

ATTACHMENT B. Measure Guideline Descriptions

Project Objective, Activities, and Measures

All projects are required to report data in GrantVantage (GV) to show progress and outcomes of activities and collect both standardized quantitative and qualitative data.

Quantitative and Qualitative Data

- **Quantitative data** can be measured in numbers. Examples of quantitative data include: number of project participants, pre/post surveys that are scored with numbers, and comparison of POS expenditures before and after participation in a project. These types of measures are classified as “number,” “percentage,” or “percentage increase” in GV, depending on the measure. Projects will be provided with standard quantitative measures in GV after the project is awarded.
- **Qualitative data** is a description, such as what participants say about their experiences with your project. Qualitative data is used to gain an understanding of underlying reasons and motivations and uncover trends in thoughts and opinions. Qualitative data may be collected using open-ended written or verbal questions in surveys, focus groups, and interviews. Findings from qualitative data are typically summarized in writing. These types of measures will be classified as “narrative”. Projects will be provided with standard qualitative measures in GV after the project is awarded.

Project Types

- **Education and Training:** Increase self-advocacy/family knowledge about topics relating to service access, the regional center system, leadership development, business development, advocacy, independent facilitation, service planning tools, and developmental disabilities. Provide training and support to regional centers and service provider staff to increase cultural and linguistic responsiveness to their catchment area population(s). Training materials are subject to Department review and approval.
- **Community Connection:** Engage trained peer partners, including community leaders, family members, and self-advocates, to deliver culturally responsive, individualized service connection support that facilitates equitable access to regional center services, community resources, and transition planning. These projects require comprehensive peer partner training, structured supervision, and ongoing quality assurance monitoring throughout the grant period.

How to Enter your Objective and Activities in GV

Step 1: Identify the Project Objective:

Each applicant will identify **one** primary objective that the project will accomplish during the grant period. Examples of objectives include:

- Increase advocacy among Spanish-speaking parents and caregivers of children who have autism.
- Facilitate access to generic and regional center services for the African American community.
- Increase Early Start assessment and enrollment for the Native American community.
- Train parents in adult services and facilitate high school-to-adult service transitions.
- Expand the developmental services workforce within rural areas.

Below is a screenshot of the GV application view of entering an objective:

Objective

Objective Name * ← A short description of your project's goal(s)

Objective Number * ← Enter "1"

☐ Finalize Project Plan [Project Plan Instructions](#)

+ Add Objective

Obj. #	Ref. ID	Objective Name	Objective Description	Manager	Start Date	End Date
1		Objective	Description			
Click dropdown arrow next to Objective						
> Performance Measure (0)		← No need to add Measures				
> Activity (0)		← Click to add an activity				
		+ Add Activity				

Step 2: Identify Project Activities

Once the objective has been created, options to add activities will appear on the screen. Activities are the major actions of a project conducted to reach the project objective. 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").

First, you will **choose from the DDS list of standard activities shown below**. Non-standard activities may be chosen if it is part of the proposed model. In GV, enter a brief activity description, the person responsible for the activity, and the activity start/end dates. DDS prefers an overview of major activities instead of a list of steps performed to

accomplish a task. For example, while emailing, creating a flyer and posting on social media may be steps to recruit participants for a training, they are not necessary to show as individual activities. However, the single activity of “Schedule workshop sites and recruit participants” would be appropriate.

Education/Training project type examples:

- Outreach to community & recruit participants
- Create the workshop curriculum
- Recruit/hire trainers for workshops
- Schedule workshop sites and recruit participants
- Conduct workshop sessions & collect standard pre/post workshop data
- Conduct follow-up survey 1 or 2 months after training sessions

Standard Community Connection project type examples:

- Review data collection requirements & setup data collection system
- Outreach to community & recruit participants
- Hire Connectors, Create Connector training curriculum
- Conduct RC and Generic Service navigation
- Host support groups
- Conduct follow-up contacts with families
- Create & Conduct training for families, community, or providers

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

Grant Activity

1. Write the name and numbered order of the activity.
Example: "01. Recruit, hire, and train outreach coordinator"

Activity Description *

2. Write the dates when your activity is planned to begin and end.

Start Date Due Date

Active Manager *

Not Started

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

Ref. ID

LEAVE THIS BLANK

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

Cancel Save

When you have finished adding activities, click on “Finalize Project Plan” to save your project plan.

