

INSTRUCTIONS FOR USING THE COMPUTER-ASSISTED POLICY ANALYSIS TOOL: CAPAT ©

Background:

As you will recall, you (and ## other respondents) identified which Core Concepts of Disability Policy are appropriate for Medicaid Waiver policy to address.

The respondents identified the following Core Concepts:

Analyzing Medicaid Policy:

It is now time for you and the other respondents to use our Computer-Assisted Policy Analysis Tool – “CAPAT” -- to analyze the Medicaid Waiver policy (T. XIX, Social Security Act, Secs. 1115 and 1915c). You will analyze the policy and determine just how well or poorly it advances the Core Concepts we listed above.

CAPAT does not conduct the actual analysis itself. Instead, CAPAT helps you by

- Identifying the sub-sections of Secs. 1115 and 1915 that reflect the Core Concepts and
- Providing criteria by which you can evaluate how well any section advances one or more of the Core Concepts.

In this document we provide instructions for use of the CAPAT process and website.

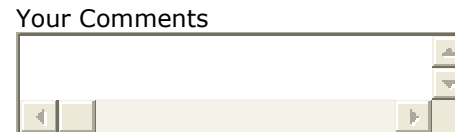
INTRODUCTION TO THE CAPAT © PROCESS AND WEBSITE

Technical Requirements

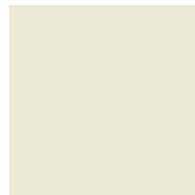
- ***You must use Internet Explorer 4.0 or higher to access this program.*** Netscape, Opera, or older versions of Internet Explorer cannot successfully read all of the pages on the site. ***Pop-up blockers*** must also be disabled.

General Features

- All the usual workings and features of web-browsers apply (e.g., back button, view, print, find in document, save, etc.).
- Hyperlinks provide connections to other web pages activated by clicking on a highlighted word or phrase (e.g. [Home](#)), and a “navigation trail” provide a series of links back to web pages on the CAPAT site that you have already visited. The navigation trail appears as a bar underneath the title bar of each web page: [> Home](#) > [Policy Documents](#) > [Analysis](#)
- The CAPAT site also uses comment boxes. When you click on a comment box, a cursor will appear in the box and you will be able to type your responses directly onto the page. Here is an example of a comment box:



- Buttons allow you to complete a task by submitting the data you entered on the screen. Here is an example button:



ONCE YOU PRESS A SUBMIT BUTTON, YOU CANNOT CHANGE YOUR ANSWER OR COMMENTS ON THAT SCREEN. PLEASE MAKE SURE YOU HAVE COMPLETED EVERYTHING ON A PAGE BEFORE SUBMITTING YOUR ANSWERS AND COMMENTS.

INQUIRIES AND TECHNICAL ASSISTANCE

If you have any questions or encounter any problems, please call one of us at the Beach Center. We will be happy to provide answers or technical assistance as necessary.

Matt Stowe
785-864-0596
matstowe@ku.edu

David Stowe
785-864-3992
dstowe@ku.edu

Step-by-Step Guide

The following 7 Steps guide you through the process of analyzing policies using the CAPAT website.

STEP 1: Use your browser to access the Computer-Assisted Policy Analysis Tool © 2002

- Turn on your computer.
- Open Internet Explorer 4.0 or higher (you can check the version by clicking on “about Internet Explorer” in the Help menu).
- Type the following URL <http://www.test.lsi.ku.edu/beachcenter> into the address bar at the top of the browser or just click on this link if IE is your default browser. *Continue to Step 2.*

STEP 2: Register or Login

This webpage has the Beach Center name and logo in the top left corner [A] and the title “Policy Analysis Program” in the top right corner [B] as shown below. If this is your first time using the CAPAT website, you will need **to register** before logging in. If this is *NOT* your first time using the CAPAT website, you need **to login**. Follow the directions below either *to register* or *to login* as appropriate.

