be reported in the PPR.</p>

**SYSTEMS CHANGE ANNUAL PERFORMANCE MEASURES**

Note<sup>1</sup> Systems change efforts are intended to be viewed as a continuum and could reflect community systems, statewide systems or one agency - systems from small to most broad.

Note<sup>2</sup> Output measures are numbers that reflect Council efforts related to policy and/or procedures changed or created. Data could include staff member efforts (activities) as well as sub-grantee efforts.

Note<sup>3</sup> Systemic change activities (as defined in the DD Act Final rule, 2015) is defined as a sustainable, transferable, and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families.

<p><b>SC 1: Output Measure</b></p>	<p><b>DD Council Staff Guidance</b></p>
<p>The number of Council efforts <u>to transform fragmented approaches</u> into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.</p>	<p>Note: Data collection for this question is not required.</p>

**SC Sub-output measures**

	<p><b>Measures</b></p>	<p><b>DD Council Staff Guidance</b></p>
<p><b>SC 1.1</b></p>	<p>The number of policy and/or procedures created or changed.</p>	<p><i>Definitions:</i>  <i>Policy:</i> A statement of how an organization or entity intends to conduct its services, actions, or business. Policies provide a set of guiding principles to help with decision making.   <i>Procedure:</i> A description of how each policy will be put into action. Procedures often outline who will do what; what steps will be taken, and which forms to use.   <i>Policy and/or procedure change:</i> A policy and/or procedure change reflects a course of action that has the potential to create or improve policies and/or procedures regarding services and supports that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.   <i>Created:</i> To cause to come into being.</p>

	<p><i>Change:</i> The act of making or becoming different.</p> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of policies they expect to be drafted, the number of policies expected to be created, the number of procedures expected to be drafted, and the number of procedures expected to be created as an output by council staff activity or sub-grantee work.</p> <p><u>For the program performance report</u>, the Council staff should report the <b>actual results for the work planned</b> for the reporting year. The Council staff would report the number of policies that were drafted, the number of policies created, the number of procedures drafted, and number of procedures created.</p> <p>Example #1: A Council staff member participates on a task force to draft a revision to an operational policy that improves services for people with developmental disabilities and their families. The anticipated revision to the policy would be reflected in the workplan as an output because the Council invested staff time to revise the policy revision effort. Actual results for the activity would be reported in the PPR.</p> <p>Example #2: A Council sub-grantee has planned to implement a project to demonstrate a promising or best practice approach to a service for people with developmental disabilities and their families. As part of the project, it is planned and anticipated that recommendations for policy and/or procedure changes will be drafted because of the demonstration. A policy and/or procedure creation or change would be reflected as an expected output. The promising or best practice itself would also be reflected as an output in 1.3.1 – 1.3.4 as appropriate. For example, a Council implemented Project SEARCH, as a result, a business changed a policy or procedure. The policy/procedure change would count in this category and the support of a best practice (Project SEARCH) would also be counted under 1.3.4.</p> <p>Example #3: A Council sub-grantee has planned to implement a project to improve services at one</p>
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		<p>specific agency or organization. It is expected that the existing policies of the specific agency or organization will be improved. The expected number of policy changes would be reflected as an output. Note: See definition of systemic change activities to help guide decisions about what types of policies/procedures results to count.</p> <p>If a Council expected to draft a policy and/or procedure, but there was no draft or creation of a policy and/or procedure realized during the federal fiscal year, Council staff would include an explanation of the barriers or other circumstances in the objective narrative of the annual program performance report. If a policy and/or procedure change is delayed, the Council staff may include the expected output for a policy and/or procedure change in future annual work plans.</p>
<p><b>SC 1.2</b></p>	<p>The number of statute and/or regulations created or changed</p>	<p><u>Definitions:</u>  <i>Statute:</i> A law or other enactment made by a legislature and expressed in a formal document.</p> <p><i>Regulation:</i> A rule or administrative code issued by governmental agencies at all levels, municipal, county, state, and federal. Regulations are not laws, but have the force of law since they are adopted under authority granted by statutes.</p> <p><i>Statute and/or regulation change:</i> A law and/or rule or administrative code that has the potential to improve laws, rules, or administrative codes regarding services, supports, and other assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.</p> <p><i>Created:</i> To cause to come into being.</p> <p><i>Change:</i> The act of making or becoming different.</p> <p><u>For the annual work plan,</u> the number will show what the Council expects to achieve as a projected output for the specific federal fiscal year. Council staff can include the number of statutes they expect to be drafted, the number of statutes expected to be created, the number of regulations expected to be</p>

