



April 30, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Council on Developmental Disabilities to enter into a Cooperative Project Agreement with the University of New Hampshire, Institute on Disability, (Vendor # 177867 B046), c/o UNH Office of Sponsored Research, Service Building Room 109B, Durham, NH 03824-3585 in the amount of \$30,000, to develop federally required evaluation activities, upon Governor and Council approval, for the period effective May 15, 2013 through May 1, 2015.

The source of funds is 100% federal. Funding is available in the following accounts, contingent upon continued appropriation for fiscal year 2014 and 2015 as follows, with the authority to adjust encumbrances in each of the state fiscal years through the Budget Office if needed and justified. In the event that federal funds become no longer available, general funds will not be used to support this agreement.

01-97-97-970010-71350000 – Developmental Disabilities Council	
State Fiscal Year 2013 Class 072-500575 Grants Federal	\$4,375
State Fiscal Year 2014 Class 072-500575 Grants Federal	\$15,000
State Fiscal Year 2015 Class 072-500575 Grants Federal	\$10,625
Total	\$30,000

EXPLANATION

The purpose of this agreement is to develop federally required evaluation activities for reporting to the federal Administration on Intellectual and Developmental Disabilities (AIDD) relating to the NH Council on Developmental Disabilities' five-year plan.

The Council is mandated by the AIDD to focus planning activities on the improvement of supports for people with developmental disabilities and their families, through public education and collaboration. The NH Council on Developmental Disabilities and the UNH Institute on Disability (IOD) are required, under the Administration of Children and Families (ACF) of the US Dept. of Health and Human Services to collaborate on major policy issues affecting people with disabilities and their families.

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and the Honorable Council

April 15, 2013

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Evaluators at the IOD have extensive knowledge and experience of the annual and five-year reporting processes with AIDD, which will benefit the Council in completing its reporting requirements to AIDD. The IOD Evaluation Team will assist the Council in fulfilling its Annual Program Performance Report Requirements by developing a comprehensive database for tracking process and outcome indicators by areas of emphasis according to the established 5 year plan.

This project was placed out to bid by an ad placed in the Manchester Union Leader on February 28, March 1 and March 3, 2013. The University was the only bidder to respond to this project.

The geographic area served by this project is statewide. The source of funds is 100 % federal funds. In the event that federal funds become no longer available, general funds will not be used to support this agreement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Carol Stamatakis', written over a faint circular stamp or watermark.

Carol Stamatakis
Executive Director

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, NH Council on Developmental Disabilities

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **NH Council on Developmental Disabilities**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **5/1/15**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: NH Developmental Disabilities Council's 5 Year Evaluation Plan

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Carol Stamatakis
 Address: State of New Hampshire - NH Council
 on Developmental Disabilities
 21 South Fruit St., Suite 22
 Concord, NH 03301-2451
 Phone: 271-3236

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
 Sponsored Programs Administration
 51 College Rd. Rm 116
 Durham, NH 03824
 Phone: 603-862-1942

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Carol Stamatakis
 Address: State of New Hampshire - NH Council
 on Developmental Disabilities
 21 South Fruit St., Suite 22
 Concord, NH 03301-2451
 Phone: 271-3236

Campus Project Director

Name: Tobey Partch-Davies
 Address: University of New Hampshire
 Institute on Disability
 10 West Edge Drive
 Durham, NH 03824
 Phone: 228-2084

F. Total State funds in the amount of \$30,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **G-1201NHADBS** from **Administration for Children and Families, US Department of Health and Human Services** under CFDA# **93.630**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

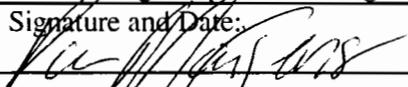
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **NH Council on Developmental Disabilities** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen

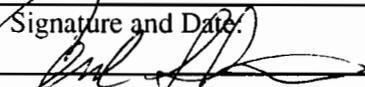
Title: Manager, Sponsored Programs Administration

