Electronic Survey Quick Reference Guide
With Survey Administration Guide

Date: July 16 , 2013

PLAN

Objective *for this cycle*

- *What do you hope to learn?*

We want to learn if the guides used together will provide the current agencies with the information needed to choose the electronic survey method best for their agency.

Specific questions to address:
1. Is the information clear and concise?
2. Is the information helping them choose the electronic method/s that is/are best for their agency?
3. Is there enough information to make a decision?

Predictions/Hypotheses

- *What do you think will happen when the test is done?*
  Once they read the guide together with the benefits of using an electronic method, agencies will switch from paper surveys to electronic surveys.

Plan

For <u>test</u>: *who, what, when, how, where*:
Cycle 1 – Compass Center and YWCA of Greensboro; review the guide; July 16 – 18; via email
Cycle 2 –The team lead will distribute the guide to a coordinator of an agency that has not been influenced by QI to review the guide. They will then answer a few questions about the guide and its influence. Columbus County Schools & Richmond County Health Department; July 24 – August 6; via email & in person at Building Bridges conference on July 25

For <u>data collection</u>: *who, what, when, how, how long*?

The team lead will send questions via email to the coordinator.
_____

DO Carry out the change/test.
- *Collect data.*
- *Note when completed, observations, problems encountered, and special circumstances*

STUDY Analyze and summarize data (quantitative and qualitative)
- *What went well?*
- *What could be improved?*

ACT Document what was learned and plan next cycle
- *Should Adapt, Adopt, or Abandon the change?*
- *What adaptions are needed?*
- *Are you confident that you should expand size/scope of test?*

PDSA Cycle Tracking Form

Name of Person Testing Change?
Change Tested?

Cycle No.	PLAN • **What did you test?** • **How did you test it?** • **Who and how many did you test it with?**	DO Date Tested	STUDY • **What did you learn?** • **What worked well?** • **What could be improved?**	ACT • **How will you adapt the change?**
1	Electronic Survey Quick Reference Guide (ESQR). An email was sent with the ESQR & the Survey Administration Quick Reference Guide with questions. We tested with The Compass Center & the YWCA of Greensboro.	July 16th & 18th	The title of the ESQR could be more specific, the guides were straight forward, organized,, easy to follow and the guides complement each other. They both loved the "things to think about" column.	We are going to change the name to Electronic Survey Options Guide. May provide link to the survey in the Survey Administration Quick Reference Guide.
2	Electronic Survey Quick Reference Guide (ESQR). An email was sent with the ESQR & the Survey Administration Quick Reference Guide with questions. We tested with Richmond County Department of Health.	September 3rd	As a new program coordinator to TPPI they found the guides to be easy to read and understand	No more changes to either guide.
3				

4				4
5				5