

To: Community Mental Health Liaisons for the National Core Indicators Project 2018

From: June Malachowski, DDI Project Manager

Re: NCI Adult In-Person interviews

Date: September 27, 2017

CC: Ann Carrellas, Amy Peckinpaugh, Belinda Hawks, Kathy Haines, Cindy Gilpin

The Michigan Developmental Disabilities Institute (MI-DDI) has the contract again this year to conduct the NCI interviews with adults with intellectual and developmental disabilities served by MDHHS. By contract, MI-DDI must complete the interviews by May 31st and the data entry by June 30th. If you were part of the 2016- 2017 effort please note that there are a few changes to our process but basically we will follow the same procedures. I have highlighted the changes.

1. **This year, the total number of interviews we are to conduct in Michigan is 660.** The total state sample is **3300** and your local sample is 5 times the actual number of individuals that is needed from your CMH. I am sending a list with the number of individuals we need to interview for each CMH. Roughly it will be 20% of your total sample (e.g., if you received 100 numbers in your sample, you are required to have 20 people complete the interview process).

You should have enough people to get to your number from your sample. If we send you more people it biases the sample.

2. CMH liaisons **should start at the top of your list** to begin contacting the individuals. If someone is unable, unwilling, or ineligible to be interviewed move to the next name on the list. **Complete the cover page for all individuals** (participating or not) that you have asked to participate. **If the person is not participating, make sure you answer SC-2** which asks for the reason.

Optional: If your CMH is requiring a consent, CMH liaisons or their designees will get the consent of the individual (or their legal guardian if they have one) using your local process to obtain consent.

3. CMH liaisons or their designees will complete the **pre-survey** for the person which contains the contact information for the individual and the **background information**. Please remind whoever completes the forms to answer every question correctly. Remember to put the name of the individual on the Pre-

Survey and the NCI # on both the Pre-survey and Background. If you can embed the NCI number on all pages, all the better.

4. You may notice that Pre-Survey Questions 11 and Background Questions 36, 50, and 56, are a bit different from last year. We added some language that is used in Michigan, took out references to ICF/IDD to reflect our waiver funding, and put in a line under the school question to include programs that serve young adults ages 22 to 25.

Also please note for Background Information questions concerning work and day program, the wages are referring to hourly wages, with exception to BI-47 which asks for wages earned in a typical two-week period.

5. CMH liaisons will send the signed consent form (or other confirmation that the **consent** was received) **if required**, the **pre-survey** and the **background information together** at the same time to June Malachowski at DDI.
6. **IMPORTANT:** All the documents (consent, pre-survey, and background information sent to June need to have the **individual's unique NCI # which begins 17000**. If you can embed this number on all pages using the header all the better. This number is provided by MDHHS in your original sample.
7. These documents can be scanned and sent to my email address in an encrypted format (preferred method) to june.malachowski@wayne.edu. If you are unable to encrypt, please let me know if you will be mailing or faxing (only 100 pages at a time) to 313-577-3770. I am asking that you send me the consent information, pre-survey, and background **by December 11th** so that **the interviewers can begin in January**.
8. When you have sent us the consent (optional but send if you are requiring one), the pre-survey and background information together for your required number of completed interviews, you are done. I understand that sometimes corrections need to be made. Like last year, I will contact you if this is the case. We want to deliver the most accurate data so that it represents Michigan properly.
9. For a streamlined and consistent process **I would like the CMHSP liaisons to be my main contact with your agency again**, gathering the above information and sending it to me. This worked well last year and I thought communication from all of you was great!
10. After you have sent all documents, I will email you back within a few days to let you know I received the information. If you don't hear back from me in a week, email me again. In addition, I will be checking in with you as needed to answer any questions and to assure that we are on track to complete this work.

11. Once I receive the consent information, pre-survey, and background information, I will assign the individual to a DDI interviewer who will contact the individual and set up the interview.

12. Like last year, we have a letter for you to give to the individuals to be interviewed, family members, guardians and staff that explains what NCI is and the interview process. The letter also contains the names of the interviewers for your area. Please give this letter to the individual and staff person, family member and guardian if they are going to be involved in the interview or have questions about NCI. This letter will be given to you on October 9, 2017 (the same day that you receive the sample).

13. We are not going to do the Family/Guardian Survey this year.

14. Please feel free to call me (June) at 313-577-6389 or email me at june.malachowski@wayne.edu with any questions.

Thanks everyone!