Signature and Date:  4/9/13

**By An Authorized Official of:
NH Council on Developmental Disabilities**

Name: Carol Stamatakis

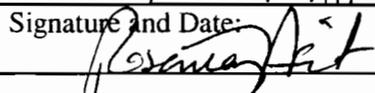
Title: Executive Director

Signature and Date:  4/12/13

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Rosemary Wiant

Title: Assistant Attorney General

Signature and Date:  4-17-13

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** NH Developmental Disabilities Council's 5 Year Evaluation Plan
- B. Project Period:** Upon Governor and Council Approval through May 1, 2015
- C. Objectives:** The IOD Evaluation team will prepare a formal plan to evaluate the activities of the Council over the next 24 months
- D. Scope of Work and E. Deliverables Schedule:** A detailed scope of work and deliverables is provided in the proposal titled "NH Developmental Disabilities Council's 5 Year Evaluation Plan," dated March 14, 2013, and is incorporated by reference.
- F. Budget and Invoicing Instructions:** Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	17,335	0	17,335
2. Employee Fringe Benefits	25,508	0	25,508
3. Travel	1,000	0	1,000
4. Supplies and Services	764	0	764
5. Equipment	0	0	0
6. Facilities & Admin Costs	2,728	0	2,728
Subtotals	30,000	0	30,000
Total Project Costs:		30,000	

- G. Other:** As referenced under number 3 of the Program Requirements in the RFP, there is a 10% limitation on overhead/indirect costs.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or .

UNIVERSITY OF NEW HAMPSHIRE



COOPERATIVE PROJECT PROPOSAL
TO
NH STATE SPONSOR: Council on Developmental Disabilities

PROPOSAL SUBMISSION DATE: March 14, 2013

PROJECT TITLE: NH Developmental Disabilities Council's 5 Year Evaluation Plan

PROJECT PERIOD: March 2013 – March 2015

PROJECT DIRECTOR

Name: Tobey Partch-Davies

Title: Project Director, Poverty & Disability

Address:
University of New Hampshire
Institute on Disability
10 West Edge Dr.
Durham, NH 03824

Phone: 603-228-2084

E-mail: tobey.partch-davies@unh.edu

PROJECT ADMINISTRATOR

Name: Dianne Hall

Title: Grant and Contract Administrator

Address:
University of New Hampshire
Sponsored Programs Administration
51 College Rd.
Durham, NH 03824

Phone: 603-862-1942

E-mail: dianne.hall@unh.edu

On behalf of the University it is my pleasure to submit the proposal described above. We appreciate your consideration of this project. UNH reserves the right to negotiate the terms and conditions of the Cooperative Project Agreement upon acceptance of the proposal.

Cover Sheet

Please include with Proposal.

Project Number/Title: NH Developmental Disabilities Council's 5 Year Evaluation Plan.

Contracting Entity/Organization: UNH-Institute on Disability

Phone No.: 228-2084 x 32 Fax No: 228-3270

E-mail address: tobey.partch-davies@unh.edu

Address: 56 Old Suncook Road, Suite 2, Concord, NH 03301

Implementing Entity (if different): N/A.

Name of Project Director: Tobey Partch-Davies, PhD.

Name and Title of Authorized Official for signature on contract: _____
Karen Jensen, Manager, Sponsored Programs Administration

Federal Identification No.: 026000937

Type of Organization [non-profit; proprietary, local government agency, higher education, individual or other (specify)]:
Higher education.

Other pertinent information Council should have when considering this proposal:

Tobey Partch-Davies, Ph.D., assisted the Council with preparing the Logic Model Framework for the Council's 5 Year Plan. She is very familiar with the Council's agenda, the Annual Program Performance Report requirements, the Consumer Satisfaction Survey, and the anticipated outcomes proposed in the 5 year plan. Her knowledge of the Council's agenda and reporting requirements, combined with her research and evaluation experience, make her uniquely qualified to fulfill the desired scope of work identified in this request for proposals.

NHDCC Evaluation Plan Proposal

A. **Applicant Identification**

Bidder's Experience and Capacity

The University of New Hampshire- Institute on Disability (IOD) advances policies and systems changes, promising practices, education, and research that strengthens communities and ensures full access, equal opportunities, and participation for all persons. IOD engages in pre-service preparation and continuing education, community services, research and evaluation, information dissemination, as well as policy-focused activities.

