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## MEMORANDUM

**TO:** Executive Directors, DSN County Boards  
CEOs, Contracted Service Providers for Residential and Day Services  
DDSN Regional Center Facility Administrators  
Provider and Regional Center Human Resources Contacts

**FROM:** Constance Holloway, Interim State Director

**RE:** National Core Indicators – **Staff Stability Survey DUE JUNE 30, 2021**

**DATE:** June 4, 2021

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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. There is also a supplemental section about the impact of COVID-19. 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 have received an email from NCI with instructions on how to complete this survey using their online data entry system. At this point, only 22 of 61 providers have responded and we need all providers to participate. Providers that have not yet submitted their data received a reminder email directly from HSRI/NCI this morning. The survey should be completed by your Human Resources or Payroll offices and reflect direct support professionals, working with adults, who were on payroll during any period between January 1, 2020 and December 31, 2020. This survey must be completed by June 30, 2021.

DDSN is aware of the many competing interest for staff time and resources. We appreciate your time and feedback as we participate in this statewide survey. Thank you for your help compiling this information.

If you have any questions, please contact [qualitymanagement@ddsn.sc.gov](mailto:qualitymanagement@ddsn.sc.gov).