To Register

- Click on the word “register” at the bottom of the page (this link is labeled [C] in the screenshot on the following page). After clicking on the link *continue to Step 2A.*

To Login

- You have already registered, so you only need to enter your email address in the box labeled USERNAME [D] to login. Your email address is your username.
- When logging in, if you want the site to “remember” you—to ensure that no work will be lost in event of unintended disconnection and so that you will skip the login step on prior visits—check the box labeled “remember me” [E].
Continue to Step 3.


Beach Center - matstowe

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites

Address <http://www.test.lsi.ku.edu/BeachCenter/login.asp> Links >>

Google Search Web 1592 blocked Options

 **Beach Center**
on Disability

Policy Analysis Program

Registered users please login:

Username:

Login

Remember me: (Requires cookies)

First-time users must [Register](#) to use this site.

A: points to the "Registered users please login:" text
B: points to the "Policy Analysis Program" text
C: points to the "First-time users" text
D: points to the "Login" button
E: points to the "(Requires cookies)" text

Done Internet

Step 2A: Consent to Participate

If you clicked on the hyperlinked word “register” at the bottom of the page, you are now looking at our Consent form (see screenshot below). The Consent form provides terms for you to use the CAPAT website, information on your participation in the analysis (both marked [A]), and an affirmation of your consent to continue under these terms [B].

- Please take the time to read the terms carefully and completely.
- If you do not agree with the terms and do not wish to conduct the analysis, simply close your browser.
- If you agree with the terms of the consent form, click on the button labeled “continue” at the bottom of the page [C]. This will take you to a web page titled “Registration.” *Continue to step 2B.*

The screenshot shows the header of the consent form. On the left is the logo for the Beach Center on Disability, featuring a stylized heart and two hands. To the right of the logo is the text "Beach Center on Disability". Further right, on a dark blue background, is the text "Policy Analysis Program". Below the header is a navigation bar with a link "> Login". The main content area starts with the heading "INFORMED CONSENT" followed by "DISABILITY POLICY ANALYSIS". A bracket labeled "A" spans these two headings. Below this is a paragraph of text: "Researchers at the Beach Center on Disability wish to invite you to participate in an analysis of disability law using the Center's computer assisted core concepts tool. The Beach Center on Disability at the University of Kansas supports the protection of human subjects participating in research. The following information is provided for you to decide whether you wish to participate." This is followed by "... [TEXT OMITTED] ...". Below this is the heading "Action Affirming Consent" with a line pointing to it labeled "B". The final paragraph reads: "By continuing, I affirm that I consent to participate in the Core Concepts of Disability Policy project by using the computer assisted tool for policy analysis, understand the nature of the project, act voluntarily, am over 18 years of age." A line points to the word "participate" in this paragraph labeled "C".

> [Login](#)

INFORMED CONSENT

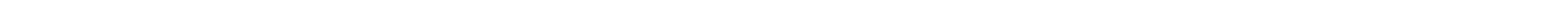
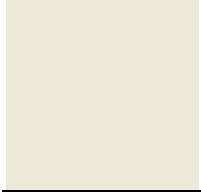
DISABILITY POLICY ANALYSIS

Researchers at the Beach Center on Disability wish to invite you to participate in an analysis of disability law using the Center's computer assisted core concepts tool. The Beach Center on Disability at the University of Kansas supports the protection of human subjects participating in research. The following information is provided for you to decide whether you wish to participate.

... [TEXT OMITTED] ...

Action Affirming Consent

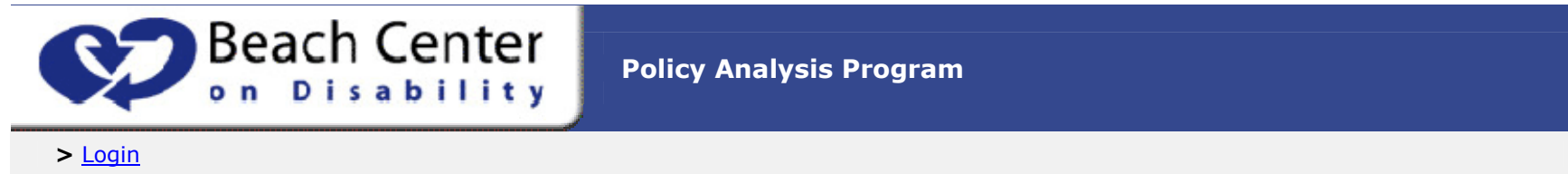
By continuing, I affirm that I consent to participate in the Core Concepts of Disability Policy project by using the computer assisted tool for policy analysis, understand the nature of the project, act voluntarily, am over 18 years of age.



