NCI-AD
NATIONAL CORE INDICATORS-
Aging and Disabilities

2019-2020

NCI-AD Implementation Guide

The NCI-AD Implementation Guide, in tandem with the 2019-2020 NCI-AD Project Abstract and technical assistance meetings, is intended to assist Participating States with planning for the 2019-2020 NCI-AD survey year. The Guide identifies key aspects of the project that should be addressed to ensure successful implementation of the NCI-AD survey; however, it is not exhaustive, and Participating States should consider if additional information is needed for their purposes.

The collaborative nature of this program requires close communication between the Participating State and ADvancing States and HSRI (the NCI-AD Project Team) at all stages of project planning. Support and discussion of the topics below is included in the technical assistance provided by ADvancing States and HSRI; however, the Participating State is encouraged to begin planning its implementation process as early as possible using this document as a guide. Addressing the topics below will also equip the Participating State with all the information needed to complete the 2019-2020 NCI-AD Project Abstract which must be shared with ADvancing States and HSRI.

KEY DATES:

2019-2020 Project Abstract and Background Information Crosswalk due to ADvancing States and HSRI: One month prior to surveyor training date

Surveyor training: No more than 4 weeks before interview start date

Interview start date: No earlier than June 1, 2019 (can be later if necessary)

Data submission date: No later than May 31, 2020

Availability of draft state reports: Beginning November-December 2020

I. Project Logistics

The State should identify a project team for NCI-AD, including designating the lead state office and lead project staff who will serve as ADvancing States and HSRI's point of contact. The lead state office may need to collaborate with other offices (e.g. the Office on Disability and/or Medicaid Office) to design the State's sampling strategy and to gather the necessary contact information and available administrative data for the Background Information (BI) Section of the survey. The following questions should help guide the State in preparing project logistics:

1. Which state office will be the lead for the NCI-AD project? What other offices may need to be involved?
2. Who will serve as the State's primary NCI-AD contact?
    a. How much time will this person spend on the project (as percentage or FTE)?
3. Are there others who will play key roles in implementing the project? (i.e., other state staff, vendor conducting interviews, etc.).
    a. What function will each contributor serve?
    b. How much time will each contributor spend on this project?
4. If vendors will be bidding on the project, what is the timeline for procurement?
5. If using an existing vendor, what is the timeframe for executing a new contract or a modification to an existing one?
6. How will the project be funded? (e.g., Claiming Medicaid Administrative Match, etc.)
7. Does the State or the State's vendor require a formal Institutional Review Board (IRB) review to participate in NCI-AD data collection and analysis?
    a. What are the timeframes associated with an IRB review and obtaining approval?
8. Will the State's office/s or vendor/s need to sign a Data Use Agreement to share participant contact information and available administrative data for the BI Section?

II. Sampling Frame

The minimum number of NCI-AD surveys required to be completed in the 19-20 data collection cycle by each Participating State is 400 (unless an exception has been approved by ADvancing States and HSRI); however, there is no maximum number of surveys a state may complete. Participating States may choose to stratify and proportionally oversample one or more of its service recipient populations. The State should thoughtfully consider the intended use of NCI-AD data collected (for example, program-to-program comparisons within the State) and develop its sampling strategy with that intended use in mind.

In general, any older adult or adult <u>18 years and older</u> with a physical disability (including acquired or traumatic brain injury (ABI/TBI)) who receives publicly funded long-term services and supports (LTSS) — regardless of where they live or the program funding source — is eligible to be included in the NCI-AD survey sample. As a rule, Older Americans Act (OAA) participants should be receiving Cluster I services at least 2-3 times per week to be eligible to be included. The sample should not include individuals receiving LTSS through intellectual and developmental disabilities (IDD)-specific or mental health (MH)-specific waivers or programs. There should be no a priori exclusions based on geography, place of residence, level of disability, or any other personal and demographic factors.

After the State decides on the target number of completed surveys and its sampling strategy, the State should begin planning how it will compile the necessary participant contact information and available administrative data for the BI Section and how it will provide these data to the vendor (if a vendor is used) or the State's surveyors.

The number of contact names and info compiled and provided should be at least 2-3 times the target number of completed surveys; this will account for refusals, inaccurate contact information, participants who have moved or switched programs, passed away, etc. For example, for a target number of 400 completed NCI-AD surveys, it is recommended the State compiles a sample pool of at least 800-1200 service recipients. If the State is employing a stratified sampling strategy and each sampling stratum has its own target number of completed surveys, the sample pool should also be stratified, with the number of contact names in each stratum being 2-3 times the target number of completed surveys in that stratum.

