

National Survey Web Based System  
Instructions (Updated 7/16/2004)

**INTRODUCTION**

The Web based National Survey is accessed via the Infant and Toddler Association website at <http://surveys.ideainfanttoddler.org/> under the surveys icon and is labeled "National Part C Coordinators Survey". A blank survey is also included on the website.

This web based system is designed to allow the following:

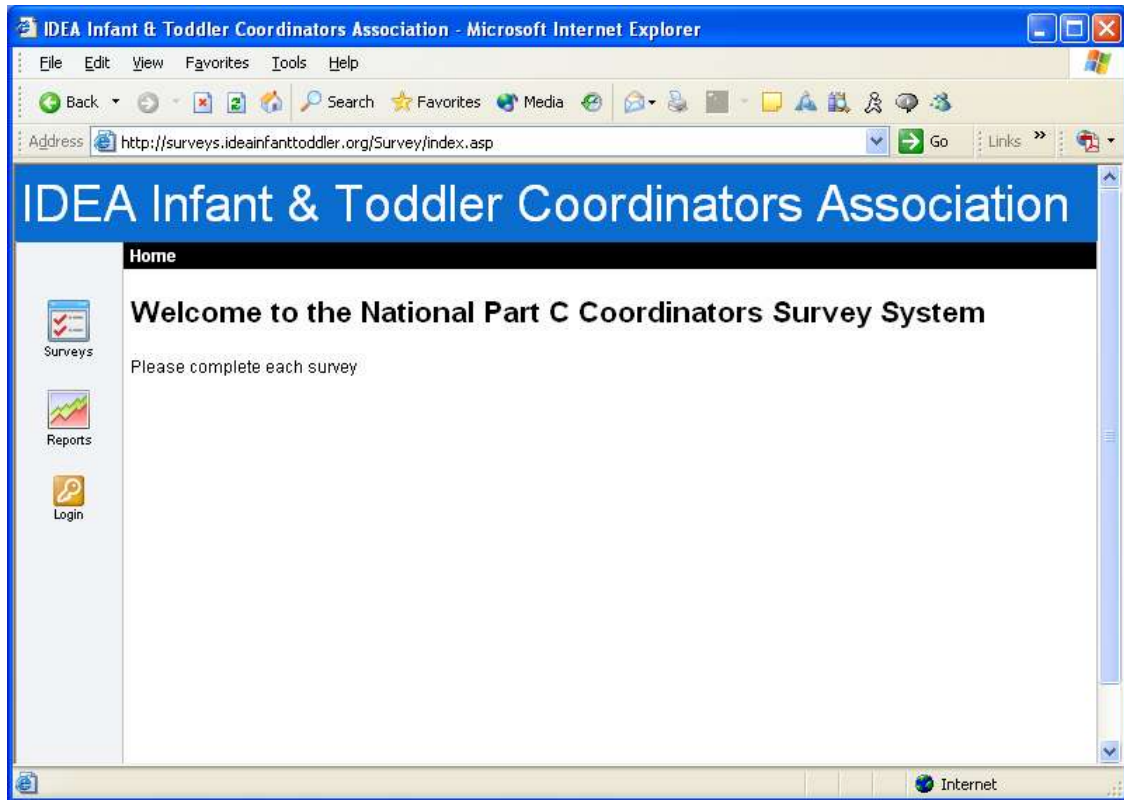
1. Part C Coordinators to either initiate the National Survey or edit existing National survey responses;
2. Print responses;
3. Allow Association members access to detailed information by State when a responding state has agreed to share the detail;
4. Query/set filter for reporting;
5. Downloading a data file for local use.

**NATIONAL SURVEY**

The 280 question National Survey is divided into 24 Sections as indicated in the following table. Page # indicates the individual web page order upon which the section appears.

Section	Page #	Question Count
Section 1: RESPONDENT/CONTACT INFORMATION	1	5
Section 2: LEAD AGENCY INFORMATION	1	15
Section 3: PART C STAFFING	2	6
Section 4: EDUCATION, CERTIFICATION AND CREDENTIALS	2	11
Section 5: STATE INTERAGENCY COORDINATING COUNCIL (SICC)	2	12
Section 6: SICC SUB-COMMITTEE STRUCTURE	2	9
Section 7: LOCAL INTERAGENCY COORDINATING COUNCILS (LICC)	3	14
Section 8: DUE PROCESS/PROCEDURAL SAFEGUARDS	3	10
Section 9: FAMILY MEMBER INVOLVEMENT	3	6
Section 10: REFERRALS	3	10
Section 11: SERVICE COORDINATION	4	9
Section 12: NATURAL ENVIRONMENTS	4	11
Section 13: SERVICE DELIVERY	4	15
Section 14: EXIT DATA	4	3
Section 15: PREVALENCE/ENROLLMENT INFORMATION/ELIGIBILITY	5	11
Section 16: CHILD COUNT	5	7
Section 17: DATA ENTRY/MANAGEMENT	5	10
Section 18: FEDERAL FUNDING SOURCES	5	6
Section 19: STATE FUNDING SOURCES	6	6
Section 20: LOCAL FUNDING SOURCES	6	6
Section 21: PART C FINANCING	6	20
Section 22: INSURANCE	7	43

