

***Pre and Post Family Survey Tips***

 ***Pre and a Post survey should be completed for each of the target families you supported.***

On the survey the 1st line ask today’s date: this is the **date the survey was taken** not the date you enter it in. When I sort the report it should list two reports for each family and the dates will help us determine if it is a Pre or Post survey.

You are not asked to provide the student or family name (or other identifier) of those **FY17 Post-surveys you wish to use as your FY18 Pre-surveys** for families you were still supporting as part of your target group.  For that reason, plan to see the question asked in 4th Quarter.

If you would like to make it easier do the following:

1. Identify the surveys from last year’s Post-surveys you will use as FY18 Pre-surveys
2. Write down the name or identifier that will match both surveys
3. If possible, use the above link to re-enter the information as if the parent answered the survey at the beginning of this year OR supply me with the list of target families that I will need to take from FY16 report and add to the FY17 report

**Scroll down to get the links and the document.**

Click on the Quarterly Contact Reporting link to find helpful tools to keep track of your parent contacts and trainings.

A few things to remember about Pre and Post Surveys:

Give it once before starting work with them and again at the end of the year to measure the success in improving their needs based on the survey questions and the work you targeted with them.

·         Whether you have parents complete the online survey themselves, or you have them complete the paper copy and you enter in their answers, remember we need one for each family you target this year.  All surveys must be entered in by way of the link!

·         Your target groups should be no fewer than 5 (start a little high as you might lose some in the year) and no more than 20.

·         If you are targeting some of the same families you did last year **and they completed a Post Survey** **last year** that will count as your Pre Survey for this year.  *You do not have to go in and enter the Pre survey for that/those families* but you will need to list the families by their identifying mark on the 1st quarter reporting so that I can pull their information from that report.  Just mark the families’ surveys the same so that they are easy to find and match up.

\*\*\*\*If you need help with your pre and post surveys, consult your region rep.