Selection of participants into the sample pool from among those eligible must be done at random and the list(s) should be compiled and provided in random order. To the extent possible, participants should be contacted according to the order in the random sample list(s); this preserves randomness of selection. When the target number of completed surveys has been reached, the rest of the sample pool can be discarded.

States are required to work closely with the NCI-AD Project Team as they design their samples. The following questions should help guide the State in developing its sampling strategy:

9. How does the State envision using the survey data and reports?
10. Which service populations will be included in the sample? (i.e., which of the State's LTSS programs (can be Medicaid, state-funded, OAA programs, nursing facilities, etc.) will be surveyed?
    a. Within these programs, are there specific sub-populations of service recipients that are of particular interest (e.g. based on geography, age, race and/or ethnicity, managed care organization, etc.)?
11. Is there any overlap between these service populations? Can the same person be receiving services through more than one program or be a member of more than one sub-population to be surveyed?

   a. How will the State ensure that a person is only selected into the sample pool once and can be assigned to only one sample stratum?
12. What is the size of each service population/sub-population/stratum eligible to be included in the survey sample? That is, how many participants eligible to be surveyed are receiving services through each of the programs and in each sub-population included in the sample frame (i.e. eligible population size of each sample stratum)?
13. Will the sample be simple random, stratified random, or something else?
14. Is the State planning to proportionally oversample one or more of its service populations/sub-populations?
    a. Which service population(s)/sub-population(s) will be oversampled?
    b. Why is that population(s)/sub-population(s) being oversampled?
15. What is the State's total target number of completed surveys?
    a. If stratifying, what is the target number of completed surveys in each stratum?
16. Will any members of the service population(s)/sub-population(s) be purposefully excluded from the sample pool? (e.g., MFP enrollees, Duals Demo participants, new enrollees, participants receiving or not receiving a particular service, etc.)
17. How many contact names will the sample pool/s contain?
    a. If stratifying, how many contact names will there be per stratum?

III. Participant Consent

To maximize survey participation and reduce refusal rates, prospective participants should be educated about the NCI-AD program and be informed they were selected for possible participation in the survey. This information should be furnished before participants are contacted to set up the actual survey meeting; ideally, no more than a month in advance.

States should also determine consent procedures for prospective survey participants. Because NCI-AD is a voluntary survey, participants should, at a minimum, provide verbal consent to be interviewed. The following questions should help guide the State in developing its process for participant education and consent:

18. How will information about the NCI-AD program be disseminated to the prospective survey participants and, if applicable, their guardians/legal representatives? What materials need to be developed to provide this information to the prospective participants and/or their legal guardians (e.g. invitation letter, informational brochures, etc.)?

19. Where and how can prospective participants get more information if they have questions or concerns about the NCI-AD program? What other resources are needed to answer participants' questions and/or address their concerns (e.g. dedicated phone number and/or email address, website, designated contact person, etc.)?
20. How and when will consent be obtained from the participants?
21. Will the State require written consent from the participants?
22. If the participant has a legal guardian or representative, will the guardian's consent also be required? If so, how and when will their consent be obtained?
    a. How will legal guardians be identified? Does the State have legal guardians' contact information?
    b. Will the State require written consent from the legal guardians?

IV & V. Follow-Up Procedures for Suspected Abuse, Neglect or Exploitation and for Unmet Need

In rare cases, surveyors may observe or suspect that the participant (or someone close to them) is being abused, neglected or exploited (ANE). Even though such situations are infrequent, it is important for surveyors to know what procedures they are expected to follow and to be provided with necessary resources and support to properly handle the situation should it arise.

It is more common for surveyors to encounter unmet needs – i.e. to observe or be told that the participant lacks some needed equipment, supports, supplies, or resources. It is important for the State to provide surveyors with concrete procedures to follow when they encounter unmet needs and equip them with adequate resources and guidance to handle such situations. Some examples from states have included handouts, brochures, case manager information, hotlines, state and local agencies information, release/consent forms for further follow-up, numbers/ websites for reporting unmet need, and documentation forms. It is up to the State to establish what the procedures should be.