		<p>drafted, and the number of regulations expected to be created.</p> <p><u>For the program performance report</u>, the Council staff will report the actual output results for the work planned for the specific federal fiscal year. The Council staff will report the number of statutes that were drafted, created, or changed and the number of regulations drafted, created, or changed by council staff activity or sub-grantee work.</p> <p>Example #1: A Council staff member participates on a coalition that plans to draft, create, or change a statute to improve services for people with developmental disabilities and their families. The anticipated statute would be reflected as an output because the Council invested staff time to draft, create, or change the statute.</p> <p>Example #2: A Council sub-grantee is implementing a project and part of the project is to research, analyze, and recommend regulation changes for a specific issue. A regulation change (drafted, created, or changed) would be reflected in this category as an output.</p> <p>Example #3: Council staff is collaborating with legislative staff to create a statute or regulation that will impact people with developmental disabilities and their families. The Council expected the statute or regulation to be drafted during the federal fiscal year. Council staff would reflect the anticipated statute or regulation change (drafted, created, or changed) as an output.</p> <p>If a Council expected to draft a statute and/or regulation, but there was a delay in the activity or no improvement to existing statute and/or regulation, or draft or creation of a statute or regulation realized during the federal fiscal year, Council staff would report zero and include an explanation of the barriers or other circumstances in the objective narrative of the annual program performance report. If a statute or regulation change activity is still planned for a future time, the output would be projected and included in future annual work plans.</p>
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<p><b>SC 1.3.1.</b></p>	<p>The number of promising practices created</p>	<p><i>Promising Practice: a practice with <a href="#">an innovative approach that improves upon existing practice and positively impacts the area of practice</a>. The practice should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.</i></p> <p><i><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of promising practices they expect to be created through a planned activity by council staff activity or sub-grantee work.</i></p> <p><i><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the reporting year. The Council staff would report the number of promising practices created.</i></p> <p><i>Example #1: A Council implements a proven leadership training program for people with developmental disabilities and their families, through a sub-grantee and Council staff support. As part of the implementation, the Council plans and expects to improve part of the training program with a new approach that positively impacts the overall leadership training program. The expected output for creating a promising practice would be reflected.</i></p> <p><i>Example #2: A Council staff member supports the state self-advocacy organization. It is planned and expected that a promising practice through a new approach to improve an aspect of the state self-</i></p>

		<p>advocacy organization will occur. Council staff expects other volunteer groups to be able to use the created promising practice to improve their efforts as well. The expected output of a promising practice created would be reflected.</p>
<p><b>SC 1.3.2.</b></p>	<p>The number of promising practices <u>supported</u> through Council activities</p>	<p><u>Definition:</u>  <i>Supported: Activities planned and funded by the Council as based on the State Plan.</i></p> <p><u>For the annual work plan,</u> the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of promising practices they expect to support through a planned activity by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report,</u> the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of promising practices supported.</p> <p>Example #1: A Council sub-grantee replicates a promising practice in a project activity. The promising practice supported would be reflected as an output. For example, a sub-grantee wants to use a new training model to develop professionals in the field of developmental disabilities, the use of the new training method as a promising practice could be reported.</p>
<p><b>SC 1.3.3.</b></p>	<p>The number of best practices created</p>	<p><u>Definitions:</u></p> <p><i>Best Practice: A technique, methodology, or program that has <u>proven to reliably lead to a desired result</u> can be considered a best practice.</i></p> <p><i>Created: To cause to come into being.</i></p> <p>If the Council has implemented a technique, methodology, or program that has produced consistent results after implementation as a promising practice, and the Council replicated the promising practice (tested in other agencies, organizations, environments) with positive results <u>as demonstrated by research and experience</u>, the Council could convert the promising practice to a best practice.</p>

