



## **Outcome Measure Survey Reporting Instructions**

### **Introduction:**

Please make available the *CDVSA Outcome Measure Survey* for program participants to voluntarily complete and return to the program. Programs will find the *Outcome Measure Survey* attached or on the CDVSA website on the Program Reporting Forms page, under "Data Forms":

<https://dps.alaska.gov/CDVSA/Grantee-Support/ReportingForms>.

### **Counting Responses as "Yes" or "No":**

Program participants are asked to rank their responses to the outcome measures on a scale of 1-5 or can enter an N/A response. A rank of 4 or 5 will be a "yes" response; a rank of 2 or 1 will be a "no" response. A rank of 3 will be counted as neutral.

### **Optimal Time for Surveys to be Completed:**

We are using the standard of *substantial completion of services* for gathering surveys from participants. While it is not always possible to know/plan for a program participant's departure, often it will be possible. We are defining substantial completion as:

- One week prior to leaving residential services;
- The next to last meeting of a support group or counseling sessions;
- The end of non-residential advocacy assistance if it doesn't appear likely that on-going advocacy will be required;
- If on-going, non-residential advocacy is required, then substantial completion should be the next-to-last advocacy assistance.

Even though there will be exceptions, please encourage program participants to choose the substantial completion of services time-frame to complete the survey.

### **Reporting to the Council:**

Aggregate information will be reported on the *Outcomes and Education Report* and submitted as part of each program's quarterly reporting.