

ATTACHMENT H. Instructions for Project Objectives, Activities and Measures

How to Enter your Objective and Activities in GrantVantage

Step 1: Identify the Project Objective. Each applicant will identify a **single** primary objective that the project will accomplish. DDS requests one objective for your project. This is your overall project goal.

Examples of objectives include:

- Establish business focused partnerships that respond to employer needs and increase the hiring of workers with developmental disabilities.
- Train providers/employment services staff to deliver evidence-based/best practices in customized employment or supported employment .
- Increase knowledge of community resources, services, and supports among families, adults and/or youth for employment.
- Provide individualized supports and services to individuals with high support needs to create a pathway to employment.
- Develop an action plan to transition an organization or agency's service delivery to a model that supports competitive integrated employment for all individuals served.

Below is a screenshot of the GrantVantage view and explanations of the entry fields to create your project's objective.

The screenshot shows the 'Add Objective' form with the following fields and annotations:

- Objective Name ***: A text input field. Annotation: "A Short description of your project's goal" with an arrow pointing to the field.
- Objective Description ***: A larger text input field. Annotation: "A longer description of your project's goal" with an arrow pointing to the field.
- Manager ***: A dropdown menu with the text "Select Manager--". Annotation: "Person in charge of the project" with an arrow pointing to the dropdown.
- Objective Number ***: A text input field. Annotation: "Enter '1'" with an arrow pointing to the field.
- Ref. Id**: A text input field. Annotation: "Leave blank" with an arrow pointing to the field.
- Objective Start Date ***: A date input field. Annotation: "Your project start date" with an arrow pointing to the field.
- Objective End Date ***: A date input field. Annotation: "Your project end date" with an arrow pointing to the field.

Step 2: Identify Project Activities

Once you have completed Step 1, Project Objective, options to add activities and measures will appear on the screen. Projects must collect and report data to show how activities were implemented or what they produced (“project outputs”) and how individuals or organizations were affected by the project (“project outcomes”). Below is a screenshot of the main area in GrantVantage to add Activities.

DO NOT SELECT GOAL.

Here is the objective information you recently added. Your objective will show what you have entered, “Test objective 01” is just an example.

The screenshot shows a table with the following data:

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date
100	01A	Test Objective 01	Test Objective Description	admin admin	08/01/2020	07/31/2021

Below the table, there are two sections: "Performance Measure (0)" and "Grant Activities (0)". Each section has a "+ Add" button. An arrow points to the "+ Add Measure" button with the text "Click to add a measure." Another arrow points to the "+ Add Activity" button with the text "Click to add an activity. We suggest adding all activities first."

Activities. Activities are the major actions of your project that you conduct to reach your project objective (goal). In GrantVantage, you enter a brief activity description, the person responsible for the activity, and the activity start/end dates. DDS prefers an overview of major activities, not a list of all the steps that you will perform to accomplish a task. For example, emailing, creating a flyer, reaching out to meeting stakeholders, and setting up meeting times may all be steps to conduct a stakeholder meeting, but are not necessary to show as activities. However, the single activity of “Meeting with Stakeholders” would be appropriate to report.

Here is an example of an appropriate list of activities for a sample training project:

1. Recruit/hire trainers for workshops
2. Secure workshop sites and schedule
3. Conduct workshops in 3 counties
4. Analyze pre/post workshop data
5. Conduct follow-up phone calls about how parents used workshop information

Here is an example of an inappropriate list of activities for a sample training project:

1. Sign grant contract with DDS
2. Create advertisement for workshop trainers
3. Screen trainer applications
4. Hold trainer interview
5. Sign trainer contracts
6. Call and email at least 20 workshop sites
7. Announce workshops through social media
8. Conduct workshops
9. Submit quarterly reports to DDS

Below is a screenshot of the GrantVantage view and explanations of the entry fields to create your project's activity list.

Grant Activity

Grant Activity Details

1. Write the name and numbered order of the activity.
Example: "01. Conduct outreach events"

Activity Description *

2. Write the dates when your activity will begin and end.

Start Date * Due Date *

Active
Not Started

3. Choose the manager who oversees this activity from the dropdown.

Manager * Ref. Id

--Select Manager-- LEAVE THIS BLANK

All activities are "not started" since this is a proposal.

Cancel Save

4. Click "Save" to save changes to your activity in the system.

Project Measures

Project measures are added by DDS during post award. There are two types of project measures required for the Employment Grant projects. Please review the project measures in [Attachment C](#) while you prepare your application as these are the measures you will be held accountable for when you are awarded a grant.

1. Standard Project Measures: All Employment Grant projects must use the DDS standardized set of measures to report project outcomes. Each project type has its own set of project measures.
2. Individual Participant Outcome Data: All project types, except Service Model Transformation, will also provide individual participant outcome data for all participants served by the regional center.

Individual participant outcome data will allow DDS to study employment outcomes and services for participants before and after participation in your project. Upon award of the grant, you will be asked to request all participants for their consent for you to provide their name, UCI and employment and service-related information to DDS. DDS will use this information to access POS authorization and expenditure data for participants in your project. See **Attachment 1** for a draft consent form you may use. If you are translating the consent, use wording that is appropriate for the participants culture and language. Feel free to modify this form as appropriate for the population(s) you serve.

Standard project measures and individual outcome data requirements are in [Attachment C](#). Measures will be added to your GrantVantage account by DDS during the post-award process. Applicants should not enter measures into GrantVantage during the application process.