		<p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of best practices they expect to be created with a planned activity by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of best practices created.</p> <p>Example #1: A Council sub-grantee implements a project that uses a technique to positively impact people with developmental disabilities and their families. The Council expects to demonstrate the technique to be a best-practice through experience. The output of creating a best practice would be reflected.</p>
<p><b>SC 1.3.4.</b></p>	<p>The number of best practices supported through Council activities</p>	<p><u>Definition:</u>  <i>Supported: Activities planned and funded by the Council as based on the State Plan.</i></p> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of best practices they expect to support through a planned activity by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of best practices supported.</p> <p>Example #1: A Council sub-grantee plans and implements the Partners in Policymaking™ program, the program has been proven to lead to a desired result and would be reflected as an output.</p> <p>Example #2: A Council sub-grantee implements the Project SEARCH program. The program has been proven to lead to a desired result and is being supported, in part, by Council funds. The output of</p>

		<p>the number of best practices supported through Council activities would be reflected.</p> <p>Example #3: A Council implements community based initiatives using the Asset Based Community Development methods/concepts. The output of the number of community based projects using ABCD as a best practice supported could be reflected as an output.</p>
<p><b>SC 1.4 Training Output</b></p>	<p>The number of people trained or educated through Council systemic change initiatives</p>	<p><b>Definition</b>  <i>Trained, or educated:</i> Training is an organized activity designed to give information and/or instructions to improve performance or help attain knowledge or skill; educated means to give information about something. This number would not include public education, marketing, tabling, web-site hits, newspaper subscribers, social media likes, tweets, retweets, etc.)</p> <ul style="list-style-type: none"> <li>• The output number would reflect “others trained/educated” such as service providers, policymakers, direct support professionals, other stakeholders; this output number would <u>not include</u> people with developmental disabilities or family members of people with developmental disabilities as those output numbers would be reported under IFA 1.1 and 1.2.</li> </ul> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would include the number of people trained or educated <u>as part of</u> a Council systems change initiative (other than people with developmental disabilities and their families) by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of people trained or educated as part of a Council systems change initiative (other than people with developmental disabilities and their families).</p>

<p><b>SC 1.5 Collaboration Output</b></p>	<p>The number of Council supported systems change activities with organizations actively involved.</p>	<p><u>Definition:</u> <i>Supported: Activities planned and funded by the Council as based on the State Plan.</i></p> <ul style="list-style-type: none"> <li>• The output number would reflect the number of systems change activities that are supported by the Council (with funding, or staff support) <u>and</u> that have other organizations actively involved.</li> </ul> <p><u>For the annual work plan</u>, the number should reflect what the Council expects to achieve as a projected output for the specific federal fiscal year. The Council staff would project the number of systems change activities that were planned with other organizations actively involved in the initiative by council staff activity or sub-grantee work.</p> <p><u>For the annual program performance report</u>, the Council staff should report the actual output results for the work planned for the specific federal fiscal year. The Council staff would report the number of systems change activities that had other organizations actively involved in the initiative.</p> <p>Example #1: The Council sub-grantee facilitates a coalition for people with developmental disabilities. There are five other organizations that have roles and responsibilities to the coalition. The coalition meets 6 times per year. The activity would be reflected as one output because the Council supported systems change activity is supporting the coalition. (Details about the number of organizations could be reflected in the annual program performance report narrative).</p> <p>Example #2: The Council sponsors a legislative day to educate policymakers and others on systemic issues related to services and support for people with developmental disabilities. There are 20 organizations actively involved in the activity. The activity would be reflected as one activity because the Councils supported systems change activity is the legislative day. (Details about the number of organizations, number of planning meetings, etc.</p>
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		<p>could be reflected in the narrative of the annual program performance report).</p> <p>Example #3: The Council supports an initiative to provide education and training to 6 school systems across the State/Territory. The same workshop content is replicated in 6 different school systems and would be reported as one activity (replication in 6 school systems could be reported in the narrative).</p>
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## SC 2: Outcome Measures

