



## Peer 2 Peer

February 22, 2024

### Data Collection Series #2: Counting Participants for Federal Performance Measure Reporting

#### Federal Performance Measures

The current Federal Performance Measures include outputs, outcomes, and sub-outcome measures.

Output measures call for Council staff to report the **number** of people with ID/DD and family members 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.

Outcome measures call for Council staff to report the **percentage** of people with ID/DD and family members of people with ID/DD who report increasing their advocacy because of Council work (IFA 2.1 and 2.2).

Sub-outcomes measures call for Council staff to report the **percentage** of people who:

- a) are better able to say what they want or say what services and supports they want or say what is important to them (IFA 2.3).
- b) are participating now in advocacy activities (IFA 2.4).
- c) are on cross disability coalitions, policy boards, advisory boards, governing bodies, and/or serving in leadership positions (IFA 2.5).

#### There are two major purposes for collecting and reporting data.

1) To provide OIDD data so they can understand and best communicate with key partners about the work you are doing, the benefits you are providing, and the impact you are making.

2) To use collected data as a self-assessment to determine if you are working effectively and efficiently.

## Exploring the Task of Counting Participants

Here are a few reasons we count participants in our state plan activities.

- To assess the effectiveness and reach of projects and activities the Council funds.
- To evaluate whether an activity is meeting its intended goals and objectives.
- It shows ACL how Councils are using the money.
- It helps Councils understand the extent to which the Council is making a difference in the lives of people with ID/DD and families.
- It helps the Council allocate money more effectively.
- It helps Councils complete the annual Program Performance Report (PPR).
- It can help Councils refine strategies, enhance access to an activity, and maximize outcomes for participants.

## Who is considered a participant?

A participant is someone who takes part in something or becomes involved in an activity.

## What are Duplicated and Unduplicated Counts?

A duplicated count is the total number of people who participated in a project or activity.

An unduplicated count is the total number of UNIQUE people who participated in a project or activity.

In general, there are 3 outputs to consider when counting participants.

- 1) Total participants for all sessions.
- 2) Duplicated people participating.
- 3) Unduplicated people participating.

## Multi-goal(s) and objective(s).

Each year, Councils work on more than one goal and objective, with more than one project, activity, or program. There are two ways to count participants.

- 1) **Total number** of participants enrolled in any of the Council's activities under an objective and goal. Total enrollment of each program does not consider whether a person is enrolled in multiple programs under an objective and goal.

Training and Technical Assistance to Councils is funded by contract #75P00121C00067 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201.

Total number of **unique** participants enrolled in any of the Council's activities under an objective and goal. Participants enrolled in multiple programs are only counted once.

*The benefit of tracking the total number of unique participants who are enrolled in more than one program can help the Council understand program use patterns.*

EXAMPLE: A person with developmental disabilities participates in a Council supported self-advocacy requirement activity AND participates in an employment effort, a person might be counted separately for each type of activity. This supports counting **participation levels** across different goals.

### Multi-session events

Because we want to describe our projects and activities clearly and candidly to OIDD (and perhaps others who give the Council money), we want to identify the programs, projects, and activities that are likely to provide **duplicate** data.

- Identify multi-session learning or skill building activities. Multi-session programs, projects, or activities are typically single events that include multiple topics that may take place over multiple days or months.
- When you identify a multi session activity, data collection questions for each event may need to be tailored. For example, you would not need to collect demographic data at each session, but content related (knowledge and learning data) would be appropriate.
- When developing surveys for multi-session activities, know what you want to do with the data. Satisfaction, growth, knowledge, or skill development questions may give you data to inform the effectiveness of the activity.

EXAMPLE: The Council funded a training program with 8 training sessions over 8 months.

- 25 people were enrolled in the training program as participants.
- 8 training sessions were provided.
  - Duplicated count:  $25 \times 8 = 400$
  - Unduplicated count: 25
- Because the training program had multiple sessions with a focus on building capacity, a duplicated count of 400 participants would not reflect the program participants accurately. However, an unduplicated count of 25 people over 8 months (8 sessions) would be accurate.
- Tracking participation of the 25 people by session may be an important metric to collect to explore participant behavior (e.g., lack of participation at a certain point in time, or lack of participation for a specific training topic).