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National Association of Public  
Child Welfare Administrators

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an affiliate of the American Public Human Services Association

## Disproportionality Diagnostic Tool: Score Sheet Instructions

Attached are the score sheets for the Disproportionality Diagnostic Tool. The score sheets allow you to tabulate your individual responses and that of users who have completed the tool.

The first spreadsheet titled, **Individual User**, allows you to tabulate your own individual responses once you have completed taking the tool. For those of you who are an agency lead and decided to complete the diagnostic on your own, this is the only sheet you will need to fill out.

For those agencies that completed the diagnostic tool by including the input of other agency personnel or additionally included external community stakeholders, you too should complete the **Individual User** sheet to tabulate your own responses. In addition, we encourage you to fill out the second worksheet titled, **Multiple Users-# of Yes Answers**. This sheet allows you to now take your own individual responses and compare your number of Yes responses to that of the other users in your agency or community that completed the tool. Finally, the last worksheet titled, **Multiple Users – Percentages** allows you to gather the same data but in the form of percentages.

You will find it much easier to input your data into the Excel spreadsheets on your computer instead of printing the sheets and filling them out manually because we have formatted the cells to compute totals and percentages for your convenience. For instance, as you record your number of Yes answers on the **Individual Spreadsheet** (the general score sheet that everyone completes) you will notice that your totals and percentages are computed for you. This is also the case for the second and third sheets used for recording multiple user responses. For these sheets, simply record user responses and the group average will be computed at the bottom of the sheet for you.

Once you have recorded all the data into the spreadsheets, you can analyze your own individual and group trends to examine stakeholder opinions of system performance. You may also use this data as a starting point to have a conversation with staff about specific places to target improvement.

If you have any questions about completing the score sheets, please contact Ngozi Onunaku at [nonunaku@aphsa.org](mailto:nonunaku@aphsa.org) or Anita Light at [alight@aphsa.org](mailto:alight@aphsa.org).