At a minimum, it is strongly recommended that surveyors leave some general information/resources for the participant. If the State wants surveyors to take a more active role, for example, by contacting the participant's case manager, then surveyors must get the participant's (or their legal guardian's) explicit permission before contacting any third parties. This helps to instill trust between the surveyor and participant and also helps to avoid violation of confidentiality. Any follow-up needed should be done after the survey is concluded at the end of the meeting. The following questions should help guide the State in developing its process for follow-up for ANE and unmet needs:

23. Will surveyors be considered mandated reporters?
24. What procedures will surveyors need to follow if they encounter or suspect ANE? What materials and/or resources will they need to be able to provide follow-up (e.g. emergency numbers, case manager information, phone numbers/websites/contacts for reporting ANE, reporting and documentation forms, etc.)?
25. What, if any, types of unmet needs should surveyors *always* follow up on?
26. What procedures should surveyors follow if they identify unmet needs? What materials and/or resources will they need to provide follow-up as appropriate?

VI. Surveyors and Training

States decide who conducts NCI-AD Adult Consumer Surveys, whether using a private survey vendor/contractor, state staff, advocacy organization, university, or some other entity, with one stipulation: surveyors may not have a personal connection with the participant. This precludes service providers, friends, relatives, and case managers from administering surveys.

All surveyors must go through an NCI-AD surveyor training, developed by the NCI-AD Project Team, that uses standardized training materials and includes an in-depth discussion of survey questions' intent and response coding. Training also includes some state-specific content that the State will be asked to develop, including brief descriptions of the populations to be surveyed and procedures for follow-up in cases of unmet need or suspected ANE.

The State will need to decide which entity will be managing the interview process and be responsible for conducting NCI-AD surveys. A one- to two-day onsite in-person surveyor training conducted by the NCI-AD Project Team is required for new Participating States and for states who contract with a new surveying entity. State project staff and their contractor, if applicable, should be present during the training and are responsible for providing the meeting space, a projector, microphone and speakers, as well as a Wi-Fi connection. All surveyors who will be conducting NCI-AD interviews must attend the training. If additional surveyors are hired later in the project year, the State must designate a person or persons to serve as the State's lead trainer(s). The lead trainer(s) will then be responsible for training the newly hired surveyors using the program's standard training materials and protocols (see below).

Returning Participating States who are not new to NCI-AD and who have mostly returning surveyors must designate one or more people to serve as the State's lead trainers. Lead trainers can be state staff, vendor staff, or both. These individuals must have attended a previous full onsite training conducted by the NCI-AD Project Team to be qualified to serve as lead trainers; any exceptions must be approved by the Project Team. While not required, it is recommended that lead trainers also have some prior experience conducting or observing at least one actual NCI-AD survey meeting.

Designated lead trainers will be trained by the NCI-AD Project Team to conduct full or refresher trainings with the State's surveyors and be provided with all standard NCI-AD training materials, resources and support. After being trained by the NCI-AD Project Team, lead trainers will be responsible for training the State's new and returning surveyors. Returning surveyors must, at a minimum, go through an annual refresher training. Returning states may also request an additional in-person training conducted by the NCI-AD Project Team for a supplementary fee.

The following questions should help guide the State in preparing for surveyor preparation and training:

27. Who will be responsible for conducting the surveys and managing the interview process (i.e. survey vendor/contractor, state staff, peer surveyors, etc.)?
28. How many surveyors will be conducting NCI-AD surveys?
29. Will surveyors need to be vetted through a background check process? If so, what is the process and are there associated timeframes that should be built in to the planning process?
30. Will the State need bilingual surveyors?
31. If the vendor/surveyors are to be reimbursed per survey conducted, what will count as a "completed" interview for the purposes of payment?
32. Does the surveying entity/organization have prior experience conducting and managing NCI-AD surveys?
    a. If no, does this entity/organization have prior experience conducting other face-to-face surveys with similar populations?
33. <u>For new states</u>, when and where will the in-person training by the NCI-AD Project Team be held?
    a. Who will be responsible for coordinating the in-person training logistics?
    b. Who will be responsible for developing state-specific content for surveyor training?
    c. How will the surveyors get to the training? Will they need sleeping accommodations? Will breakfast and/or lunch be provided? Will surveyors be reimbursed for their time or mileage to attend the training?
    d. If additional surveyors are hired later in the project year, who will be responsible for their training?
34. <u>For returning states</u>, who will serve as the State's lead trainer(s)?

a. Has that person(s) previously attended a full onsite NCI-AD training conducted by the Project Team?
b. Has that person(s) conducted or observed any actual NCI-AD surveys?
c. Who will be responsible for updating state-specific content for surveyor training?