Section 23: FAMILY FEES	7	30
Section 24: IMPLEMENTATION	8	7
<b>"Complete Survey Button"</b>	8	

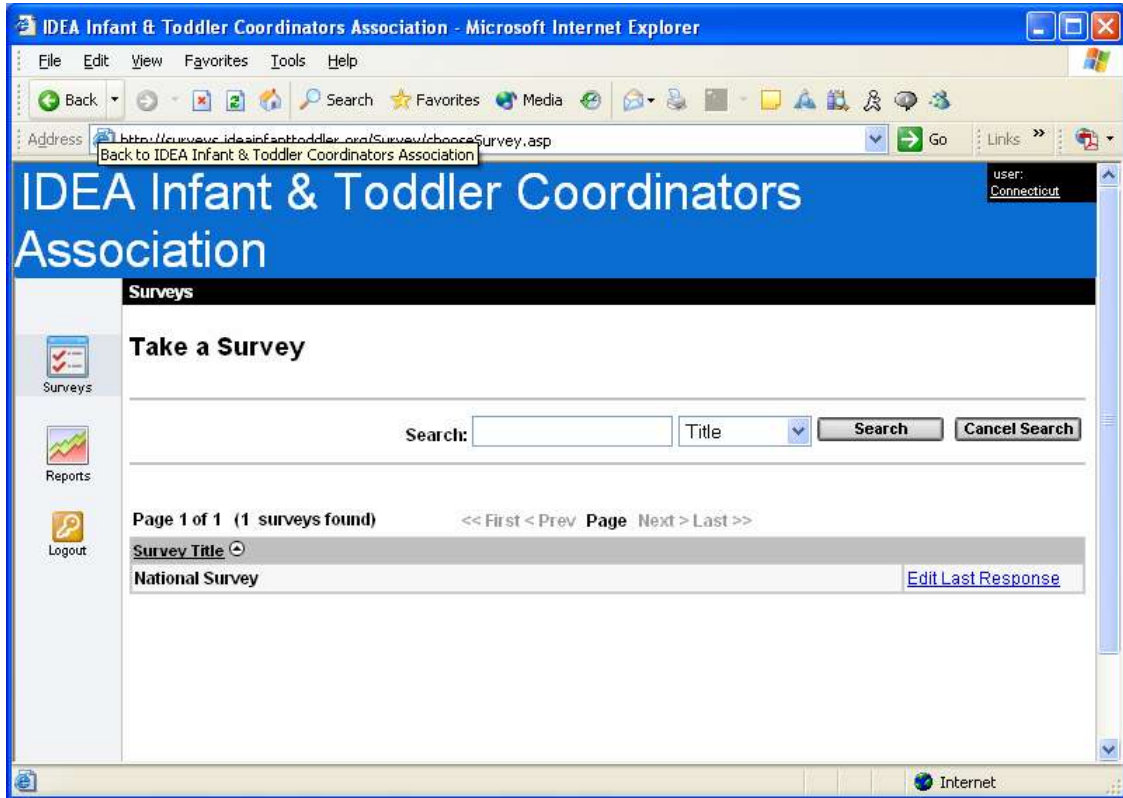


## LOGIN

Access to the site is user controlled and password protected with the initial passwords sent to users via e-mail. Passwords may be user modified at any time. The system will recognize a user as logged in for 30 minutes from the last key stroke. If users are logged in the 'Login' button is toggled to 'Logout' and the user is identified in the upper right hand corner of the screen. Users will be automatically logged off after 30 minutes of inactivity. User Groups include:

User Group	Function	Report
Everyone	Take a survey; modify their user information including password	Summary Report
Association Member	Take a survey	Summary and detail reports. Detail reports do not show items "not designated as share" to other Association members.
Administrator	Take & Create a survey;	Summary & Detail

	Add users	Reports
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## SURVEYS

The system has been pre-loaded with the most recent and relevant survey data from prior association surveys through 6/30/2004. Many response sets have data interspersed throughout the survey since most all previous survey instruments have been collapsed into this more complete instrument.

In addition to providing responses, users may designate more sensitive information as not shared, which means that the response is included in all summary counts but is not viewable at the detailed State level either via reports or through the downloading function. Please consider carefully when choosing not to share your States' detail information and do so only when deemed necessary for a particular reason.