Step 2B: Enter Registration Information

After clicking on the button marked “continue” on the Consent form, you are now on a webpage showing our registration form. The registration form consists of 10 fields. Only three are required: (1) first name, (2) last name, and (3) email (shown in the screenshot below as [A], [B], and [C]). Your names are required so we can assist you as you conduct the analysis and to ensure that no unauthorized users are registering. Your email address will become your USERNAME and will be required to login to the website.

- Fill in the form with the relevant information
- Click on the button marked “submit” at the bottom of the page [D]. This will take you to the Welcome page. *Continue to step 3.*



Registration

First Name: >> A

Last Name: >> B

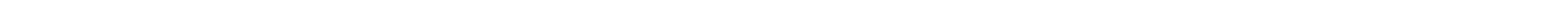
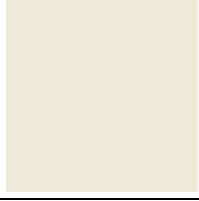
... [OTHER FIELDS OMITTED] ...

E-mail: >> C

>> - required fields

Your e-mail address will serve as your username to access this site both now and in the future.

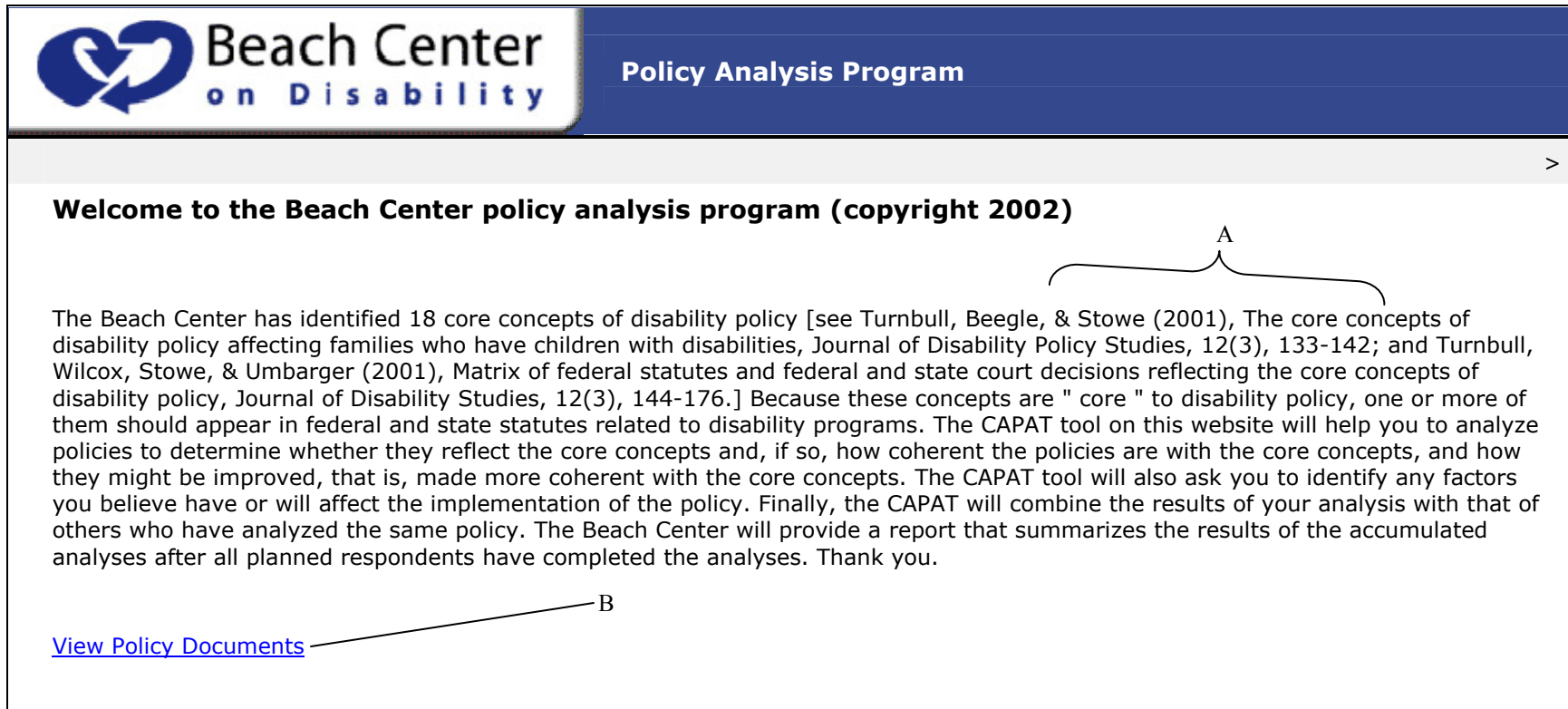
_____ D



Step 3: Welcome

After completing registration or logging in, you will see a Welcome Page. The Welcome page tells you about the purpose and use of the tool. A hyperlinked phrase “view policy documents” is displayed at the bottom of the page.

- Read the background information [A]
- Click on the hyperlinked phrase “view policy documents” to continue on to the Document selection page [B]. *Continue to step 4.*



Beach Center
on Disability

Policy Analysis Program

Welcome to the Beach Center policy analysis program (copyright 2002)

The Beach Center has identified 18 core concepts of disability policy [see Turnbull, Beegle, & Stowe (2001), The core concepts of disability policy affecting families who have children with disabilities, *Journal of Disability Policy Studies*, 12(3), 133-142; and Turnbull, Wilcox, Stowe, & Umbarger (2001), Matrix of federal statutes and federal and state court decisions reflecting the core concepts of disability policy, *Journal of Disability Studies*, 12(3), 144-176.] Because these concepts are " core " to disability policy, one or more of them should appear in federal and state statutes related to disability programs. The CAPAT tool on this website will help you to analyze policies to determine whether they