VII & VIII. State-Specific Questions and PCP Module

States have the option to add up to 10 state-specific questions to the standard NCI-AD survey. These questions, as well as their placement within the survey, must be reviewed and approved by the NCI-AD Project Team. Any state-specific questions must be finalized at least 1 month prior to the surveyor training.

States may also choose to utilize the optional Person-Centered Planning (PCP) Module, consisting of 10 questions added to the end of the survey. The State may choose to use the PCP Module for all programs/populations, only certain programs/populations, or elect to omit it entirely. The State must finalize its decision on using the PCP Module at least one month prior to the surveyor training.

35. Will the State be adding any state-specific questions to the standard NCI-AD survey?
    a. Which questions will the State be adding?
    b. Should the questions allow for proxy responses?
    c. Where will the questions be placed throughout the survey?
36. Will the State utilize the optional PCP Module?
    a. Will the PCP Module be used in all programs/populations to be surveyed? Which programs/populations will the PCP Module *not* be used in?

IX. Data Collection

ODESA

All NCI-AD survey data, including the BI Section and in-person survey data, must be entered into the Online Data Entry System Application (ODESA), the program's preferred method for data entry and submission. ODESA's programming ensures that all data entered are compliant with standard project data formats and conventions; it also minimizes surveyor error due to pre-programmed skip patterns and logic checks.

Using ODESA requires an internet connection; it can be accessed at no charge through the web using any computer, laptop, or tablet. While not required, many states provide surveyors with mobile Wi-Fi hotspots and/or Wi-Fi enabled devices such as laptops or tablets. This enables surveyors to use ODESA directly in the field and enter data while conducting the survey. If a Wi-Fi enabled device and/or internet connection is not available, surveyors can conduct the interview using a paper copy of the survey and subsequently transfer data into ODESA manually.

Any exemptions from entering and submitting data through ODESA must be previously discussed with and approved by the NCI-AD Project Team; non-compliant data will not be accepted. No confidential information or information violating HIPAA should be entered into ODESA (e.g. names, addresses, phone numbers, etc.) or otherwise shared with the NCI-AD Project Team.

Contact Information

After the State compiles its sample list/s and associated contact info, this information needs to be provided to the entity managing the interview process and/or surveyors. The Participating State decides procedures by which contact info and sample list/s are transmitted. In addition to basic contact information (names, addresses, phone numbers), it is recommended that, when possible, surveyors are provided supplementary information about the participant that may be helpful in arranging and preparing for the interview. This information could include the individual's living circumstances, guardianship status, communication needs, etc.

The Pre-Survey section of NCI-AD is an optional form intended to provide surveyors information that may be helpful to schedule interviews with individuals. There is no requirement for states to use the Pre-Survey form; instead, it is meant to be an example of the kind of contact and supplementary information that can be provided to surveyors. Contact information is not submitted for analysis and *should not* be shared with HSRI and ADvancing States. The following questions should help guide the State in preparing its contact information:

37. What contact information is available in the State's databases and can be provided to the surveyors (e.g. participant's name, phone number, communication needs, living situation, guardianship status, etc.)?
38. What administrative data sources/databases will be used to extract and compile contact information for the sample pool of participants?
39. Who will be responsible for extracting and compiling contact information?
40. How will the compiled contact information be provided to the vendor and/or surveyors?
    a. Are there any data-sharing agreements necessary for transmittal of participant contact information?

b. When will the information be extracted, compiled and transmitted to the vendor and/or surveyors? (e.g. all at once before surveying starts? In scheduled batches, for example, monthly? In non-scheduled batches, as needed?)

41. What procedures, if any, will be followed in the event of inaccurate contact information? Will the State attempt to update inaccurate or outdated contact info?

Background Information Section

The NCI-AD Adult Consumer Survey includes a Background Information (BI) Section, which collects demographic and service-related information on the survey participant. *To the extent possible, data for the BI Section should come from the State's existing administrative records.* However, it is unlikely all BI items will be available for all survey participants solely from administrative records. *Typically, surveyors collect missing BI data at the end of the survey meeting. Surveyors may collect any missing BI data except for the five BI items that must be completed using administrative data sources/agency records only.* <u>*Data for these five items (BI-11, BI-15, BI-16, BI-18 and BI-19) should never be provided by the participant or be based on surveyor observations – they must be derived from the State's administrative data.*</u> If any of these items are unavailable, they should be left blank or marked unknown; any exceptions to this protocol must be discussed with the NCI-AD Project Team.

