

# Steps for Calculating Individual Items and Composite Scores for 3622-m NCI-IDD In Person Survey

## Instructions for Data Collection

In Person Survey (IPS) data are collected via a direct conversation with a person receiving support and services from the state's lead agency or accountable entity at the state level that administers services to people with intellectual/developmental disabilities (IDD).

The IPS consists of two main sections, denoted by Roman numerals I and II.

**Section I** of the survey contains questions which pertain to personal experiences and require subjective responses; this section may only be answered by the individual receiving services.

At the end of Section I, the surveyor indicates whether the respondent appeared to understand the questions and answered them in a consistent manner. If the surveyor's response to this question is in the negative, Section I data are excluded from analysis. These cases are called "**INVALID SECTION I cases**."

**Section II** of the survey—which consists of objective questions on the individual's involvement in the community, their choices, rights, and their access to services—allows for responses from a "proxy," that is, a person who knows the individual well (such as a family member or friend). Surveyor training ensures that surveyors are able to identify acquiescence (e.g. all yes responses), and indicators of inability to understand and respond to questions. If Section I data are excluded from analysis based on the surveyor's assessment of inconsistent responses and potential lack of understanding, Section II data are also excluded for this case unless a proxy respondent was used. These cases are called "**INVALID SECTION II cases**."

A third part of IPS data, known as "**Background information**" or BI, comes from administrative records and is used to characterize the demographics of respondents. These data are not Patient-Reported Data and/or Survey Data. In some cases, BI data is used to determine whether a question is relevant for the respondent to answer.

## Measure Calculation

This section describes how the individual items and composite measures are calculated.

## Calculating Individual Item Measures

### *3622-1-m NCI for ID/DD HCBS: Community Job Goal*

In Section I of the IPS, Question 6 asks respondents “Do you have a paid job in the community?” If respondents answer NO, they are then asked Question 7: “Do you want a paid job in the community?”

The proportion P is defined as follows:  $P = X/Y$ , where

The numerator (“X”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- report not having a job in Question 6, (HAVEJOB\_21=1)
- those reported not to have a job in BI-41 to BI-43 (PAIDCOMMJOBIND\_21, PAIDCOMMJOBGRP\_21, and PAIDCOMMBIZ\_21) in the background information section,
- those who report wanting a job in Question 7 (LIKEAJOB\_21),
- those who are reported YES to BI-47 (IEGOAL\_2=2): Is community employment a goal in this person’s service plan (also known as an Individual Service Plan, or ISP).

The denominator (“Y”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- report not having a job in Question 6, (HAVEJOB\_21=1)
- those reported not to have a job in BI-41 to BI-43 (PAIDCOMMJOBIND\_21, PAIDCOMMJOBGRP\_21, and PAIDCOMMBIZ\_21) in the background information section, and
- those who report wanting a job in Question 7 (valid IEGOAL\_2)

#### Denominator Exclusions Details

- Cases are excluded from the denominator when the surveyor indicates that the respondent did not appear to understand the questions or did not answer in a consistent manner:
  - Excluded if INVL\_CR1\_15 = 1
- Cases are excluded from denominators when required survey responses are missing, declined, or otherwise not interpretable:
  - Excluded if IEGOAL\_21, LIKEAJOB\_21, or HAVEJOB\_21 is missing or "Don't know"
  - Excluded if all of PAIDCOMMJOBIND\_21, PAIDCOMMJOBGRP\_21, and PAIDCOMMBIZ\_21 is missing or "Don't know"
- Cases are excluded from denominators when skip patterns or respondent eligibility prerequisite conditions are not met:
  - Excluded if HAVEJOB\_21 is YES
  - Excluded if any of PAIDCOMMJOBIND\_21, PAIDCOMMJOBGRP\_21, and PAIDCOMMBIZ\_21 is YES

### *3622-2-m NCI for ID/DD HCBS: Activities of Daily Living (ADL) Goal*

In Section I of the IPS, Question 29 asks respondents “Sometimes people need help with things like getting dressed, taking a shower, brushing their teeth. Do you ever need help with these?” If respondents answer YES or SOMETIMES, they are then asked Question 30: “Do you want to learn to do more of these things (like getting dressed, taking a shower, or brushing your teeth) for yourself or on your own?”

The proportion P is defined as follows:  $P = X/Y$ , where

The numerator (“X”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond YES or SOMETIMES to Question 2 (PCP\_SELFCARE\_HELP\_21 = 2 or 3)
- respond YES to Question 30 (PCP\_SELFCARE\_LEARN\_21=2)
- have a response of YES to BI-56(PCP\_SPGOAL\_INDADL\_21): In this person’s service plan, is there a goal to increase independence or improve functional skill performance in activities of daily living (ADLs)?