reflect the core concepts and, if so, how coherent the policies are with the core concepts, and how they might be improved, that is, made more coherent with the core concepts. The CAPAT tool will also ask you to identify any factors you believe have or will affect the implementation of the policy. Finally, the CAPAT will combine the results of your analysis with that of others who have analyzed the same policy. The Beach Center will provide a report that summarizes the results of the accumulated analyses after all planned respondents have completed the analyses. Thank you.

[View Policy Documents](#)

Step 4: Choose a policy document to analyze

By clicking on “view policy documents,” you continue to a web page titled “Policy Documents.” This page contains a table that lists the policy documents available for you to analyze. Each document title is followed in the same row of the table by two hyperlinked words: analysis and results.

- Find the name of the document [A] that you are or will be analyzing (Title XIX of Social Security)
- If you want to start or continue analysis of this document, click on the word “Analysis” in the same row as the document title [B]. This will take you to the “Analysis” page for that particular document. *Continue to Step 5.*
- If you want to see the averaged results of all participants’ analyses, click “Results” [C]. Use the back button on your browser to return to this page (the “Policy Documents” page) when you are through looking at the results. *Continue to Step 5.*



Policy Analysis Program

> [Home](#)

Policy Documents

Set out below is a list of policy documents available for you to analyze.

- Follow the **Analysis** link to view and submit your response for each Core Concept and its Aspects
- Follow the **Results** link to view the analysis results for each Policy Document

Policy Document	Title (short title)	As Amended Through		
North Carolina Law	(DEMO) North Carolina Mental Health, Developmental Disabilities, and Substance Abuse Act of 1985	2002	Analysis	Results

Step 5: Select an aspect of a core concept for analysis

By clicking on the word “analysis” in the same row as the title of the document, you continue on to the Analysis webpage for that document. At the left margin of the Analysis page, you will see a list [A] of Core Concepts to use in the analysis.

