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## **MEMORANDUM**

TO: Executive Directors, DSN County Boards  
CEOs, Contracted Service Providers

FROM: Mary P. Poole, State Director 

RE: National Core Indicators – **Staff Stability Survey DUE JULY 31, 2020**

DATE: April 23, 2020

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All DDSN providers of adult services will be receiving information about the annual Staff Stability Survey conducted by the National Core Indicators (NCI). DDSN has partnered with National Association of State Directors of Developmental Disabilities Services (NASDDDS) and Human Services Research Institute (HSRI) for the past several years to administer the National Core Indicators (NCI) survey. This survey has provided DDSN with data about the strengths and weaknesses of our system and various policy initiatives.

Increasing attention has been paid to the role that the Direct Support Professional (DSP) workforce plays in the provision of supports for adults aged 18 and over with intellectual and developmental disabilities (ID/DD) and the Staff Stability Survey provides reliable measure towards this effort. This survey will ask about types of services your organization provides, length of DSP employment, number of DSPs employed, vacant positions, wages, benefits and recruitment and retention strategies. Results of the survey will only be reported in the aggregate and your organization will not be identified in any way.

All DDSN adult service providers will receive an email from NCI with instructions on how to complete this survey using their online data entry system. The survey should be completed by your Human Resources or Payroll offices and reflect direct support professionals who were on payroll during any period between January 1, 2019 and December 31, 2019.  
This survey must be completed by JULY 31, 2020.

DDSN is aware of the many competing interest for staff time and resources, especially as we are all dealing with the COVID-19 pandemic. We appreciate your time and feedback as we participate in this important statewide survey. Thank you for your help compiling this information.