The IOD administers a variety of research and evaluation projects on a variety of different topics consistent with the aims of the Council's agenda. These include but are not limited to inclusive education, employment, workforce development and poverty reduction, health disparities, autism, aging and community living, assistive technology and rehabilitation, housing and transportation. The scope of projects managed at the IOD and the institutional knowledge base of the community based support systems in New Hampshire uniquely qualifies the IOD to serve in an evaluation capacity for this proposed project.

Knowledge and Experience of Reporting to AIDD

As a University Center of Excellence for Developmental Disabilities, evaluators at the IOD have extensive knowledge and experience of the annual and five-year reporting processes with AIDD. This experience would prove to have direct benefit to the Council in completing its reporting requirements to AIDD.

The IOD Evaluation Team will assist the Council in fulfilling its Annual Program Performance Report Requirements by developing a comprehensive database for tracking process and outcome indicators by areas of emphasis according to the established 5 year plan. Each activity area will be coded based on area of emphasis and goal/strategies so that data accumulated each month will be cumulative in nature and analyzed based on actual to planned results during the course of each year. This efficient reporting method will help the Council align all activities with the Annual Program Performance Report, making it easy to report to AAID at the end of the year. This data, along with the results of the Consumer Satisfaction Survey will be used for quality improvement purposes, and will guide the State Plan as necessary in response to demands by consumers.

B. Requested Compensation

The IOD is requesting \$4,375 in period one (3/13 – 6/13), \$15,000 in period two 7/13 – 6/14), and \$10,625 in period three (7/14 – 3/15) for a total of \$30,000 over a two year (24 months) period.

Budget Items	State Funding
1. Salaries & Wages	17,335
2. Employee Fringe Benefits	25,508
3. Travel	1,000
4. Supplies and Services	764
5. Equipment	0
6. Facilities & Admin Costs	2,728
Subtotals	30,000
Total Project Costs:	30,000

Budget Justification

Tobey Partch-Davies (10% FTE): \$15,575 is requested to support Tobey’s salary over a period of 24 months. Tobey will serve as the evaluator for the NHDDC Evaluation. Responsibilities include working closely with the Council’s Evaluation Sub-committee, Council staff members and Susan Orr at the IOD to implement the evaluation, reviewing and refining existing instrumentation; aligning data element according to the 5 year evaluation plan and logic model, adapting the logic model as needed to reflect emerging issues and priorities; developing new instrumentation as needed for data gathering purposes; conducting data analysis and interpretation, and preparing reports.

Susan Lovas Orr (2% FTE): \$1,750 is requested to support Sue’s salary over a period of 24 months. Sue’s primary duties shall include developing the Excel data base tracking system for all project evaluation activities; working with Council members to import necessary information in preparation for data analysis; and assisting with report development.

Fringe Benefits: \$8,173 is requested to cover fringe benefits.

Benefits Rate(s): The Employee Benefit Rates are based on UNH’s most current Rate Agreement with the U. S. Department of Health and Human Services, as required under OMB Circular A-21. A copy of the Rate Agreement is provided annually to the NH Department of Administrative Services. The full Employee Benefits rate applies to salaries and wages, except for hourly and college work study wages, graduate student salaries, and faculty summer salaries. The partial rate applies to non-student hourly

wages, FICA-eligible graduate student pay, faculty summer salaries, and other exceptions to faculty and staff contract pay. The post doctoral research rate applies to all postdoctoral staff.

Other Expenses

Printing: \$470 is requested over the 24 month period for printing costs.

Supplies: \$154 is requested to purchase necessary supplies, including data storage devices, writing instruments, and report binders.

Telephone: \$140 dollars is requested to cover telephone expenses necessary to implement the project.

Total Direct Costs: \$27,272

Total F&A: \$2,728

Total Requested Compensation: \$30,000

C. Narrative

Proposed Evaluation Framework

The IOD Evaluation team will prepare a formal plan to evaluate the activities of the Council over the next 24 months. The evaluation plan will be organized according to areas of emphasis based on the goals proposed in the Council's 5 year plan illustrated below.