Below each core concept [B] are the names of the aspects of that core concept [C]. Aspects represent the elements that, when present in a policy, demonstrate that policy’s coherence with the Core Concept. For example, the Core Concept of Cultural Responsiveness has two aspects: (1) Respect for diverse cultural beliefs and attitudes and (2) Language and communication barriers. Each Core Concept will have between 1 and 4 aspects.

If this is your first time on the Analysis webpage, all Aspects should be hyperlinked [C]. If an aspect has already been used in the analysis, the score you assigned and comments you provided should be displayed under the aspect name, and that aspect should no longer be hyperlinked.

To analyze the policy document for an aspect of a core concept:

- Click on one of the hyperlinked aspects [C] for the core concept [B] that you have not yet analyzed (circled on the screenshot on the next page). This will take you to the web page titled “Submit Score” for *that particular aspect*. ***Continue to Step 6.***

> [Home](#) > [Policy Documents](#)

Analysis

(DEMO) North Carolina Mental Health, Developmental Disabilities, and Substance Abuse Act of 1985

North Carolina Law
2002

> [View Results for this Policy Document](#)

Core Concept: Integration

- **Aspect:** [Inclusion in Activities](#)
- **Aspect:** [Availability of services to support community inclusion](#)

Core Concept: Liberty

- **Aspect:** [Least Restrictive Environment](#)
- **Aspect:** [Least Drastic Means](#)

Core Concept: Individualized and Appropriate Services

- **Aspect:** [Individualized Assessment](#)
- **Aspect:** [Services to support work or contribution](#)

Core Concept: Anti-Discrimination

- **Aspect:** [Prohibited discrimination based on disability](#)
- **Aspect:** [Right to reasonable accommodation](#)

A

B

C

Step 6: Analyzing the policy for each Aspect

The “Submit Score” page displays the provisions of the policy document [A] that relate to the chosen aspect on the left. On the right is the *Aspect Criteria* [B]. The Aspect Criteria provides the standard you will use to evaluate how coherent the policy is with that aspect. The Aspect Criteria includes (1) a statement [C] representing full coherence with the aspect, (2) factors [D] to consider in evaluating the extent to which the policy is coherent with this aspect, and (3) for each factor, a question [E] that you might want to ask yourself when evaluating the extent to which the policy is coherent with the aspect.

To analyze and score the policy for this aspect:

- Read the Aspect Criteria [B]
- Examine the policy provisions displayed in the table [A], noting connections to the Aspect Criteria [B] within the text, if any.
- Click on the radio button [F] next to the statement that most reflects your evaluation of the extent to which the policy is coherent with this aspect: hardly at all (1), a little (2), somewhat (3), mostly (4), or almost completely (5)
- Type comments into the comment box [G] related to why you scored the policy as you did, including:
 - **The reason for the score** you gave (strengths or weaknesses the policy’s provisions)
 - **What could be changed** in the policy that would cause you to increase its score
 - Any **difficulty you had in scoring the aspect** (e.g., if you needed additional information to score it accurately).
- Click on the Submit button at the bottom of the page [H].
- If there are aspects that you have not yet used to analyze the policy, clicking the submit button will take you back to the Analysis webpage. ***Go to and repeat Step 5.*** If you have completed the analysis for all aspects, clicking the submit button will take you to the influencing factors webpage. ***Continue to Step 7.***

If you wish to take notes as you examine the sections in the table, you may print out this page and make any necessary notes or assign sub-scores to each identified section on a hardcopy of the document. Just be sure to select your final score based on your appraisal of all identified sections taken as a whole.

A

B

Section

122C-10. (Effective July 1, 2002, contingent on funding) MH/DD/SA Consumer Advocacy Program. The General Assembly finds that many consumers of mental health, developmental disabilities, and substance abuse services are uncertain about their rights and responsibilities and how to access the public service system to obtain appropriate care and treatment. The General Assembly recognizes the importance of ensuring that consumers have information about the availability of services and access to resources to obtain timely quality care. (2001-437, s. 2.)

Section

122C-14. (Effective July 1, 2002, contingent on funding) Local Consumer Advocate; duties.

