

## Guidelines for Administering Survivor Surveys

**Survey Purpose:** As part of LCADV's statewide needs assessment, we will include information on particular issues relevant to understanding the experiences of domestic violence survivors. For 2016-2017, our focus will be on understanding survivors' experiences with law enforcement.

We have attempted to keep the survey brief and easy to complete.

**When to administer the survey:** Your program can begin administering this survey in November 2016 and can continue through the end of February 2017.

**Who should complete the survey:** Our target population is every survivor that makes use of your residential and non-residential services during the above time frame. Each survivor should only complete the survey once, even if they have additional incidents that occur following completion of the survey.

We understand that you will not have access to all survivors as some might come into the program only briefly.

Should you choose to administer these surveys, please attempt to encourage the inclusion of as many survivors as possible, while also stressing that the survey is completely voluntary and will have no impact on the services they receive.

### **Tips for administering the survey:**

1. Do not administer the survey during intake or when survivors are in a crisis.
2. Wait until survivors have passed the initial crisis and have managed to obtain some emotional stability.
3. For residential survivors, copies of the survey could be placed in a visible and central location.
4. Have a box with a lid where survivors can submit the completed survey.
5. Have advocates remind them of the existence and purpose of the survey and request their voluntary participation during a session, once the survivor has obtained some stability.
6. Place a sign near the surveys.
7. To ensure that non-residential survivors are included, place copies on a table at the entrance of the location where support groups are held and remind survivors about the survey as they enter and/or leave the location.
8. Have a submission box available where they can submit the completed survey.

**Returning surveys to LCADV:** We would prefer if surveys were submitted monthly, which would help us keep up with data entry for this project. If this is not possible, please at minimum return all completed copies by March 10, 2017.

Thanks in advance for encouraging survivors to be part of assessing law enforcement responses to domestic violence!