

Template for Using Surveys and (Sometimes) Sampling to Evaluate Practice Effectiveness

- A. Purpose of the study. What you want to investigate?
- B. The time period you want to survey.
- C. The clients considered eligible for the study. What criteria did you use to accept clients in the sample? How many clients were surveyed?
- D. Plans to protect clients' privacy, i.e., anonymity or confidentiality.
- E. How you plan to conduct the survey (face-to-face, phone, written questionnaire-mailed or handed out)?
- F. Please attach the survey instrument you used. This instrument was developed by _____ (author's name). Consider adding additional questions that will describe your sample, e.g., gender, race, age, religious affiliation, etc. (See link to questions about demographic variables.)
- G. Findings and Conclusions

Analyze and summarize your findings. For example, you can use tables, graphs, or statistics and explain what you found. What implications do these findings have for you and/or the field agency?