Peer 2 Peer – January 2025

5 Year Plan: Public Input

Important Resources:

5 Year Plan Public Input

Public Engagement and Data Collection (pages 35 – 40)

What is Public Input?

Public Input is engaging with and gathering information from people with intellectual and developmental disabilities and their families. It is part of the Comprehensive Review and Analysis (CRA) task.

Remember:

- The foundation of the 5 Year Plan is to address the unmet needs of people with intellectual and developmental disabilities and their families.
- Part of the analysis task of the CRA is to provide an analysis of the "extent to which community services and opportunities related to the areas of emphasis directly benefit individuals with developmental disabilities" (DD Act, Public Law 106-402, Subtitle B, Section 124, (B)).
- During the last 5 Year Planning cycle, staff were asked to describe how they collected public input and how many people provided public input.

The Deductive Approach

A deductive process establishes some boundaries or categories of information that you want people to provide comment on. Consider developing your questions based around the areas of emphasis required in your 5 Year State Plan (e.g., quality assurance, education

and early intervention, childcare, health, housing, transportation, recreation and formal and informal community supports).

A deductive approach helps to set realistic expectations for your Council and the communities you serve, not just around what the Council does and can do, but also around what the Council does not do (for instance, Council's do not provide direct service).

Some tips:

- Make sure that the people you are engaging for public input know about your Council and what you do AND what you don't do.
- It is also important to ensure that the public know why you are collecting information from them and how you will use it.

Public Input Method Considerations

- Provide multiple ways for people with ID/DD and their families to give information.
- Consider a full range of technology methods (low to high) to ensure participation from people with and without access to the internet.
- Support low or non-readers and visual learners. Consider an audio version of a survey with icons and images for responses.
- Consider partnering with statewide or local self-advocacy groups and Council members with ID/DD so they can review and provide feedback and ensure materials are written clearly.

Outreach and Engagement

- Consider translation and interpretation needs and make sure information is written clearly and to the point.
- Ensure people from all communities have more than a written option to provide input.
- Partner with culturally diverse people and community-based groups so they can review and provide feedback on materials.

Don't Forget About Sample Size!

Sample size is the number of completed surveys (or whatever method you use to get public input) that you need to have a legitimate sample to show a demonstrated need.

There are many free sample size calculators available to help you figure out the sample size that you need. Calculator.net has one: www.calculator.net/sample-size-calculator.html.
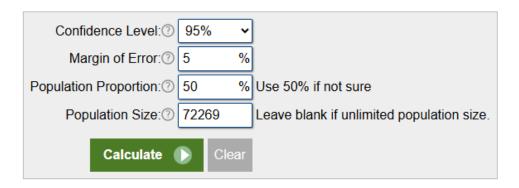
An example:

Find Out The Sample Size

This calculator computes the minimum number of necessary samples to meet the desired statistical constraints.

Result

Sample size: **383**

This means 383 or more measurements/surveys are needed to have a confidence level of 95% that the real value is within ±5% of the measured/surveyed value.

Confidence Level:	95%
Margin of Error:	5 %
Population Proportion:	50 % Use 50% if not sure
Population Size:	72269 Leave blank if unlimited population size.

Calculate ▶   Clear

Confidence level is the probability that your sample accurately reflects the attitudes of your population. The industry standard for confidence level is 95%.

The margin of error is the range that your population's responses may deviate from your samples.

Leave population proportion at 50%.

Population size: For this example, the total state population is 4.574 million, but as a Council, we are interested in the ID/DD population of a state, so use 1.58 (the federally approved prevalence rate for ID/DD) of the total population of your state. In our example, the population size becomes 72,269. We find that we need 383 completed surveys to be able to say that we have a relatively accurate representation of our population's opinions.

This document is intended for Council staff. Readability level is 11.5.