(b): Pursuant to policies and procedures established by the State Consumer Advocate, the Local Consumer Advocate shall:

To what extent is the above policy text coherent with (incorporates and supports) this Aspect as outlined in the Aspect Criteria on the right? The policy is . . .

- Hardly at all coherent with this aspect (or not at all) (1)
- A little bit coherent with this aspect (but Mostly NOT) (2)
- Somewhat coherent with this aspect (around 50/50) (3)
- Mostly coherent with this aspect (4)
- Almost completely coherent with this aspect (5)

Your Comments:

Core Concept: Integration - Aspect: Inclusion in Activities

ASPECT CRITERIA:

The policy ensures the right of people with disabilities to associate with and be included in typical activities with people who do not have disabilities.

Factors for evaluation:

(1) Recognize need for interaction

Does the policy recognize the need for individuals with disabilities to participate and interact with people without disabilities in order to be fully integrated members of their community?

(2) State right to participate

Does the policy explicitly state that people with disabilities have the right to be included in the same activities as citizens with disabilities?

D

E

F

H

C

G

Step 7: The Influencing Factor Questions (“I.F.” Questions)

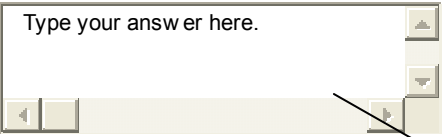
After you have completed the analysis for each document, a new window will open (“pop-up”) to a page containing a short questionnaire [A] entitled “I.F. Questions.” These questions relate to factors that may affect how the written policy you just analyzed (1) was enacted as policy “on the books” and (2) is implemented as policy “on the streets.” If the new window does not appear or you receive an error statement, it is likely you have a pop-up blocker enabled. It must be disabled for you to answer the I.F. questions.

These questions are very general and can include political (elections, hot button issues, political agendas, etc.), economic (employment levels, stock market performance, etc.), or societal (perceptions of disability, family structures, etc.) factors; they also may involve any other factor affecting society, government, politics, or world events (war, support from a famous person, federalism issues, etc.). We do not exclude any possible factors. We leave it to you to tell us what factors are important. For each question, there is a comment box in which to type your answer.

- In the comment box [B] provided for each question [A], type in your answers to the following questions:
 - What factors most affected the creation and enactment of this policy?
 - What factors at the implementation level will most facilitate the intended outcomes of this policy as represented by the core concepts?
 - What factors at the implementation level will most impede the achievement of the intended outcomes of this policy as represented by the core concepts?
- When you have completed the questions, click on the “submit answers” button [C] to continue. ***Continue to After Completing the Analysis.***

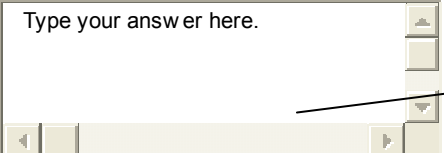
What factors most affected the creation of this policy?

Type your answer here.



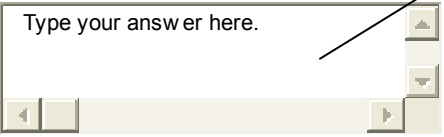
What factors, existing or potential, will most *facilitate* the intended outcomes of this policy?

Type your answer here.



What factors, existing or potential, will most *impede* the achievement of the intended outcomes of this policy?

Type your answer here.



A

B

C

After Completing the Analysis

When you have evaluated the policy for all aspects (scored and provided comments for all of the aspects) and the Influencing Factors Questions, you have completed the analysis of the document.

If you wish to analyze another policy document (for example, the Kansas DD Reform Act), return to the “Policy Documents” page by clicking on the “Policy Documents” hyperlink at the top of the page (just below the logo). You may be required to login again before choosing another document if enough time has passed for your login to expire.

Then follow the same steps for the new document as you did for the previous one.

If you have completed the analysis for all documents, or wish to continue your analysis at a later time, close the browser or go to another web site to exit the program. Once you have completed your analysis of all the policy documents and answered the influencing factors questions, you are done!

Exit the program by simply closing your browser or by going to a different web location.

THANK YOU!!