

Entering Paper Surveys for the Outcome Measurement System (OMS) in QUALTRICS

1. Open the survey with your center's custom link for the appropriate survey type. If you do not know your center's custom links, contact omscoordinator@nca-online.org, search your email, or ask a colleague who may have received the links originally (custom links are emailed to the designated OMS contact person at each center at the beginning of participation in the program or in the event of any changes). Consider saving the links as bookmarks/favorites in your web browser (save them BEFORE entering any responses) for easy future access.
2. In the first item on the survey "How did you reach this survey? Please choose one of the options from the list below," select "**(Center Staff Only) – Paper & Pencil**"

How did you reach this survey? Please choose one of the options from the list below.

Computer or tablet at the center
Scanned a QR code with a smart phone at the center
Center emailed me the link to the survey
Link on the center website
Other (please describe)
(Center Staff Only) - Paper & Pencil
(Center Staff Only) - Over the Phone

Next

3. Click "Next" after you select the collection method. A calendar will appear on the next page to enter the date the **participant** completed the survey. You can select the exact date, if you know it. Or you can select any date within the correct month, if you only know the month. There is a box to type in the date, but you must include all three elements in the format MM-DD-YYYY.

Staff: For paper surveys, enter the date this survey was completed by the participant. If you know the exact date, please select it. If you only know the month and year, please select any day within that month.

← March 2017 →

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

03-07-2017

3. Fill in the remainder of the survey based on the responses provided on the paper copy. Click "Submit" at the end and close the page once you receive a confirmation page indicating the survey was submitted successfully.
4. Re-open the survey using the appropriate link and enter the next survey - repeat until you are finished entering all paper surveys.

Depending on the record-keeping policies at your center, you may need to keep the paper surveys for a specific period of time. If your center has no such policy, we recommend at least keeping the paper surveys until you have confirmed that the surveys were accurately entered and results are visible in your center's online reporting dashboard.

Feel free to contact omscoordinator@nca-online.org for assistance at any time. Thank you!