




Tips for a Successful Survey Administration

The Healthy Kids Colorado Survey (HKCS)



Prior To Administration

- **Timing of Consent Forms:** Be sure to distribute consent forms well in advance, in particular, if your school and/or district require active consent. It would not be too early to distribute and collect these forms at the beginning of the school year. Follow-up may be necessary if active consent is used.
- **Materials:** Materials include surveys, survey envelopes, survey summary forms, and any translated materials. **Pencils are not included, so make sure you have enough.** Check the survey packets to be sure all instructions and the appropriate number of surveys were included in your survey material packet. Make sure all information is in order and legible. 
- **Survey Procedures:** Review the survey administration process with survey administrator(s) at least one week prior to the survey date. Contact OMNI immediately with any questions or concerns.

The Day of the Administration

- **Ready!** Survey materials should be distributed to each administrator prior to the survey day to help avoid last minute scrambling.
- **Set!** Have a coordinated plan with all administrators in terms of location for extra materials, collecting completed surveys, and wrapping up the day.
- **Go!** Start the survey on time! Every minute wasted means survey items will be left blank.
 - 1) Read the entire survey instruction sheet to the class.
 - 2) Check the time periodically and announce the time left in the class. Also, allow 3-5 minutes to collect the surveys before students move to their next classroom.
 - 3) Survey administrators **MUST FILL OUT A SURVEY SUMMARY FORM!** This form includes: number of students enrolled in the class, grade, and the number who completed the survey. One survey summary form per class per grade needs to be returned.

After the Administration

- **Check the survey summary sheets for completion.** If it is not fully completed, contact that teacher and record the missing information.
- **Mail all completed surveys to OMNI.** Be sure that the completed surveys are separated by grade and/or class and packaged into envelopes before sending.