The denominator (“Y”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond YES or SOMETIMES to Question 29 (PCP\_SELFCARE\_HELP\_21 = 2 or 3),
- respond YES to Question 30 (PCP\_SELFCARE\_LEARN\_21=2)
- have a valid response to BI-56(PCP\_SPGOAL\_INDADL\_21)

#### Denominator Exclusions Details

- Cases are excluded from the denominator when the surveyor indicates that the respondent did not appear to understand the questions or did not answer in a consistent manner:
  - Excluded if INVL\_CR1\_15 = 1
- Cases are excluded from denominators when required survey responses are missing, declined, or otherwise not interpretable:
  - Excluded if PCP\_SELFCARE\_HELP\_21, PCP\_SELFCARE\_LEARN\_21, or PCP\_SPGOAL\_INDADL\_21 is missing or "Don't know"
- Cases are excluded from denominators when skip patterns or respondent eligibility prerequisite conditions are not met:
  - Excluded if NO to Question 29 (PCP\_SELFCARE\_HELP\_21 = 2 or 3),
  - Excluded if NO to Question 30 (PCP\_SELFCARE\_LEARN\_21=2)

*3622-4-m NCI for ID/DD HCBS: Social Connectedness*

In Section I of the IPS, Question 20 asks respondents “Do you ever feel lonely?”

The proportion P is defined as follows:  $P = X/Y$ , where

The numerator (“X”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond NO or SOMETIMES to Question 20 (LONELY\_21)

The denominator (“Y”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond YES, NO or SOMETIMES to Question 20 (LONELY\_21)

**Denominator Exclusions Details**

- Cases are excluded from the denominator when the surveyor indicates that the respondent did not appear to understand the questions or did not answer in a consistent manner:
  - Excluded if INVL\_CR1\_15 = 1
- Cases are excluded from denominators when required survey responses are missing, declined, or otherwise not interpretable:
  - Excluded if LONELY\_21 is missing or "Don't know"

*3622-5-m NCI for ID/DD HCBS: Has Friends (Non-Staff, Non-Family)*

In Section I of the IPS, Question 14 asks respondents, “Do you have friends you like to talk to or do things with?”

The proportion P is defined as follows:  $P = X/Y$ , where

The numerator (“X”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond “Has friends who are not staff or family” to Question 14 (HASFRNDS\_21=2)

The denominator (“Y”) is those cases that:

- are not “INVALID SECTION I cases,” (INVL\_CR1\_15 = 0)
- respond “Has friends who are not staff or family,”(2) “All friends are staff or family, or cannot determine”(3) or “No, does not have friends”(1) to Question 14 (HASFRNDS\_21)

**Denominator Exclusions Details**

- Cases are excluded from the denominator when the surveyor indicates that the respondent did not appear to understand the questions or did not answer in a consistent manner:
  - Excluded if INVL\_CR1\_15 = 1
- Cases are excluded from denominators when required survey responses are missing, declined, or otherwise not interpretable:
  - Excluded if HASFRNDS\_21 is missing or "Don't know"

## Calculating composite Item

### 3622-3-m NCI for ID/DD HCBS: Satisfaction with Community Inclusions Scale

Section II of the IPS includes the following questions:

Question number	Question text	Response Options
57	Think about how often you went shopping in the past month. Would you like to go shopping more, less, or the same amount as now?	More, Less, The same amount as now
60	Think about how often you went out for entertainment in the past month. Would you like to go out for entertainment more, less, or the same amount as now?	More, Less, The same amount as now
62	Think about how often you went to a restaurant or coffee shop in the past month. Would you like to go out to a restaurant or coffee shop more, less, or the same amount as now?	More, Less, The same amount as now
64	Think about how often you went to a religious service or spiritual practice in the past month. Would you like to go to religious services or spiritual practices more, less, or the same amount as now?	More, Less, The same amount as now
66	Do you want to be a part of more groups in your community?	Yes, No

For each of the questions, calculate proportion P as defined as follows:  $P = X/Y$ , where

The numerator (“X”) is those cases that:

- are not “INVALID SECTION II cases,” (INVL\_CR2\_15 = 0)
- respond “The same amount as now” (3) to Questions 57 (PCP\_SHOPPING\_21), 60 (PCP\_ENTERTAIN\_21), 62 (PCP\_EATOUT\_21), and 64 (PCP\_RELIG\_21); or respond NO (1) to Question 66 (PCP\_COMM\_GROUP\_21)

The denominator (“Y”) is those cases that:

- are not “INVALID SECTION II cases,” (INVL\_CR2\_15 = 0)
- respond “More”, “Less”, “The same amount as now” to Questions 57, 60, 62, and 64; or respond YES/NO to Question 66

Next, compute the arithmetic mean of the proportion P’s across non-missing values among those five variables only when at least two variables have valid values; otherwise the result was treated as missing.

Finally, the arithmetic mean at the accountable entity level would become the performance score for that accountable entity.

#### Denominator Exclusions Details

- Cases are excluded from the denominator when the surveyor indicates that the respondent did not appear to understand the questions or did not answer in a consistent manner:
  - Excluded if INVL\_CR2\_15 = 1
- Cases are excluded from denominators when required survey responses are missing, declined, or otherwise not interpretable:
  - Excluded if PCP\_SHOPPING\_21, PCP\_ENTERTAIN\_21, PCP\_EATOUT\_21, PCP\_RELIG\_21 or PCP\_COMM\_GROUP\_21 is missing or "Don't know"