The **Parent Center Program Measures Survey** process is ready for you to begin surveying parents served by your Parent Center during the 2015-16 program year. Below are the details for this year.

**The Program Measures Survey Instrument:** We will conduct this user survey using the same questions as last year. The data you submit will be used as part of an overall assessment of the progress that the Parent Center Program has made toward the long-term measures established by the Office of Special Education Programs (OSEP). These data are aggregated across all of the Parent Centers reporting. They will not be used or examined on the individual parent center level.

* *The survey has seven (7) questions.*
* *These questions were developed in collaboration with the Study Group and the Center for Project Performance at Westat. These are evaluation firms that have been contracted by OSEP to provide technical assistance in measuring program performance.*
* *The questions have been reviewed by our colleagues—PTIs, CPRCs, and PTACs—who provided great feedback to make sure that they are not only valid and reliable but also will be easy for parents to understand and answer.*
* *The first six (6) questions have responses based on a 4-point Likert scale of Strongly Agree to Strongly Disagree. The response for the last question is a simple Yes, Maybe, or No.*
* *The survey is available in English and in Spanish.*
* *We have added a section where you can include any comments that parents share with as you are conducting the surveys.*

**Preparing to Conduct Your Center’s Surveys:** Your Center will be asked to survey parents that have been served by your Center within the last six months. To get started, you will need to prepare a list of the parents who received training and/or individual assistance from your Center during the last six months. This list should be created using either a Microsoft Word table, or an Excel worksheet, or a table in comma-separated value (.csv) format. ***Only include parents for whom you have either a phone number or e-mail address*** that you can use to reach them for the survey.

Once you have prepared your list, assign each contact a separate code (numeric or alphanumeric). The ***list should be coded*** in such a way that you will know who the parent is, if you are asked to contact them for the Program Measure Survey. Save this list, so that you will be able to identify the parents to contact for the survey. Before submitting your list of contact codes, you can delete any personally identifiable information for the contacts (e.g., name, address, phone, etc.). We do not require this information. Submit only the list of contact codes.

There are 2 ways you can submit your coded list of contacts. (1) During on-line submission of your Center’s data collection results (e.g., numbers of contacts at trainings or via individual assistance; demographics; disability categories), at [**http://tinyurl.com/parentcenterdata-2016**](http://tinyurl.com/parentcenterdata-2016). There’s an “upload file” feature for this purpose in Section II, Unduplicated Number of Parents Served. (2) You can also submit your list of coded contacts at any time via e-mail to: Maria Rodriguez, mrodriguez@spannj.org. If you send your list via e-mail, please also tell us your Center’s unduplicated count of parents served during the 2015-16 project year.

**Conducting the Program Measures Surveys:** When we receive your list of coded contacts, we will randomize it to put the contacts/identification codes in the order in which you are to contact and survey parents. We will send to you a list that reflects the order in which you are to contact parents for the survey and also the number of parent surveys that your Center is assigned to complete and submit for the Program Measures Data Collection.

You won’t be contacting all the parents on the list, however. Based on your unduplicated count, your Parent Center has been assigned a specific number of parent surveys to conduct. Your Center will submit the aggregated results of only *that* many surveys completed by parents.

Why does the randomized list we’ve attached have more contacts than the number of surveys needed from your Center? Because we know that there may be parents you won’t be able to contact or who don’t respond to your request to complete a survey. The extra contacts on the list can serve as alternates, as needed. But it’s important that you get in touch with parents in the order given on the randomized list. Only when you can’t get a response should you contact one of the alternates.

***Remember: You must collect surveys in the prescribed order and only submit the assigned number of surveys.***

**Aggregate your results:** Please use the Program Measures Data Worksheet to combine the responses that you receive. You will use your completed worksheet to input your data into the on-line submission form.

**Online Submission of Results by December 2:** You will submit your survey results via the SmartSheet form that can be found online at: **http://tinyurl.com/parentprogram-survey-2016**

***Submit your survey results by December 2, 2016.***