<p><b>SC 2.1</b></p>	<p>The number of Council efforts <b>that led to the improvement of best or promising practices, policies, procedures, statute or regulation changes.</b> (sub-measures 2.1.1; 2.1.3)  <i>Note: Collection of additional data for this measure is not required.</i></p>
<p><b>SC 2.2</b></p>	<p>The number of Council efforts <b>that were implemented</b> to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life. (sub-measures 2.1.2; 2.1.4)  <i>Note: Collection of additional data for this measure is not required.</i></p>
<p><b>SC 2 Sub-outcome Measures</b></p>	
<p><b>SC 2.1.1</b></p>	<p>The number of policy, procedure, statute, or regulation changes <b>improved</b> as a result of systems change.</p>
<p>Outcomes and outputs will align on many items. For example, if the Council planned to improve one policy, procedure, statute, or regulation, the output (of one policy, procedure, statute, or regulation) would be reported in the output section, but also as a short term (or immediate) outcome. The outcome would be the result of engaging in the activity – in this case one policy, procedure, statute, or regulation was improved.</p> <p><i>Note: Outcomes would be considered short-term or immediate. Data could include statewide changes and local or organizational level changes. Improvement could be a result of the creation of, or a change to, a policy, procedure, statute, or regulation.</i></p>	
<p><b>SC 2.1.2</b></p>	<p>The number of policy, procedure, statute, or regulation changes <b>implemented</b></p>
<p>Outcomes and outputs may align. For example, if the Council planned to improve one policy, procedure, statute, or regulation and the policy <u>was also implemented</u> during the reporting period, the policy, procedure, statute, or regulation would be reflected as an output and the policy, procedure, statute, or regulation implemented would be reflected as an outcome in this section.</p> <p><i>Note: Outcomes would be considered intermediate or long-term; a demonstration of what the Council has been working on that has been transformed (result of experience).</i></p>	
<p><b>SC 2.1.3</b></p>	<p>The number of promising and/or best practices <b>improved</b> as a result of systems change activities</p>
<p>Outcomes and outputs will align on many items. For example, if the Council planned to improve a promising or best practice, the output (of one promising or best practice) would be reflected in the output section, but would</p>	



also be reflected as a short term/immediate outcome. The outcome would be the result of engaging in the activity – in this case one best or promising practice was improved.

*Note 1: Outcomes would be considered short-term or immediate. Data could include statewide changes and local or organizational level changes. Improvement could be a result of the creation of, or a change a promising or best practice.*

*Note 2: If a Council is replicating the promising or best practice several times during a reporting period, the promising or best practice would be counted once in the data section. However, the replication information could be included in the narrative section of the program performance report.*

**SC 2.1.4 The number of promising and/or best practices that were *implemented***

Outcomes and outputs may align. For example, if the Council planned to implement a promising or best practice, the output would be reflected in the outcome section as one promising or best practice – if the promising and/or best practice was also implemented during the reporting period, the promising and/or best practice implemented would also be reflected as an outcome.

**Note:** Outcomes would be considered intermediate or long-term; a demonstration of what the Council has been working on that has been transformed (result of experience).

**Definitions**

*Change:* The act of making or becoming different

*Created:* To cause to come into being.

*Implemented:* To put into effect, put into action, put into practice, carry out, enact.

*Improved:* To make or become better, to raise to a more desirable condition, or quality.

This resource was created to serve as a tool and guide for Council staff to use in data collection activities. The purpose of the resource is to explain and clarify data collection and reporting requirements in a helpful manner. We recognize there may be need for further guidance and welcome your comments on the information presented. Please send any comments to: Sheryl Matney ([smatney@nacdd.org](mailto:smatney@nacdd.org)), Director, Technical Assistance, NACDD.

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