Goal Area 1: Children Receive High Quality Supports and Services

Evaluation Design

The Council is implementing a number of initiatives designed to facilitate high quality supports and services for children. These include, but are not limited to, building relationships with stakeholders, monitoring state legislation, supporting a parent-led campaign on education policy, enhancing insurance reform for Autism Spectrum Disorder (ASD), supporting anti-bullying strategies, and implementing an anti-bullying campaign. *Process measures* include the type and number of legislative coffees hosted; type, number and purpose of partners convened; type, number and purpose of forums conducted; and, type, number and topic of trainings provided. *Short Term outcome measures* include changes in knowledge, skills and awareness of legislative actions, ASD insurance, educational reform needs, and anti-bullying methods. *Intermediate Outcome Measures* include implementation of new policies or programs (legislative reform, ASD, anti-bullying) at the organizational or policy level. *Long term outcomes* include improvements in high quality supports and services and a reduction in bullying measured at the individual and organizational level.

Evaluation Questions

The evaluation plan is designed to answer the following questions:

- What policy advocacy efforts result in legislative changes consistent with the Council's aims?

- To what extent does the Council’s work result in enhancements to ASD education and health reform?
- How many community based programs implement an anti-bullying campaign?
- What are the program effects of the anti-bullying campaign?

Design

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council’s Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

New and pre-existing instruments will capture the data points necessary to conduct the evaluation. All data will be inputted in the Excel spreadsheet for timely review and analysis purposes. Evaluators will prioritize data elements based on resource and capacity constraints.

Measure	Data Source	Data Collector & Method	Frequency	Schedule
Process Measures: -Legislative coffees -Stakeholder meetings -Community Forms -Trainings	Administrative Records	Council staff; Data entry in Excel spreadsheet	Number per category	Ongoing
Trainings -Legislative issues -ASD -Anti-bullying methods and materials	-Training evaluations -Pre and post tests -Annual survey	Council staff; online form	Number per category	Ongoing
Policy and Program Impacts -Legislation -ASD education/reform methods -Anti-bullying methods	Pre and post tests Mini-grant reports Annual survey	Evaluator Grantees Council staff	Number per category	Beginning and end of each effort.
Service quality and satisfaction	To be Determined	Evaluator	Annually	TBD
Bullying incidents	To be determined	To be determined	Annually	TBD

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed

depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

Goal Area 2: Greater Opportunities for Vocational Training, Competitive Employment and Career Options.

Evaluation Design

According to the five year plan, the Council plans to support a number of employment related initiatives, including, but not limited to raising awareness about work incentives and work disincentives, tax credit information; support best practice initiatives in employment; and partner with Vocational Rehabilitation, Department of Education and Developmental Services to promote employment in New Hampshire.

Process measures include the number of partnerships established, the number of mini-grants awarded, number of materials developed and disseminated. *Short term outcomes* include increasing knowledge, skills and awareness on employment practices, public benefits, and information dissemination.

Intermediate outcomes include helping to sustain the Employment Leadership Awards, the statewide network of Workforce Development Coalitions, best practice models in employment, and advocacy for work incentives. *Long term outcomes* include assisting twenty (20) individuals with disabilities to obtain employment as a direct result of Council activities; and increase the range of occupational opportunities for employment.

Evaluation Questions

- To what extent do employment knowledge and skills increase as a result of Council supported trainings?
- What are the program effects of the Employment Leadership Awards?
- What are the program effects of the Workforce Development Coalitions?
- How many best practice models on employment get impacted and to what extent do they result in employment outcomes?

Method

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council's Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

Measure	Data Source	Data Collector & Method	Frequency	Schedule
Process Measures: -Partnerships -Mini grants -Materials developed & disseminated	Administrative Records	Council staff	Number per category	Ongoing
Best practices & Training: -Employment	Event evaluations	Council staff	Number per category	Ongoing

Leadership Summit -Direct Support Professionals -Family Support Conference - Public benefits, tax credits, work incentives	Pre and post tests as appropriate			
Workforce Development Coalition -Employment strategies -outcome data	Annual survey NHDDS employment report	Evaluator; online method	Annually	To be determined
Mini-grants: -Employment efforts	Anticipated outcomes for project Project progress reports	Council; grantees	Number per category	As needed according to project timelines and contract periods.
Employment of Individuals with disabilities	Project Progress reports NHBDS Employment Report	Council; grantees	Number per category	As needed according to project timelines and contract periods.

