

[AGENDA ITEM 6a]

**Strategy 5: Develop workplans for 2018 – 2020** Monitor the implementation of the Quality of Life Survey Administration Plan

5	Key Activity	Expected Outcome	Deadline	Other Agency(s) or Partners
B	Develop 2018-2020 workplan for the next phase of Quality of Life Surveys and submit to the Subcabinet for approval.	The Subcabinet will review the detailed plan with action steps, roles and timelines to re-survey samples from initial survey to measure changes in quality of life for individuals moving from segregated to integrated settings.	Submit workplan to Subcabinet by <b>April 30, 2018</b> <del>January 31, 2018</del> <b>(Exception 1/2018)</b>	OIO, QOL Workgroup
C	OIO will monitor Quality of Life Survey implementation. Provide a monthly report to the Subcabinet on the progress of survey implementation. The report will address progress on the activities 5B – 5G below.	The Subcabinet will be apprised of action steps, benchmarks and deliverables of the Quality of Life Survey.	Report to Subcabinet by <b>June 30, 2018 and monthly thereafter</b>	OIO
D	Monitor the implementation of the Quality of Life Survey Administration Plan including: <ul style="list-style-type: none"> <li>Develop a detailed workplan that outlines project activities week-by-week throughout the project timeline.</li> <li>Conduct weekly conversations with interviewers to ensure quality and validity and identify challenges as they arise and create solutions to address them.</li> </ul>	The Subcabinet will review final report that compares the baseline findings to the follow-up survey results.	Begin monitoring implementation of QOL Survey administration plan by <b>May 1, 2018.</b>	OIO
E	Monitor the development and implementation of a protocol for Abuse and Neglect reporting <ul style="list-style-type: none"> <li>Respondents in our sample are potentially vulnerable adults; there is a clear protocol for reporting abuse and neglect to the Minnesota Adult Abuse Report Center or Common Entry Point.</li> <li>Regular connection with interviewers will occur to address any areas of concern immediately.</li> </ul>	See 5C above	Begin monitoring protocol for abuse and neglect reporting by <b>June 1, 2018</b>	OIO

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F	<p>Monitor the plan to recruit, train, and supervise interviewers. Priority for hiring will be:</p> <ul style="list-style-type: none"> <li>• Show ability to responsibly implement interviews with fidelity.</li> <li>• Experience and/or comfortable working with people with disabilities and can conduct interviews in languages other than English.</li> <li>• Have the cultural competency to work with people of many different backgrounds.</li> <li>• Are geographically dispersed across the state</li> </ul>	See 5C above	Begin monitoring recruiting, training and supervising interviewers by <b>May 1, 2018.</b>	OIO
G	<p>Monitor the identification and completion of 500 follow-up interviews</p> <ul style="list-style-type: none"> <li>• A representative random sample will be drawn from the 2,005 baseline survey participants.</li> <li>• Storage of private health care data will adhere to the data security plan approved by DHS IRB during the baseline survey administration.</li> <li>• Ensure Data Quality – All data used in both the recruiting and outreach process and through the survey and interview process will be live at all times. <ul style="list-style-type: none"> <li>○ Review weekly data to determine response rates from different settings and determine if changes are needed in the outreach plans.</li> <li>○ Review data every other week, to analyze inter-rater reliability and determine if there are any patterns in responses that could indicate that survey interviewers are introducing bias and need additional training.</li> <li>○ Provide a data summary on a monthly basis, to OIO for discussion about what findings are emerging.</li> </ul> </li> <li>• Analyze Data – All data will be stored in a secured database and checked monthly for quality and validity.</li> </ul>	See 5C above	Begin monitoring the completion of 500 surveys by <b>June 1, 2018.</b>	OIO

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H	<p>Monitor the creation of the Olmstead Quality of Life Survey Report</p> <ul style="list-style-type: none"> <li>• Develop Research Questions <ul style="list-style-type: none"> <li>○ Develop research questions through a collaborative process with agency stakeholders to help focus the analysis and ensure there is consensus on analytical approaches.</li> </ul> </li> </ul>	See 5C above	Develop research questions by <b>June 1, 2018</b>	OIO
I	<p>Monitor the creation of the Olmstead Quality of Life Survey Report</p> <ul style="list-style-type: none"> <li>• Complete analysis <ul style="list-style-type: none"> <li>○ The analysis will be focused on comparing survey score changes from the baseline across all relevant variables. The other component of this analysis will focus on measuring the impact different variables have on survey scores.</li> <li>○ The report will highlight the major changes from baseline to follow-up. It will identify changes in survey module scores and scan for any significant changes in scores across service setting and region.</li> <li>○ A comprehensive analysis of all relevant variables and include the results of the regression methodology that will be further developed in the planning stages of this work.</li> <li>○ Data tables of all results will be included in the report.</li> </ul> </li> </ul>	See 5C above	Complete analysis by <b>November 30, 2018</b>	OIO
J	Submit the Quality of Life Survey results final report to the Subcabinet.	See 5C above	Report to the Subcabinet by <b>December 31, 2018</b>	OIO

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