BI items that could not be reliably obtained from administrative sources should be identified before the in-person survey meeting takes place and collected by the surveyor at the end of the meeting (by either asking the participant or, when appropriate, by direct observation). This expectation should be included in any RFP the State issues for survey vendors.

To track which BI items are available from administrative records, each state is asked to complete a BI Crosswalk that records the source of data for each BI item. For those BI items that will be derived from administrative records, the Crosswalk also tracks the name of the source database and any recoding necessary to align the values of admin-derived data elements with the categories used in corresponding NCI-AD BI Section items (for example, recoding to align racial/ethnic categories available in the State's data to the categories used in the race/ethnicity item of the BI Section (item BI-3)). The five BI items that must be derived from the State's administrative records are clearly indicated as such on the BI Crosswalk.

The BI Section contains critical information integral to the validity of NCI-AD data and data analysis and it must be completed and submitted in its entirety. All BI data must be entered into ODESA; any exemptions to submitting data through ODESA must be previously approved by the NCI-AD Project Team.

The following questions should help guide the State in preparing its BI data:

42. Which BI data are available in state administrative databases?
43. Which administrative data sources/databases will be used to extract and compile administrative data for the BI Section?
44. Who will be responsible for extracting and compiling administrative data for the BI Section?
45. When will the available BI data be extracted from administrative data sources and compiled?
46. Will the compiled available BI data be provided to the vendor and/or surveyors?
    a. Are there any data-sharing agreements necessary for transmittal of available BI data?
    b. How will the compiled BI data be provided to the vendor and/or surveyors?
    c. When will the compiled BI data be provided to the vendor and/or surveyors? (e.g., all at once before surveying starts? In scheduled batches, for example, monthly? In non-scheduled batches, as needed?)
47. Who will be responsible for entering the compiled administrative BI data and submitting it for analysis? How and when will it be entered and submitted for analysis?
48. Which BI items cannot be reliably derived from administrative data sources?
49. Will the surveyors be responsible for collecting missing or unavailable BI data?
    a. If yes, how will the surveyors know which BI items are missing and need to be collected before the interview is scheduled?
50. Will the State attempt to update inaccurate or outdated BI data? Will surveyors be updating and/or correcting inaccurate or outdated BI data?
51. Who will be responsible for entering BI data collected during the survey meeting? When will this data entry take place?
52. Who will be responsible for completing and returning the BI Crosswalk to the NCI-AD Project Team?

In-Person Survey

Data for the in-person portion of NCI-AD Adult Consumer Surveys are collected through face-to-face meetings with service recipients. *NCI-AD surveys must be conducted face-to-face (conducting the survey over the phone is not allowed)*. On average, survey meetings take between 45 and 60 minutes.

53. Who will be responsible for scheduling in-person interviews (e.g. the surveyor him/herself, a supervisor, designated state staff, etc.)?
54. What administrative procedures, if any, must be followed when scheduling the interviews?
55. If applicable, what is the strategy for contacting individuals living in settings where they may not have direct access to a phone?
56. Will the surveyors wear a badge/ID or carry any other kind of official documents?
57. When will in-person interviews begin?
58. When should all in-person interviews be completed?
59. Will surveyors be using Wi-Fi enabled devices (e.g. laptops, iPads, etc.) to conduct NCI-AD surveys?
    a. If not using Wi-Fi enabled devices, how will surveyors record responses while conducting the survey (e.g. paper surveys, audio recorder, another method)?
    b. If not using Wi-Fi enabled devices, who will be responsible for entering collected survey data into ODESA? When and how will data entry take place?

X. Survey Accommodations

States provide varied types and levels of accommodations for non-English speaking participants and participants who use alternative modes of communication. It is up to the State to determine the type and extent of accommodations that will be provided for conducting NCI-AD surveys. At minimum, most States provide some sort of translating service. A Spanish-language translation of the standard NCI-AD survey is available.

60. Will the State be surveying non-English speakers?
    a. What, if any, accommodations will be provided for non-English speaking responders (e.g. translation services, dual-speaking surveyors, etc.)?
61. What, if any, additional accommodations will be provided to responders who are unable to participate in the standard survey process (e.g. ASL interpreters, TTY/TTD, amplification devices, transportation to alternative meeting locations, etc.)?