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

Goal 3: Improve Accessibility to Better Support Individuals with Disabilities to Participate in Community Life

Evaluation Design

The Council intends to promote and support accessible transportation, improve access and inclusion in community and recreational programs, enhance policies and programs in aging, and improve emergency preparedness for individuals with disabilities. *Process measures* include: the number and type of mini-grants provided, information materials disseminated, disability awareness events sponsored, and collaborations with aging organizations and emergency preparedness stakeholders. *Short term outcomes include:* changes in knowledge skills and awareness in inclusive excellence, aging policies and programs, emergency preparedness, and safety training. *Intermediate outcome measures* include: number and type of new or expanded public transportation models, inclusive community and recreational opportunities, number of personal safety plans established, and the capacity of an Emergency Preparedness Registry. *Long term outcomes* include: improved access to transportation for individuals with disabilities, improvements in aging policies and practices, increased participation level of persons with disabilities in

community based recreational opportunities, and 50 community based programs implement Emergency Preparedness plans.

Evaluation Questions

- To what extent do knowledge, skills and attitudes change as a result of education and training on inclusive excellence (accessibility, inclusion, etc.)?
- How many accessible transportation models are replicated or expanded? To what extent do the models result in increased ridership among persons with disabilities?
- How many inclusive community or recreational activities established? To what extent do the models result in increased participation by persons with disabilities?
- How many personal safety plans established for emergency preparedness?

Method

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council’s Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

Measure	Data Source	Data Collector & Method	Frequency	Schedule
Process measures: -#sub-contracts -#information materials -disability awareness events -#partnerships & projects with aging stakeholders	Administrative records Mini-grant proposals	Council staff; Excel spreadsheet	Number per category	Ongoing
Trainings and events: -Disability awareness -Aging policies and procedures -Emergency Preparedness -Safety training	Training/event evaluations Pre and post tests	Council staff	Number per category	Ongoing
Aging: -Enhancements to policies and program enhancements (choice/control)	Administrative records; rules and regulations.	Council staff	Number per category	Ongoing
Accessible transportation models:	Outcome description/Mini-grants	Council staff; Excel spreadsheet	Number per category	Ongoing based on contract period.

-# and type transportation models accessible	Grantee progress reports			
Accessible community and recreational programs: -# and type of model	Outcome description/mini-grants Grantee progress reports	Council staff; Excel spreadsheet	Number per category	Ongoing based on contract period.
Participation in accessible transportation	Grantee progress reports Other sources – TBD	Council staff	Number per category	Ongoing
Participation in inclusive community and recreational opportunities	Grantee reports Other sources - TBD	Council staff	Number per category	Ongoing
Emergency Preparedness Systems Change (50 adopt practices)	Administrative Records	Council staff	Number per category	Ongoing

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

Goal 4: High Quality Lives with Increased Choice and Control

Evaluation Design

The Council intends to provide advocacy, training and leadership on issues pertaining to direct support professionals. *Process measures* include: the number and type of advocacy efforts, leadership efforts, direct support conferences/forums, direct support professional events, direct support professional related mini-grants, direct support professional materials, direct support best practice models, direct support testimonies and number of direct support trainees and legislators educated. *Short term outcome measures* include: changes in knowledge, skills and awareness of direct support policy issues (direct support professionals; legislators). *Intermediate outcomes* include: establishment of direct support credentialing system; changes to practice resulting from best practice models; type and number of policies adopted for direct support professionals (SB 138); number and type of laws improved (10 targeted); and changes in retention of direct support professionals resulting from policy/practice changes. *Long term outcomes* include: Increase in choice and control for persons with disabilities; reductions in abuse and neglect incidences.

Evaluation Questions

- To what extent do knowledge, skills and attitudes change in the intended direction about Direct Support Professional issues (among administrators, legislators, direct support professionals, businesses)?
- Is Direct Support Professional legislation passed as a result of Council advocacy efforts?
- What legislative rules or procedures are changed as a result of the Council’s advocacy efforts?
- Do people with disabilities exercise higher rates of choice and control as a result of Council activities?

