

This document gives a high level overview of the City of Boston developed the Disability Data Standard.

DESIGNING MATERIALS

- In partnership with [Disability Policy Consortium](#), we designed a script to use during focus groups that details what questions we wanted to explore.
- We also developed a consent form that explains to participants the purpose of the focus groups, what to expect, and what we did with their responses.

You can find the protocol we used [here](#) and the consent form [here](#).

RECRUITING PARTICIPANTS

- We developed a google form for participants to indicate interest.
- We shared this form on the [website](#) for the Commission for People with Disabilities website. We also shared the form directly with partner organizations run by or for members of the disability community.
- We were able to recruit a diverse range of lived experience in terms of age, race & ethnicity, gender, and type of disability. We scheduled focus groups to ensure a mix of life experiences in each session (five total).
- We made sure to ask what accommodations participants needed to participate.

RUNNING THE FOCUS GROUPS

- Four virtual focus groups were run over zoom and one was run in-person at East Boston Senior Center.
- Participants were assigned to a focus group that worked for their schedule and we ensured that the appropriate resources were provided for all participants (closed captioning, ASL interpretation, Spanish interpretation).
- All focus groups were co-facilitated by a staff member from the Disabilities Policy Consortium and Commissioner Kristen McCosh.

IDENTIFYING FINDINGS

- Raw data from each focus group was combined and organized into key findings.
 - When multiple people in different focus groups made a similar comment or shared similar feelings, those comments were grouped together (without participants' names).
 - City staff reviewed these groupings of comments and identified broader themes, which we called "findings".
- This initial analysis was reviewed by the entirety of the Commission for People with Disabilities.

- The final findings are those themes that had multiple supporting comments/quotes from focus group participants (e.g. the “strongest” findings”).

DRAFTING THE STANDARD

- The standard was drafted by identifying which findings from the focus group applied specifically to data collection and use.
 - Other findings related to the ways the City serves constituents with disabilities were identified and will be acted upon by the Disabilities Commission outside of this particular project.
- The drafters used a format similar to the [Gender Aware Guidelines](#) for consistency.
- A first draft of the standard was reviewed by members of the Disabilities Commission’s Advisory Board and the Disability Policy Consortium.
- The first version of the [final standard](#) was jointly approved by Chief Equity Officer Solis-Cervera, Chief Information Officer Santiago Garces, and Disabilities Commissioner Kristen McCosh.