

Instructions for Staff Entry of Paper Strengthening Families Child Care Participant Satisfaction and Family Impact Survey

These instructions are to be used by a program staff to enter any paper surveys received by the program.

1. Surveys should be entered in to this link:
https://www.surveymonkey.com/r/Family_Survey
2. Enter the only required field – name of program
3. Enter the information the parent completed
4. Any blanks – leave blank, even if you know the answer the parent would have provided
5. If the parent provided incorrect information – enter the information the parent provided. The data will account for these types of errors.
6. In questions 1 – 12 please use the following interpretation:
 - a. If a check mark/"X" is in between two ratings, pick the higher rating.
 - b. If a check mark is missing – leave the field blank
 - c. If the parent uses an "X" in question 7 – 12 to cover both "Before" and "Today", you can check both in both categories.
 - d. If the parent uses a check mark, and it crosses both "Before" and "Today", you can check both in both categories
 - e. If the parent leaves the before or the today category blank, leave the field blank in the online survey.