Pre/Post Surveys

1. Pre/Post Training Survey for Service Model Transformation and Training and Implementation Projects: Service Model Transformation and Training and Implementation Projects will utilize the DDS developed Pre/Post Training Survey templates to measure the impact on participants knowledge, skills, and confidence in putting what they learned into practice. If you are translating the survey, use wording that is appropriate for the participants culture and language. The Pre/Post Training Survey templates are located in **Attachment 2**.
2. Pre/Post Participant Experience Survey: All project types, except Service Model Transformation, will utilize the DDS developed Pre/Post Participant Experience Survey template to better understand experiences of participants served by the regional center. If you are translating the survey, use wording that is appropriate for the participants culture and language. The Pre/Post Participant Experience Survey template is located in **Attachment 3**.

Attachment 1
**Permission to Share Your Personal Information with the California Department of
Developmental Services (DDS) for Research**

What is happening:

DDS wants to use information about you and services you received. If you approve, we will be able to use your information for research.

Why this is happening:

We want to find out whether [project name] helped you and other individuals.

Why we're asking you:

We'd like to use your information because you worked with the [project name].

What happens if you agree:

[project name] will give us some information about you. They will give us:

- Your name
- Your UCI, which is your Regional Center record number
- The dates you were part of the [project name]
- Your employment and service-related information

This information and information about services you received will be combined with information from other individuals. The answers will let us know if the [project] helped individuals with employment.

What happens if you don't agree:

You do not have to let us use your information. You can change your mind at any time. Your decision will not change your Regional Center services.

Who will see your information:

Only the DDS Research Section will see your personal information. We will not give it to anyone outside of DDS. We may share a summary of information from [name of project] with other people. No one will know which information is yours.

Approval:

If you sign this form, you agree to participate. You are letting [project name] give us your personal information.

Questions?

If you have any questions, please call:

- For answers in English: Jessica Love, DDS Research Section Supervisor, at (916) 516-5047.
- For answers in Spanish: Rosa Ho, Management Services Technician, at (916) 747-7067.

Sign here _____ Date _____

Print your name here _____

Attachment 2
Department of Developmental Services
Employment Grant Program
Pre/Post Training Survey

Pre Survey

Introduction:

We would like to ask you a few questions to help us plan for our training. Your name and answers to the questions will not be shared with anyone. Your answers will be combined with others who take the survey.

When we use the words work or job, it must include:

- 1) Work or job that is in the community, and
- 2) Work or job that pays minimum wage or more, and
- 3) Work or job that provides the same benefits that are given to other employees (such as healthcare, retirement, or vacation)

This type of work or job is called competitive integrated employment.

1. What is your role here today? (Check one)

- Parent/Family Member
- Youth with a disability
- Adult with a disability
- Professional or Staff

2. I can explain why having high expectations is important for me/ my family member/client/ to achieve a positive work outcome.

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

3. I feel I/my family member/clients can get a job.

- Strongly disagree
- Disagree
- Not Sure
- Agree
- Strongly agree

4. I know how to help myself/my family member/client make job choices that matter to me/them.

- Not at all
- A little
- Some
- A great deal
- Not sure

5. I know what activities I /my family member/client can do to prepare for work.

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

6. I know how to get employment services and supports in my community for myself/family member/client.

- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree

Post Survey

Introduction:

Please provide us with your feedback on the training you received. Your name and answers to the questions will not be shared with anyone. Your answers will be combined with others who take the survey.

When we use the words work or job, it must include:

- 1) Work or job that is in the community, and
- 2) Work or job that pays minimum wage or more, and
- 3) Work or job that provides the same benefits that are given to other employees (such as healthcare, retirement, or vacation)

This type of work or job is called competitive integrated employment.

1. What is your role here today? (Check one)

- Parent/Family Member
- Youth with a disability
- Adult with a disability
- Professional or Staff

2. I can explain why having high expectations is important for me/ my family member/client/ to achieve a positive work outcome.

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

3. I feel I/my family member/clients can get a job.

- Strongly disagree
- Disagree
- Not Sure
- Agree
- Strongly agree

4. I know how to help myself/my family member/client make job choices that matter to me/them.

- Not at all
- A little
- Some
- A great deal
- Not sure

5. I know what activities I/my family member/client can do now to prepare for work.

- Strongly disagree
- Disagree
- Not sure
- Agree
- Strongly agree

6. I know how to get employment services and supports in my community for myself/family member/client to work.

- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree

7. What has kept you from applying what you learned? (Choose all that apply)

- Lack of support
- Other priorities got in my way
- Tried skills/strategies and they did not work
- Lack of opportunity to apply all that I learned
- Nothing, I was able to apply all that I learned

8. What helped you successfully apply what you learned? (Choose all that apply)

- I had support and feedback from someone experienced or trainer
- The information I learned is highly important to my job or family
- I gained self-confidence to apply what I learned
- I had the opportunity to practice what I learned
- Nothing, I was unable to successfully apply anything I learned

Attachment 3
Department of Developmental Services
Employment Grant Program
Pre/Post Participant Experience Survey

Introduction:

We would like to ask you a few questions to help us better understand your work/life experiences. We will ask you the same questions now and when you finish your work program. Your answers will be combined with others who take the survey.

When we use the words work or job, it means:

You work at an internship or have a paid job in the community.

1. What do you want this project to help you do?/What did this project help you do? Check all that apply (Pre/Post)

- Get a job
- Get a different job
- Get an internship
- Learn new things
- Earn more money
- Get out of the house more
- Other

2. I enjoy my work most of the time.

- Not working right now
- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree

3. I enjoy working with my co-workers.

- Not working right now
- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree

4. Having a job helps me feel like I belong.

- Not working right now
- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree

5. Overall, how has your life been with your job or internship in the past few months? If you don't have a job or internship yet, how do you hope life will be when you get one?

6. I am satisfied with the help I received from this project. (Post only)

- Strongly Disagree
- Disagree
- Not Sure
- Agree
- Strongly Agree