NEW YORK STATE

Council on Developmental Disabilities

Collecting Demographic Data

NYS CDD 2024

Demographic Data

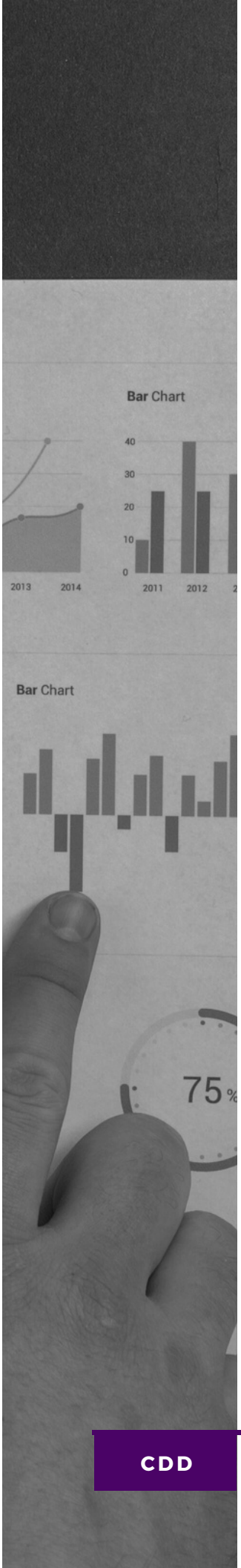
Starting in 2016, the NYS Council on developmental disabilities (cdd) began requiring all grantees to collect demographic data as part of our federal reporting requirements. The CDD is committed to this effort because this data helps us determine if our grant dollars are reaching the diversity of New York State, including unserved and underserved communities.

Collecting demographic data from participants in grant activities can be challenging at times. To assist grantees in collecting this data, here are a few simple tips:

Tip #1: Add demographic data questions into existing evaluation tools (surveys, interviews,etc.)

The easiest way to begin collecting demographic data is by adding demographic data questions to an existing survey tool, such as a Satisfaction Survey.

Click here to download the CDD's Satisfaction Survey Template.



Tip #2: Tell participants WHY demographic data is being collected.

Sometimes grantee participants may be hesitant to disclose information about their race, ethnicity, gender, or geographic location because they do not know how this information will be used. Therefore, it's important to provide information on why demographic data is being collected and how it will be used. Below is a sample statement that can be added to the beginning of any survey tool to explain why and how information will be used.

Sample Statement:
The following information is being collected for our funders, the New York State Council on Developmental Disabilities (CDD) and will be used to develop future programming for people with developmental disabilities and their families across New York State. Demographic data is being collected to find out how the council can better help people living in underserved communities in New York. You do not have to complete the survey if you do not want to because it is voluntary. No one will know the name of the person that provided the answers. All answers should be provided by the person taking the survey.

Tip # 3: Share this information in Quarterly Reports and use it as a tool to inform organizational change.

As a CDD Grantee, you are required to collect demographic data, but this information can also be useful for your organization. Examination of the race, ethnicity, gender, and geographic location of the people you serve can inform how you change or adapt a program in the future to better meet the needs of all New Yorkers. The more you can use this information for positive organizational change, the more you, your staff, and grantee participants will see the value in collecting this data.

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