☐ **Finalize Project Plan**
Click here to finalize and save your project plan
Save
Project Plan Instructions

+ Add Objective

Obj. #	Ref. ID	Objective Name	Objective Description	Manager	Start Date	End Date
1		Objective	Description	To Be Determined		
> Performance Measure (0)						
> Activity (2) + Add Activity						
Ref. ID	Activity Description	Manager	Start Date	Due Date		
	02. Activity 2	To Be Determined				
	01. Activity 1	To Be Determined				

Step 2 (cont'd): Review Project Measures

You will be **unable** to enter measures in your grant application. Please review the standard list of measures for your project type to determine which activities will work best. Standard qualitative grant measures will be added to your GV profile during the post-award phase.

Measure and Term Definitions

DDS has **standardized measures** for Community Connection and Education and Training projects. These will be added to your GV account by DDS during the post-award process. If a required measure is not applicable to your project, email an explanation to saegrantprogram@dds.ca.gov.

Education and Training Measures and Terms

Measure	Definition
00A. Disparity Target - Total Number of people directly served by ethnicity [TAG BY ETH_5XX]	Total number of people directly served by the project, reported by ethnicity. Count each person only once. If a person identifies with more than one ethnicity, use the "ETH_5_OTHER_MULTIRACIAL" tag and list all ethnicities in the notes tab.

00B. Disparity Target - Total number of people directly served by language [TAG BY LANG_XX]	Total number of people directly served by the project, reported by primary language. Count each person only once using their preferred primary language.
01. Number of workshop sessions conducted	Total number of workshop sessions held during the project period.
02. Number of attendees at workshop sessions (TAG by type, SEE TAG LIST)	Total number of people who attended the workshop sessions reported in Measure 01. Count attendees once for each workshop they attend. If an attendee could fit more than one tag, use the tag that best matches the intended audience of the workshop.
03. Results of Knowledge Gain and Satisfaction Survey	Summary of what participants learned and how satisfied they were after workshops, based on pre- and post-surveys. The summary may include written feedback (qualitative data), numbers (quantitative data), or both.
04. Narrative description of training impact for individuals, or families of children, with disabilities	Written description of how workshops impacted individuals, families of children with disabilities, self-advocates, and other people served by the project.

Term	Definition
Attendee	An attendee is a person who attends a project workshop. Examples include project participants, family members, caregivers, service providers, regional center staff, and others who provide support.
Workshop	A workshop is an event that provides education and/or training on a specific topic to a group of attendees. Workshops are typically 20 minutes or longer and may be held in person or virtually.

Community Connection Measures and Terms

Measure	Definition
00A. Disparity Target - Total Number of people directly served by ethnicity [TAG BY ETH_5XX]	Total number of people directly served by the project, reported by ethnicity. Count each person only once. If a person identifies with more than one ethnicity, use the "ETH_5_OTHER_MULTIRACIAL" tag and list all ethnicities in the notes tab.
00B. Disparity Target - Total number of people directly served by language [TAG BY LANG_XX]	Total number of people directly served by the project, reported by primary language. Count each person only once using their preferred primary language.
01. Description of Criteria for selecting promotoras/community connectors: e.g., are all promotoras/community connectors parents of children with a developmental disability? Are they from a particular ethnic or cultural group? Must they have a particular kind of experience or expertise?	Written description of the requirements, qualifications, characteristics, or experience used to select promotoras, community connectors, or navigators. Each project determines its own selection criteria. Most projects select people who are connected or a part of the communities being served.
02. Criteria for selecting participants: e.g., "low POS" (define the POS threshold); language; ethnicity; age; geographic area; other (specify)	Written description of who is eligible to be a project participant. Examples include language, ethnicity, age, geographic area, income level, or other characteristics.
03. Number of individuals who began serving as Community Navigators	Total number of people who meet the criteria reported in Measure 01 completed the required training, and began serving as community navigators, connectors, or promotoras. Each project decides what training is required before individuals begin serving in these roles. Count each person only once.
04. Number of trainings provided to Community Navigators	Total number of training sessions provided to community navigators, connectors, or promotoras.
05. Topics your promotoras/community connectors were trained in and the number of hours of training per topic	Written description of the training topics provided to community navigators, connectors, or promotoras, and the number of training hours completed for each topic.

06. Number of participants receiving regional center services BEFORE engaging with your program	Total number of participants who already were receiving at least one regional center service before participating in the project. If the project is a continuation, include participants receiving services at the beginning of the new project year. Count each person only once.
07. Number of regional center services participants are receiving BEFORE engaging with your program (TAG BY RC SERVICE)	Total number and types of regional center services participants were receiving before participating in the project. If the project is a continuation, include regional center services participants were receiving before the current project period began.
08. Number of participants who received generic services BEFORE engaging with your program	Total number of participants who were already receiving at least one generic service before participating in the project. If the project is a continuation, include participants receiving services at the beginning of the new project year. Count each person only once.
09. Number of generic services participants are receiving BEFORE engaging with your program (TAG BY GENERIC SERVICE)	Total number and types of generic services participants were receiving before participating in the project. If the project is a continuation, include generic services participants were receiving before the current project period began.
10. Number of support groups hosted/facilitated	Total number of support group sessions hosted or facilitated by the project.
11. Number of people attending navigator hosted/facilitated support groups	Total number of people who attended support groups hosted or facilitated by community navigators, connectors, or promotoras.
12. Number of participants who started project	Total number of participants who enrolled in the project. This number must match the total number of participants reported in Measures 00A and 00B. Count each person only once.
13. Number of workshops conducted	Total number of workshop sessions conducted during the project.