Method

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council’s Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

Method	Data Source	Data Collector & Method	Frequency	Schedule
Process measures: -# and type of advocacy efforts -# and type of leadership efforts -# and type of DSP conferences/events; -# and type of DSP trainings -# and type of trainees -# and type of mini-grants; -# and type of materials disseminated -# and type of testimonies for legislative action.	Administrative records	Council staff; Excel spreadsheet	Number per category	Ongoing
DSP Credentialing: -Logic Model - Training requirements -Credential framework	-Progress reports -Policies and procedures.	Council staff; Excel spreadsheet	Number per category	Ongoing
DSP Best Practice Models -# sub-contracts	-Progress Reports/outcome data	Grantee; Council site visit;	Number per category	Ongoing; schedule depends on contract period.

-Logic Models	(Detail to depend on contract deliverables.)			
10 Laws improve -Advocacy efforts -sponsored legislation	Administrative records; rulemaking	Council members; excel spreadsheet	Number per category	Ongoing
DSP Retention rates: -# positions and tenure	Secondary data sources; TBD	TBD	Number per category; time series	Ongoing
Choice and control exercised by individuals with disabilities	TBD	TBD	Number per category	Ongoing
Bullying and Neglect incidents	TBD	TBD	Number per category	Ongoing

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

Goal 5: Individuals and Family Members Effectively Advocate for Choice, Independence and Self Determination

Evaluation Design

The Council plans to promote and financially support leadership development among self-advocates and families of individuals with disabilities. Specifically, the Council will help to build an independent, sustainable non-profit self-advocacy organization. *Process measures* include the number of self-advocates trained; the number of leadership conferences and workshops sponsored; the number of topics addressed; and the number and type of organizational development trainings sponsored. *Short term outcomes* include: changes in knowledge, skills and awareness necessary for self-advocacy and changes necessary for self-advocacy organizational development. *Intermediate outcomes* include: number and type of testimonies that impact policy; number of self-advocates that serve on boards, committees, workgroups, etc.; number of policies and programs impacted by self-advocacy; and number and type of capacity building efforts for self-advocacy organization. *Long term outcome*: statewide independent self-advocacy organization.

Evaluation Questions

- To what extent does sponsored training for self-advocates result in an increase in the exercise of self-advocacy among self-advocates?
- To what extent does organizational development training result in improved capacity for an independent self-advocacy organization?

- What process is used to establish an independent, sustainable self-advocacy organization? What is the sustainability plan for the organization?

Method

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council's Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

Method	Data Source	Data Collector & Method	Frequency	Schedule
Process indicators: -# self-advocates trained -#topics of training -# and type of leadership events; -# and type of organizational development efforts	Administrative records Training registration forms	Council staff; Excel spreadsheet	Number per category	Ongoing
Testimonies: -Number and type of testimony provided	Testimony log To be developed	Council staff	Number per category	Ongoing
Policies/rules impacted by self-advocates: -type of rule -Policy or rule change	Administrative records, rule making	Council staff; Excel spreadsheet	Number per category	Ongoing
Independent self-advocacy organization -Logic model	-Organizational status -Board membership -Funding -Bylaws -Mission	Council staff	Monthly status report Case Study	Ongoing

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed

depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

Goal 6: Young Adults Supported in Making Successful Transitions

Evaluation Design

The Council plans to promote and support efforts designed for young adults to make successful transitions to adulthood. Specific plans include providing training on youth transition topics and promoting best practices in youth transition, housing, and post-secondary education through mini-grants. *Process measures* include: the number and type of mini-grants, community of practice events supported, trainings provided, materials provided, housing forums conducted, and web-hits by the public. *Short term outcomes* include: change in knowledge, skills and awareness on youth transition topics including housing, employment, benefits, and civil rights. *Intermediate outcomes* include: the type and number of new or replicated best practices supported by the Council. *Long term outcomes* include: increase in the percentage of youth accessing employment, post-secondary and housing options supported by the Council.

Evaluation Questions

To what extent does training result in an increase in knowledge, skills and awareness about best practices in transition (employment, benefits, higher education, housing)?

To what extent do mini-grants and dissemination efforts result in replication of best practices in transition? What are the program effects of the models? Do they lead to increased goal fulfillment of young adults in transition?

