

PF-KCS Survey Guide Checklist

Before Meeting with the Participant

- **Get the survey**
 - **To show the participant:** Open the PF-KCS Survey 2022 survey on your computer (if virtual) OR print out the survey to show the participant (if in-person)
 - **To add survey responses:**
 - SAVEAS → Click File, then “Save As”
 - Add the participant’s unique ID and the organization
 - Example: “PF-KCS Survey 2022_22_TheCapacityCollective”
 - Then click “Save”
 - If you prefer, you can fill out the whole survey on the paper survey
 - **Get a blank piece of paper to write observations you wouldn’t want the participant to see (When taking notes, please include the comment box letter and relevant question # so we can match your observations with the right section of the survey)**
- **Fill out the program information form**
 - Fill out as much of page 2 as you can before meeting with the participant.
 - Survey Start Time is the time you meet with the participant.
- **Fill out the family tracker**
 - Add the gift card number to the family tracker that you will give to the family

When you Meet with the Participant

- **Greet the participant :)**
- **If virtual, request that videos are on.** In the future, surveys will often be filled out during in-person meetings, so we are trying to mimic that format.
- **Share your screen with the participant (if virtual) or give them a paper copy of the survey to look at (if in-person).**
- **Go to page 1 and read the informed consent form (intro text in the teal box)**
 - (Virtual) Obtain verbal consent and document their name, your name and the date
 - (In-person) have them sign the form if in-person
- **Go to page 2 (Program Information Form)**
 - Fill out any remaining information you need
 - Read aloud the survey introduction & answer any questions
- **Go to page 3 (Protective Factors Survey) - questions 1-12**
 - Read the prompt in the teal box
 - Read each question and response options, and give participant time to answer
 - Write observations and indicate the letter comment box where the comment should go.
 - **Remember:** If the respondent has any questions, please say:
 - “There are no right or wrong answers, and this is all the information I can tell you. Please respond the way that makes the most sense to you and your family and remember you can skip questions at any time.”
- **Go to page 4 (Protective Factors Survey) - questions 13 - 20**

PF-KCS Survey Guide Checklist

- **Go to page 5 (Protective Factors Survey) - questions 21-22, participant questions 1-9**
 - You can write participants' responses directly in the blue comment boxes in this section
- **Go to page 6 (Participant information) - questions 23 - 28**
 - Ask each question, and have the participant select as many race/ethnicity details as they wish for question 28
 - **Survey wrap-up:**
 - Thank the participant for their time
 - Compensate the participant with gift card & let them know about the \$100 gift card drawing
 - Let them know there will be a final report at the end of the project that can be sent to them if they like
 - Conclude the interview

After the participant leaves the meeting

- **Go to page 7 - Questions for Surveyor**
 - Fill out the remaining questions yourself, based on your own experience with this participant.
 - Return to page 2 to fill out the survey end time.
- **IMPORTANT - DON'T FORGET TO SAVE THE SURVEY RESPONSES (if electronic)**
- **Fill out the family tracker**
 - Add the date you gave the gift card to the participant and any additional notes

Send the Survey to Araceli (araceli@thecapacitycollective.org)

- How you send the survey is up to you (Survey photos, scans or email), but please remember:
 - The survey itself with family responses
 - Notes/observation pages

Thank you, we appreciate you!!