14. Number of individuals/family members trained	Total number of individuals or family members who participated in project training activities. Count each person once for each training session they attend.
15. Number of outreach and/or educational events conducted by navigators	Total number of outreach or educational events conducted by community navigators, connectors, or promotoras. Events may be in person or virtual.
16. Number of barriers reported by participants in accessing regional center/and or generic services at START of engaging with your program (TAG by Barrier)	Total number and types of barriers participants reported when trying to access regional center or generic services before participating in the project.
17. Number of participants reporting barriers to accessing regional center/and or generic services at START of engaging with your program	Total number of participants who reported at least one barrier to accessing regional center or generic services before participating in the project. Count each person only once.
18. Number of program participants receiving Regional Center service navigation (do not count family members)	Total number of participants who received help navigating regional center services. Do not include family members. Count each person only once.
19. Number of program participants receiving generic service navigation (do not count family members)	Total number of participants who received help navigating generic services. Do not include family members. Count each person only once.
20. Number of follow-up contacts with families	Total number of follow-up contacts made with families during the project.
21. Number of provider workshops conducted	Total number of workshops provided for service providers or provider staff.
22. Number of provider staff trained	Total number of provider staff who participated in project training activities. Count each person once for each training session they attend.
23. Number of new community partnerships created through connection/navigator project	Total number of new community partnerships that were created through the project.

24. Number of participants who completed project	Total number of participants who completed the project. Each project defines what it means for a participant to complete the project. Examples include completing required project activities, finishing the services provided through the project, or meeting the project's participation goals. Count each person only once.
25. Number of participants referred to a regional center for services (TAG Age_0-3 or Age_3-21, Age_22+)	Total number of participants referred to a regional center for services, reported by age group. Count each person only once.
26. Number of participants referred and assessed for regional center services (TAG Age_0-3 or Age_3-21, Age_22+)	Total number of participants who were referred and assessed for regional center services, reported by age group. Count each person only once.
27. Number of participants referred and assessed and found eligible for regional center services (TAG Age_0-3 or Age_3-21, Age_22+)	Total number of participants who were referred, assessed, and found eligible for regional center services, reported by age group. Count each person only once.

Term	Definition
Attendee	An attendee is a person who attends a project workshop. Examples include project participants, family members, caregivers, service providers, regional center staff, and others who provide support.
Generic Service	A generic service is a service or support that is publicly available and not funded by a regional center. Examples include Medi-Cal, Social Security benefits, CalFresh, special education, transportation, mental health services, etc.
Workshop	A workshop is an event that provides education and/or training on a specific topic to a group of attendees. Workshops are typically 20 minutes or longer and may be held in person or virtually.
Participant	A participant is a person with an intellectual or developmental disability who receives services or support directly through the Community Connection project. Participants may already be receiving regional center services or may be in the regional center intake process.
Regional Center Service	A regional center service is a service or support funded or authorized by a regional center. Examples include respite, behavior intervention, day programs, supported living, therapy services, etc.

Pre- and Post- Surveys

All projects must administer pre- and post-surveys during the grant period. These surveys help measure the impact of the project by collecting information before and after participants receive project services.

Note: DDS requires all funded Community Connection projects to administer standardized pre- and post-surveys. All other surveys, assessments and other measurement tools must be sent to DDS for review and approval prior to use.

Community Connection Standardized Survey

We would like to ask you a few questions to help us improve our project. You will answer these same questions again when you finish the project. Your answers are confidential. Thank you for taking the time to complete this survey.

Instructions: Please indicate how much you agree or disagree with each statement by selecting one answer.

1 = Strongly Disagree | 2 = Disagree | 3 = Not Sure | 4 = Agree | 5 = Strongly Agree

1. I understand my own or my family member's disabilities and needs.

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
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2. I know who to contact and what to do when I have questions or concerns about regional center services.

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
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3. I know what steps I can take to make positive changes for my family.

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
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4. I know how to access the services I need through my regional center.

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
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5. I know where to find support and connect with other individuals, parents, or caregivers of children with developmental disabilities.

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
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