



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

WILLOW BAER
Acting Commissioner

January 3, 2025

Dear Guardian,

The New York State Office for People with Developmental Disabilities (OPWDD) is participating in a survey called the *National Core Indicators (NCI)-IDD In-Person Survey*. This survey is administered across the country to evaluate home and community-based services. The survey will be used to improve the quality of services provided by OPWDD.

OPWDD is working with **Vital Research** to do the NCI survey. The survey will ask questions to people receiving OPWDD services about the services they receive and how those services meet their needs.

You have been identified as the legal guardian for a person randomly selected for the survey. Someone from Vital Research may call you between January and June to discuss the survey. If you and the person receiving services agree to participate, interviewers will set up a time to meet over a Zoom video conference. A smart phone, tablet, or computer can be used for the interview.

If you choose, you may join the interview and assist in answering some of the questions. Some questions can only be answered directly by the person receiving services. If you think another person may need to answer some questions on behalf of the person receiving services, please let the interviewer know if they call you.

The survey is voluntary, and the survey meeting should last about 45 to 60 minutes. You, or the person receiving services, may decline to participate or stop the survey at any time. The privacy of the people we support is important to us. Answers will be kept confidential and will not be shared with providers, care manager, or others. The NCI survey will not change any of the services a person receives.

We look forward to speaking with you about this survey. To learn more, you may visit the website at the QR code below or at www.vitalresearch.com/newyork/nci. If you have questions or would like more information, please contact **Vital Research, toll free, at (888) 351-4147 or NYNCIPProject@vitalresearch.com.**

Sincerely,

Tamika R. Black, Ph.D.
Deputy Commissioner
Division of Data Strategy and Management

