

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

We recommend setting up a routine for entering paper surveys at your center. For caregiver surveys, responses should be entered regularly, such as once or twice a month depending on caseloads and staff schedules. For team member surveys, responses should be entered as soon as possible so MDT Coordinators can review results and share findings with the team.

1. Open your center's custom link for the appropriate survey type. If you do not have your center's custom links, contact [omscoordinator@nca-online.org](mailto:omscoordinator@nca-online.org) or ask a colleague who may have received the links (links were emailed to the OMS point-of-contact at each center at the beginning of participation in the program or by request). Consider saving the links as bookmarks/favorites in your web browser for easy access in the future. Remember to always save a bookmark from the first page, before entering any responses, so it opens a fresh, blank survey from the first page every time.

### Use the same link to enter responses from surveys completed in Spanish:

If the survey was completed in Spanish, it is important that you switch over the language using the drop-down menu in the upper right-hand corner on the first page. This ensures we have an accurate count of how many families are completing the survey in Spanish vs. English and allows you to use the "Language" filter in your Qualtrics reporting dashboard to compare results.



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**". Be careful making this selection - you will not be able to return to this page once you click "Next" at the bottom of the first page, as this activates a unique survey response in the system.

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. Select the exact date, if you know it, or select any date within the correct month if you only know the month. This date is very important for the "Survey Date" filter in Qualtrics reporting dashboards, so if you type in the date manually, be sure to use 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 or the bookmark/favorite you saved in your web browser and repeat the process above until you have finished entering all paper surveys.

Based on record-keeping policies at your center, you may need to keep copies of paper surveys for a set timeframe. If there is no such policy, we recommend keeping copies until you confirm results are visible in your center's Qualtrics reporting dashboard.

Contact [OMScoordinator@nca-online.org](mailto:OMScoordinator@nca-online.org) for assistance anytime.