



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* on the CDVSA website on the Program Reporting Forms page, under "Victim Services Program Forms":

<https://dps.alaska.gov/CDVSA/Resources/ReportingForms>

You must distribute these survey questions and provide reports quarterly, however, using CDVSA's specific survey form is optional. Your program can incorporate the CDVSA survey questions into an existing survey if desired.

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 complete the survey if they are in the substantial completion time-frame.

Reporting to the Council:

Aggregate information will be reported in the *Quarterly Victim Services Data Report* and submitted as part of each program's quarterly reporting.