Users should also complete the date at the end of each section to indicate that the information has been reviewed and/or updated as of that date.

***NOTE: All information should be reviewed (through reporting) for accuracy since a number of surveys were collapsed and questions sometimes altered for clarity.***

***Respondents with pre-loaded data will only have an "edit last response" option.***

Respondents with no data pre-loaded will only have the “National Survey” option on the left side of the screen and must continue through each page to the “submit survey” button on page 8 to have the “edit last response” option available. “Edit Last Response” loads up a new survey with existing data, allowing users to see the data while editing.

When a survey is submitted/completed it will over-write the responses from the original survey whether-or-not the responses to the new survey are blank.

There are only two ways to see data from the original survey loaded in the question.

1. If the last survey was completed and you click on the ‘Edit Last Survey’ link.
2. If you login (afresh) and choose the ‘Restart’ link.

Viewing responses should always be done via the reports section as opposed to editing the survey.

Completed Survey: Users should always begin editing their survey prepared to continue through to the end and click the complete button. This means clicking the ‘Continue’ button at the end of each page as well as the ‘Complete Survey’ button on page 8. Once the ‘Complete Survey’ button is clicked the following occurs:

- A confirming message thanking you for submitting the survey is presented.
- A detailed report of the questions with responses is presented for viewing and/or printing. (Questions with no responses are not presented).
- A copy of the report is emailed to the contact person identified in the user table. For non-association members, this is the only way that you have information from your survey after you have completed the submission process.
- Users should close the browser (red ‘X’ in the upper left hand corner). Please note that this does not necessarily log you out.

Continue: Each time users click ‘Continue’ at the bottom each page, the information from that page is saved to the National Survey database. Survey responses entered on a page that is abandoned without clicking the ‘Continue’ button are lost.

Exiting without getting to the Submit Survey button: Any number of events may occur which prevent users from getting all the way through to the submission button. If for some reason it is not possible to complete the survey. Simply close out of the browser and login at another time.

**If a survey edit is abandoned for**

Reasons you may not get to the “complete button” include:  
Internet Connection lost  
Accidentally closing browser  
Computer locks up  
30-minutes since last keystroke and you are logged off  
Internet Browser error  
Server down  
Unexpected change in activity

**any reason it is important to  
LOGOUT before any additional  
work is completed.  
“WHEN IN DOUBT – LOGOUT”**

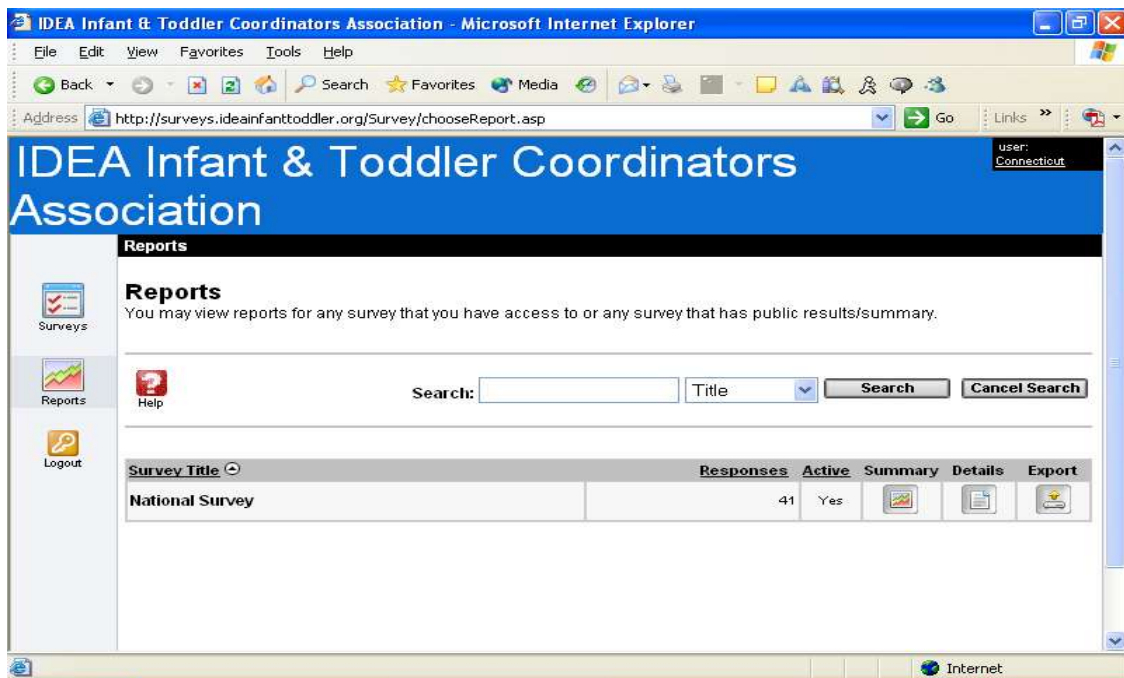
If for any reason, a survey was abandoned prematurely, and you wish to start over with the data from the most recently completed survey, log out of the system and log back in. (Remember that if you are under the 30 minute time limit you need to log out. In other words, you must start a new session before clicking on the “Edit Last Survey” link so that your original survey will be presented with the responses loaded in the question). Go to “Edit Last Survey” click on “Restart” when prompted.

