Using the **OSEP**
Parent Center Survey Item Bank

parentcentersurveyhub.org

What is the Survey Item Bank?

A collection of about 150 questions that Parent Centers can use when evaluating their own activities.

What does the Item Bank include?

Ready-to-use **questions**

♦ for surveying participants in your programs and services;

♦ that were contributed by your Parent Center colleagues; and

♦ that were revised and approved by the evaluation center funded by OSEP.

Searchable questions and responses are organized in three ways.

Type of *respondent* that will be taking your survey

- Respondent -   ▼

| - Respondent - |
| Select All |
| Parent/Guardian |
| LEP |
| Youth |
| Professional |

Topic* or kind of data that you want to collect

- Topic -   ▼

| - Topic - |
| Select All |
| Needs assessment/topical interests |
| Services used, including amount |
| Satisfaction: Overall |
| Satisfaction: Quality |
| Satisfaction: Relevance |
| Satisfaction: Usefulness |
| Knowledge/skills acquisition (pre/post) |
| Use/Impact of Applying Knowledge/skills |
| Demographics |
| Contact information |

The *mode* that you will use to collect survey data

- Mode -   ▼

| - Mode - |
| Select All |
| Interview |
| Web |
| Paper |
| Focus Group |

Items can be selected and modified depending on users' needs.

Users can find a variety of items in one of two ways:
(1) Perform a **text search**; OR
(2) Use the drop-down filters **Topic, Respondent,** and **Mode** to narrow the results.

(1) To use the **Search Box,** type the desired text and click the magnifying glass icon.

Careful:
Do not use the "Submit" button to launch a text search. "Submit" should only be used to search with the drop-down filters.

Search... 🔍

- Topic - ▾

- Respondent - ▾

- Mode - ▾

SUBMIT

CLEAR

(2) Click one or more of the drop-down boxes to identify subsets of survey items.

Once all the desired items are selected, you can *print* or *download* them as a **Rich Text File *(.rtf)*** file that you can *edit* in a word processing program and use in different ways, including:

- Pasting survey items into an existing Parent Center survey
- Entering survey items into an online survey generator program (QuestionPro, SurveyMonkey, Constant Contact, etc.)
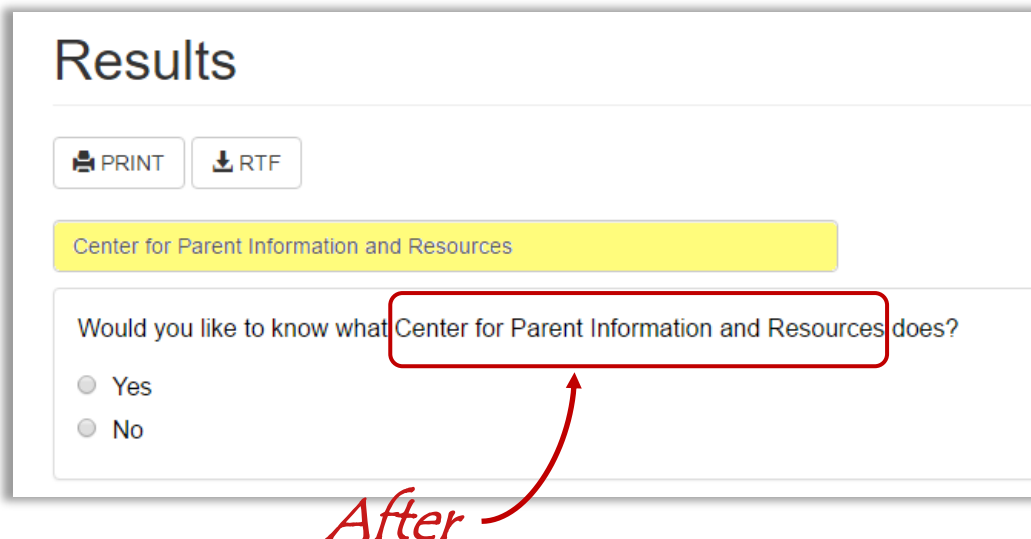
Some survey questions will need to be customized to reflect your Parent Center name. These items include this text: **{NAME OF THE PARENT CENTER}**

Before

Before using these survey items, be sure to *replace* the bracketed text with the name of your organization.

When you type your organization's name into the **{NAME OF THE PARENT CENTER}** placeholder, the system will automatically replace the entered text.

After

Survey items that include **[PRE/POST]** in the beginning are useful for assessing **attitudes, beliefs,** or **reported activities** before an activity or service and then **changes** in those attitudes or beliefs afterward. Such survey items can be used for both pre- and post-activity data collections.

Before

[PRE/POST] I am able to make good decisions about what services my child needs. To what extent do y

○ Strongly disagree
○ Disagree
○ Agree
○ Strongly agree
○ Not applicable

[PRE/POST] I am able to work with agencies and professionals to decide what services my child needs. statement?

○ Strongly disagree
○ Disagree
○ Agree
○ Strongly agree
○ Not applicable

To modify these surveys, remove the **{PRE/POST}** text from the *.rtf* as desired and add customized wording such as **"After this (*activity/webinar/etc.*)…"**

After this training, I am able to make good decisions about what services my child needs.

○ Strongly disagree
○ Disagree
○ Agree
○ Strongly agree
○ Not applicable

After

The Item Bank includes both **closed** and **open-ended** items. Some of the open-ended items are intended for use with focus groups and are coded that way in the "Mode" drop-down search filter.

> To what extent have you shared the information you received from the training with other families?
> - Not at all
> - A little bit
> - A lot
> - Not applicable

> Have you shared the information you received at the training with other families?
> - Yes
> - No
> - Not Applicable

> The trainer helped me understand my options and rights related to my concern. To what extent do you agree or disagree with thi...
> - Strongly agree
> - Agree
> - Neither Agree nor disagree
> - Disagree
> - Strongly Disagree
> - Not applicable

Closed questions offer a variety of *multiple choice responses* for the individual to answer ("yes/no"; "agree/disagree", etc.). Closed questions cannot be altered in any way.

> In what ways do you think you will use the training?

> What part of the training experience did you enjoy the most?

Open-ended questions allow the individual to respond in their own words. This can provide more information than the survey creator might be able to learn from a closed question.

OSEP anticipates that the survey item bank will be updated and expanded periodically to reflect the changing needs of the Parent Centers. For example, future versions may include items translated into languages other than English.

OSEP *Contact*

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