Method

The design will consist of an actual to planned performance evaluation. As the Council implements its Five Year Plan, Council staff and the evaluator will gather data specific to the process and outcome indicators and update an Excel database regularly. The data will be reported monthly to the Council's Evaluation sub-committee for program monitoring and continuous quality improvement efforts.

Data Collection

Method	Data Source	Data Collector & Method	Frequency	Schedule
Process Measures: -# and type of mini grant; -# and type of community practice events -# and type of trainings offered -# and type of trainees per category -# and type of housing forums	Administrative records NHDDC website	Council staff; Excel spreadsheet	Number per category	Monthly

held -# and type of web hits				
Best practice models: -Type of practice -Number of practices replicated or developed	Logic Model per mini-grant Progress reports and outcome data	Grantees and DDC Staff; Excel spreadsheet	Number per category	Ongoing; schedule depends on contract period per grantee.
Youth transitioning -Number fulfilling transition goals	TBD	TBD	TBD	TBD

Data Analysis

Data will be analyzed using descriptive statistics and cross tabulations. Qualitative data will be coded by theme and quantified by number per category. Different analysis techniques will be proposed as needed depending on the way in which certain initiatives roll out in order to make the outcome data as meaningful as possible as it pertains to Council impact.

CONTINUOUS QUALITY IMPROVEMENT

Data from the evaluation will be reported at regular intervals to be determined with the Council in order for the Council to monitor plan progress, identify barriers, and respond to needs as required. A sub-committee comprised of Council membership and Council personnel is recommended to respond to cumulative data reports and prepare for data requirements for the Annual Program Performance Report.

REPORTING

The Evaluation Team will submit program reports and invoices on a monthly basis.

D. Role and Qualifications of Key Participants

Staff Role and Qualifications

The evaluation team proposed for this project has extensive experience helping organizations develop program logic models; identifying appropriate evaluation questions, indicators, and measures; monitoring and evaluating program implementation, results, and outcomes; and conducting applied research. The team has expertise in the design of databases, use of surveys, interviews, focus groups, observations, and document review, as well as quantitative and qualitative data analysis techniques. The facilities and other resources available to the evaluation team include everything needed to undertake and complete the scope of services.

Dr. Tobey Partch-Davies, Project Director, Poverty and Disability, IOD. Currently Dr. Partch-Davies is the Principal Investigator for the Healthcare Education Capacity Building Project funded by the Office of Minority Health and Refugee Affairs; Principal Investigator for the Maternal Infant and Early Childhood Home Visiting Implementation Fidelity Program Evaluation for the New Hampshire Department of Public Health Services; and serves as lead evaluator for the Boston Earned Income Tax Coalition to

conduct quantitative analysis of credit advising, financial coaching, and tax refunds for over 12,000 low income families in the city of Boston. Recent projects include a multi-site random control trial of a financial coaching protocol in Wisconsin and New Hampshire for adult workers with disabilities which led to statistically significant reductions in household consumer debt for participants. Prior to returning to the IOD in 2009, Dr. Partch-Davies served for six years as founding director of the Center for Community Economic Development & Disability at Southern NH University. Having worked for several years on the Granite State Employment Project, New Hampshire's Medicaid Infrastructure Grant, Tobey is very familiar with New Hampshire's service system for youth and adults with developmental disabilities.

Susan Lovas Orr, Senior Program Support Assistant, IOD. Susan provides direct support for the Department of Labor DirectConnect program, the Employment Consultant Training project, the Health Occupation Professionals Project, and the Maternal Infant Early Childhood Home Visiting Fidelity Implementation Evaluation. She has strong expertise in website management, use of Microsoft Office software, development and design of data bases and preparing charts and graphs for reporting requirements. Prior to coming to the IOD, Susan worked for CCA Global Partners' Training Department as Business Manager, which included playing an integral part in the planning and execution of "Education Day" at the bi-annual Conventions for two of their divisions. Before CCA, Susan worked for Clear Channel Communications at WGIR AM/FM Radio. She held many positions over 12 years there including Office Manager, Traffic Coordinator, Sales Assistant and Copywriter; as well as assisting the on-air staff with production and creative development.