

# National Core Indicators – Aging and Disabilities Program Agreement and Scope of Work

This Memorandum of Agreement outlines the terms of participation in the National Core Indicators – Aging and Disabilities Program (NCI-AD Program) during the Technical Assistance Year (June 1, 2016 – May 31, 2017) and Year 1 of the NCI-AD Program (June 1, 2017 – May 31, 2018), respectively. The agreement outlines the roles and responsibilities of the managing entities, the National Association of States United for Aging and Disabilities (NASUAD) and \_\_\_\_\_ (insert name of participating state) (the Participating State).

**Overview of Governance and Management of the Program:** The NCI-AD Program is governed by the NCI-AD Steering Committee, which is made up of NASUAD Board Members and NASUAD Members committed to Year 1 of the NCI-AD Program. Program management and direction is provided by the NCI-AD Project Team, which is made up of key administrative staff from NASUAD and the Human Services Research Institute (HSRI), a partner of NASUAD that provides survey development, training, data management, and research services to NASUAD and state participants in connection with the NCI-AD Program.

**1. Technical Assistance Year.** The Technical Assistance Year is designed to give states up to one year of preparation time in advance of using the survey to discuss the NCI-AD Program and how it will be implemented in the state. Success of the Technical Assistance Year is dependent on the active engagement of both NASUAD and the Participating State. The Participating State must complete its Technical Assistance Year prior to moving on to Year 1 of the NCI-AD Program.

**Technical Assistance Period:** June 1, 2016 – May 31, 2017

### **NCI-AD Project Team Responsibilities:**

Each state's Technical Assistance Year is a critical time for project planning and technical assistance. Prior to beginning data collection, NASUAD and HSRI will work with the Participating State to prepare them for implementation of the NCI-AD Program in the following ways:

- Assisting with stakeholder engagement at the state and local levels;
- Helping the Participating State to claim Medicaid match and other federal funding;
- Working with the Participating State to design an appropriate data sample based on the Participating State's populations of interest;
- Preparing and electronically distributing interviewer training materials to the Participating State;
- Training interviewers on the survey tool;
- Preparing additional data collection protocols tailored to the Participating State, as necessary;
- Working with the Participating State to ensure consistency of definitions regarding data elements; and
- Participating in bi-monthly technical assistance calls with the Participating State to discuss NCI-AD Program planning, implementation, and progress.

**Participating State Responsibilities:**

Prior to beginning data collection, the Participating State is responsible for the following actions:

- Informing stakeholders at the state and local levels about the State's participation in the NCI-AD Program;
- Securing funding for the Technical Assistance Year and Program Year 1 of the NCI-AD Program;
- Making a good faith effort to build a sample that includes older adults and persons with disabilities (other than intellectual/developmental) receiving services through their state system, regardless of where they live or their funding source (i.e. older adults and individuals with disabilities being served through Medicaid waivers and/or state-plans, state-funded programs, or in nursing homes and/or skilled nursing facilities, and older adults being served by Older Americans Act programs);
- Working with other State and local offices, as applicable, to assist with the building of the sample and contacting service participants who are potentially included in the sample;
- Scheduling and securing a venue for interviewer training;
- Communicating with interviewers about the training and ensuring, to the extent possible, interviewer attendance;
- Working with the NCI-AD Project Team to schedule refresher/new interviewer webinars;
- Distributing paper copies of interviewer training materials to interviewers prior to the interviewer training;
- Communicating with service recipients about the NCI-AD Project and their potential to participate;

- Determining the State's consent process for individuals participating in the NCI-AD survey;
- Working with the NCI-AD Project Team to ensure consistency of definitions regarding data collection elements; and
- Participating in bi-monthly technical assistance calls with the NCI-AD Project Team to discuss NCI-AD Program planning, implementation, and progress.

**2. NCI-AD Program Year.** In Year 1 of the NCI-AD Program, and all subsequent years of participation in the program, the Participating State will work to implement the NCI-AD Program in their state. Steps include designing and gathering a sample, collecting pre-survey and background data, conducting in-person interviews, submitting compliant data to the NCI-AD Project Team, and reviewing prepared reports for accuracy. The NCI-AD Project Team will work with the Participating State on all steps of Program implementation and provide analysis and management of the Participating State's NCI-AD data, and a final report and state-by-state summary of all Participating State's data.

**Program Year Period:** June 1, 2017 – May 31, 2018

#### **NCI-AD Program Team Responsibilities:**

In Year 1 of the NCI-AD Program, NASUAD and HSRI work together to provide the following benefits to the Participating State:

Project Direction and Management. The NCI-AD Project Team provides general oversight of NCI-AD activities. The team will consult and collaborate with State agency partners with respect to project operations, content focus, data and product development, research, and other related activities. Additional project management activities include:

- Providing refresher interviewer training webinars as needed;
- Maintaining the NCI-AD website;
- Maintaining a data archive for all project data;
- Furnishing project data files to the Participating State as available and requested;
- Developing report and presentation templates for the Participating State's use;
- Developing and disseminating analytical and interpretative guidelines;
- Preparing the Online Data Entry Survey Administration system (ODESA) and codebooks for survey data;
- Preparing newsletters and e-bulletins;
- Developing project guidelines as needed for the Participating State;

- Conducting periodic check-ins with the Participating State on status of data collection;
- Developing and monitoring project timelines, goals, and outcomes.

