



OFCY Early Childhood Mental Health – FY2017-18 Educator Survey Administration Guidelines



Thank you for participating in the OFCY Educator survey for the Early Childhood Mental Health strategy! These surveys are a very important source of information that helps OFCY understand and evaluate its performance, and they are a useful tool for improving the services OFCY-supported programs provide to its participants.

Q. Who should take the survey?

All educators that you support as part of your OFCY-funded work should take a survey.

Q: How many surveys should I try to return?

Sites are encouraged to work toward a 60% or greater participation rate. Depending on the number of sites and educators you serve, the number of surveys could vary considerably. Please try to survey as many educators as you can.

Q: When are surveys due?

Depending on your program's structure, please follow the most appropriate guidelines:

- For **year-round programs**, surveys are due by **Friday, June 1, 2018**. If participants will be exiting the program before you administer the survey, please give them the opportunity to complete the survey before they exit.
- For **all other programs**, please contact Shelley Kuang (shelley_kuang@spra.com) if you have questions around survey administration and submission.

Q: Can I get help printing surveys?

If your program needs assistance printing surveys, please let Shelley Kuang (shelley_kuang@spra.com) know as soon as possible, and we will arrange to send hard-copy surveys to your program. If you would like to administer a web version of the survey, please let Shelley know, and she will provide you with a link.

Q: What if my participants do not read English well?

Surveys are available in English and Spanish. We are currently working on making all surveys available in Arabic, Vietnamese, and Chinese. If you find that you need surveys in another language, let Shelley Kuang (shelley_kuang@spra.com) know, and she will seek language translation support.

Q: How should the survey be administered?

There are different ways to administer the survey, and you will know the best way to do it in your program. Below are recommendations on approaches for administering the survey as well as other tips and suggestions, but we understand that the circumstances of your program may require them to be modified.

Approaches to administering the survey:

- Alert the educators you work with about the survey and request their participation at least a week in advance of administering it.
- Provide the educators with the survey and an envelope for their use. Ask that they insert the completed survey into the envelope, seal the envelope, and sign across the seal.
- Place all completed envelopes into a larger manila envelope for return to Shelley Kuang at Social Policy Research Associates (see address on next page).

Tips and suggestions:

- Ensure that participants understand everything they need to in order to complete the survey DO NOT, however, have the participants fill out the survey while you are sitting with them.
- Follow up with participants when necessary, to encourage them to complete the survey.

Q: How can we make sure participants feel comfortable providing honest answers?

To respect confidentiality, here are a couple of steps to follow:

- Please tell the educators that they do not need to put their name on their responses, that their responses will be kept confidential, and that no one from the program will read their individual survey.
- Please make sure that you are not in the same room with the survey respondents when they are filling out the survey.

Q: How should I return the surveys?

Please fill out the provided coversheet and include it with the surveys you submit. For programs that operate out of multiple sites, please keep survey batches separate by site, and complete 1 coversheet for each respective site. Completed surveys should be returned in person or mailed to:

**Shelley Kuang
Social Policy Research Associates
1333 Broadway, Suite 310, Oakland, CA, 94612**

Within one week of receiving surveys, Shelley Kuang will send an email confirmation receipt to the listed Cityspan program representative. **NOTE: IF YOU MAIL THE SURVEYS, PLEASE USE A METHOD THAT REQUIRES A SIGNATURE FOR DELIVERY.**

Q: How will the surveys be used?

All data compiled from the survey will be used to inform the annual evaluation report of OFCY grantees. Survey results will be included the program profiles for each grantee.

Q: What if I have questions about the survey?

If you need any assistance with the survey administration, please contact Shelley Kuang at shelley_kuang@spra.com or at (510) 788-2467.

THANK YOU!