XI. Quality Assurance

States vary in the type and intensity of quality assurance protocols that are instituted. The State may institute some quality assurance protocols internally and/or, if using a survey vendor, require the vendor to institute protocols as well. It is up to the State to decide on the mechanisms to assure quality of the NCI-AD data collected. The following questions should help guide the State in thinking through quality assurance protocols:

62. Will the State and/or survey vendor implement any quality assurance protocols for ensuring validity and accuracy of collected data?
    a. What, if any, quality assurance protocols will be implemented for surveyor training?
    b. What, if any, quality assurance protocols will be implemented for extraction and compilation of participant contact information from administrative data sources?
    c. What, if any, quality assurance protocols will be implemented for transmittal of participant contact information to the vendor and/or surveyors?
    d. What, if any, quality assurance protocols will be implemented for extraction and compilation of BI data available from administrative data sources?
    e. What, if any, quality assurance protocols will be implemented for transmittal of available administrative BI data to the vendor and/or surveyors (if applicable)?
    f. What, if any, quality assurance protocols will be implemented for scheduling of survey meetings?
    g. What, if any, quality assurance protocols will be implemented for conducting face-to-face surveys?
    h. What, if any, quality assurance protocols will be implemented for data entry?

XII. Tracking Non-Participation

States are required to track surveys that could not be conducted and the reasons for which they could not be conducted (reasons for non-participation). At the end of the data collection cycle, the State must submit a summary of non-participation reasons and rates to the NCI-AD Project Team.

63. Who will be responsible for tracking interviews that could not be scheduled and/or conducted and the reasons why they could not be scheduled and/or conducted?
64. What reasons for non-participation will be tracked (e.g. refusal to participate by participant, refusal to participate by guardian, wrong contact information, participant deceased, etc.)?

XIII. Stakeholder Engagement

In an effort to create buy-in and support for the project and increase participation, States are encouraged to educate and engage their internal and external stakeholders about the NCI-AD program before surveying begins. Stakeholder groups may include people receiving services and their families, service providers, advocacy groups and organizations, state advisory committees, other state agencies, etc. The following questions should help guide the State in planning stakeholder engagement:

65. Which stakeholder groups in the State should be made aware of the NCI-AD project?
66. What kind of information about NCI-AD is pertinent to the various stakeholder groups and is important to share with them?
67. How will information about NCI-AD be shared with these groups (e.g. email campaigns, webinars, in-person meetings, presentations, printed materials, etc.)?
    a. Will materials be shared online? Will there be a separate webpage to host the State's NCI-AD materials?
    b. Will there be a designated phone number or email account for stakeholders to ask questions?
68. Sometimes nursing facilities, assisted living facilities, and other facility-type settings can be skeptical of unfamiliar people asking to survey their residents (rightfully so). If applicable, how will the State help to address these issues and ensure participation rates in facility settings (contacting facilities beforehand, sending letters or emails, coordinating with provider associations, etc.)?
69. What is the timeline for stakeholder engagement? How far in advance of survey implementation/data collection will the State reach out to stakeholders? Are there different timelines for different stakeholder groups?
70. Will the survey results and final reports be shared with stakeholder groups, and if so, how (e.g. in-person meetings, presentations, workgroups, referring to the website, email, printed materials, etc.)?
71. Will any of the stakeholder groups have an advisory role?

XIV. Reporting

Once NCI-AD surveys are completed and the State submits all its data, the NCI-AD Project Team will examine the State's raw data for completion and validity. If questionable or problematic data elements are discovered, the State will be asked to review, verify and, to the extent possible, help diagnose and correct the problems identified before data analysis can begin.

After analysis is completed, the State will also be asked to review a draft of its state-specific report and provide any edits, corrections, comments and feedback within the next 30 days. After the State's review and input on the draft, the report will be finalized and posted on the NCI-AD website. A similar review process will be followed for the national NCI-AD report. The following questions should help guide the State in preparing for data verification and reporting process:

72. Who will be responsible for verifying survey information and data (if necessary)?
73. Who will be responsible for reviewing draft reports and providing edits and feedback?
74. Who else at the State will need to review and approve the reports before they are finalized and published on the NCI-AD website?
    a. When does that review and approval need to take place (e.g. only when the report has otherwise been finalized, when a near-final version of the report is ready, when all tables and charts have been created, etc.)?
    b. What are the timeframes associated with additional reviews?

XV. Data Utilization

It is important for the ongoing fidelity of the NCI-AD program to know how survey data and results are utilized by the Participating States. Some ways of using NCI-AD data can include sharing results in stakeholder meetings, incorporating NCI-AD findings into other reports, using results to help set funding and determine budget priorities, asking providers to review and propose action plans, etc.

75. How does the State utilize, or plan to utilize, NCI-AD survey results?