Data Analysis, Management, and Reporting. The NCI-AD Project Team prepares and distributes annual surveys and project summary reports and works with participating NCI-AD state representatives to examine implications and use of state's data, state and national publications and research opportunities. Specific activities include:

- Tracking and reviewing state data for completeness;
- Merging individual state data files into aggregate files;
- Cleaning and formatting aggregate data files to ensure comparability;
- Computing scales/indicators;
- Creating tables and graphs of indicator and descriptive data;
- Conducting state by state and national benchmark comparisons;
- Testing for significant differences (including state-by-state results on survey items);
- Developing and distributing draft reports to states for comment and incorporating feedback; and
- Annually publishing a final aggregate report and state-by-state results.

The Participating State may also request additional analyses of their NCI-AD data to provide more refined information on their system's outcomes and performance, sub-state comparisons, correlations between select variables, etc. The cost, if any, of such additional analyses will be determined on case-by-case basis.

### **Participating State Responsibilities:**

Survey Administration. The Participating State is responsible for the actual administration of the NCI-AD survey in its state. This includes:

- Project planning;
- Working with NCI-AD Project Team to schedule refresher interviewer training webinars as needed;

- Preparing any state-specific training materials agreed upon by the Participating State staff and NCI-AD Project Team;
- Preparing a random sample of at least 700 contacts that will result in the completion of at least 400 service participants surveys;
- Working with aging and disability stakeholder groups at the state and local levels to inform them of and prepare them for the rollout of NCI-AD in their state;
- Obtaining consent from individuals participating in the survey;
- Designating a point of contact for questions or concerns from individuals participating in the NCI-AD survey;
- Collecting specified pre-survey and background information on each individual interviewed;
- Conducting in-person interviews of at least 400 participants and as reasonably requested by the NCI-AD Project Team;
- Working with the NCI-AD Project Team to review data and clean it as needed;
- Sharing aggregate-level data on the public-facing NCI-AD website;
- Reviewing draft reports for accuracy and completeness and providing comments and feedback to the NCI-AD Project Team within 30 days of receiving the draft report;
- Dissemination of the state's final NCI-AD report to stakeholders within the state; Participating in bi-monthly technical assistance calls with the NCI-AD Project Team to discuss program planning, implementation, and progress; and
- Promptly informing the NCI-AD Project Team of changes in state contact information (i.e. state staff currently working on the Program) as well as any revisions that have been made to the state's work plans, timelines, or the data being gathered.

Submitting NCI-AD Compliant Data. The Participating State is responsible for ensuring that data is submitted in NCI-AD compliant format in order for the NCI-AD Project Team to analyze the data. Compliance is ensured by entering all data into the ODESA (Online Data Entry Survey Application System). The Participating State agrees to:

- Uses the standard data entry formats and instructions provided by the NCI-AD Project Team for the survey data.
- Enter all survey data into the ODESA no later than May 31, 2018 or such other time as reasonably requested by the NCI-AD Project Team.
- Ensure that all items in the "Background" section of the survey are filled out and entered into ODESA to the best of available information (except for those items listed as "optional");

- Maintain copies of paper surveys (if any) collected at the state level for at least one year.

Program Materials and Data Publication. The Participating State agrees that the survey, all training materials, newsletters, bulletins and other proprietary NCI-AD Program materials provided to the Participating State in connection with this Agreement should only be used by the Participating State in accordance with the terms of this Agreement. Unless otherwise requested by the Participating State and as mutually agreed by the parties, the Participating State agrees that NASUAD and HSRI may use and display the data collected in connection with the NCI-AD Program, including but not limited to, displaying such data in an aggregate format on NCI-AD's website and in presentations and published reports. The Participating State agrees that it will not provide NASUAD or HSRI any data in violation of applicable law or which contains personally identifiable information or protected health information.

**Other Support:**

The Participating State may request additional analyses of its NCI-AD data to provide more refined information on their system's outcomes and performance, sub-state comparisons, correlations between select variables, etc. The NCI-AD Project Team may provide further analyses beyond that covered through this agreement upon terms mutually agreeable to the parties. Additional charges may apply based on the nature and extent of activities being requested. The NCI-AD Project Team will use good faith efforts to provide additional services to the Participating State to the extent that the additional services do not interfere with or delay completion of the tasks described in this Agreement.

The parties agree to participate in the NCI-AD Program as described by this Agreement and Scope of Work.

**Participating State:**

**Authorized Official (Name and Title):**

**Signature:**

**Date:**

**Agreed:** National Association of States United for Aging and Disabilities (NASUAD)

**Authorized Official (Name and Title):** Martha A. Roherty, Executive Director, NASUAD

**Signature:**

**Date:** October 1, 2016