If you wish to start over with the currently incomplete survey responses click on ‘Continue’. In this scenario it will not be possible to use the back button to review the responses from the incomplete survey.

Back Button: The browser’s back button may be used to review responses posted on previous pages of the survey. It is best to use your browser’s ‘Back’ button only to REVIEW previous questions and then use the ‘Forward’ button to move up to where you left off. If changes are made to a previous page, those changes will not be saved unless the ‘Continue’ button is clicked on the changed page.

If as mentioned in the previous paragraph, the back button is used and a change is made, once you click the ‘Continue’ button the questions on all subsequent pages will need to be entered again, meaning that your previous responses will no longer be visible. It is recommended that if you discover that a response on a previous page needs to be changed, make a pencil and paper note, and then move forward to the most recently completed question and continue with the rest of the survey. Return later to re-edit the survey (again, to completion) incorporating the noted changes.

## REPORTS:

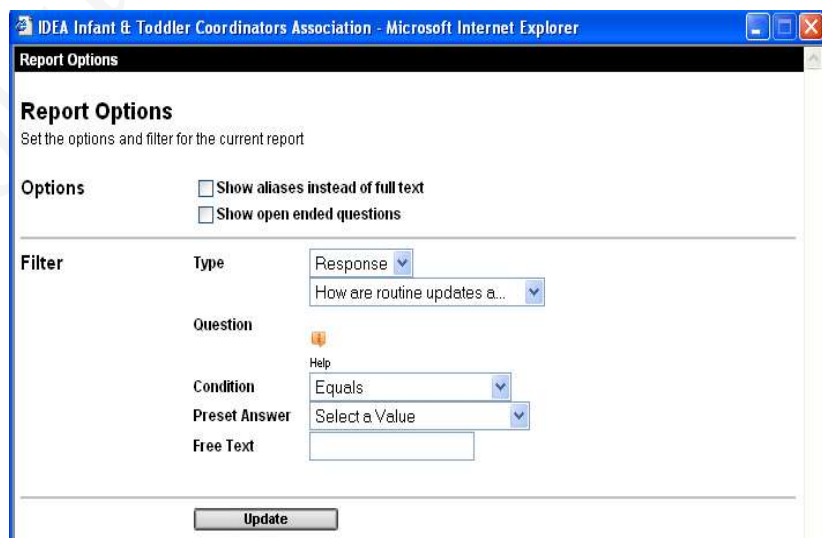


Association members are presented with the reporting options shown in the above picture. Non-association members only have the 'Summary' option available.

Data from incomplete surveys is not reflected in any reporting.

Summary: The 'Summary' report presents each response grouped by page numbers with the default viewing presented as page 1 only. The report is lengthy, so users should be certain that they want the entire report prior to printing. Summary responses may be viewed as some kind of graph or in table form. The selection may be applied to individual questions or for all. When in graph form, the actual number of respondents may be viewed by holding the mouse over the piece of the chart.

Filtering (Querying) is available at the Summary response level which allows for filtering by Response. Users



may select any of the questions to use as a filter. Then a condition must be set and the desired response filter selected. The result is that only States matching the filter will then be presented first in a list form. This quickly identifies the state names matching the filter. Users may then see all survey results for the group of states matching the filtered selection.

Percentages are presented as a representation of the total number of respondents for the question. This means that questions allowing users to only select one choice (radio button format) should total 100%. Alternatively, check box questions, which allow for more than one choice, will total more than 100.

Details: Users are presented with a list each respondent and may select 'View' to see a particular set of responses.

Export: This button has limited functionality because the size of the survey makes the number of columns needed exceed the available worksheet size in Microsoft Excel.

An Access data file will be available for download after a period of time for respondent verification of their data and 'Share' options.

Please Note: The developers of this site believe that this site is compliant with priority 1 & 2 of W3C accessibility standard. If any user finds a specific accessibility issue, please contact Gil Tierney, the developer, at 207-626-7048 or [gil@solutionsofmaine.com](mailto:gil@solutionsofmaine.com) and a reasonable attempt will be made to make the site more accessible.

Thank-you for your participation!