

Template

Online Survey Report “Monkey Jacket” Template

Cover Page

Report Title:

Report Date:

Report prepared by: *[name and organization]*

Acknowledgements

Say “thank you” to those who helped with the evaluation, including participants.

Background and purpose

Brief description of the activity being evaluated: *[setting, population, curriculum, etc.]*

The purpose of this survey was to...

If survey is part of an outcome evaluation, list the desired outcomes of the activity. Use the ABCDE format if possible. This template can also be used for process evaluation results.

Methods

| | |
|-------------------|--|
| Survey instrument | <i>[name of instrument; specify if it came from an external source (such as an EBP curriculum) or if you developed it, or if it was a modification/hybrid from another instrument]</i> |
| Timing | <i>[post-program, retrospective pre-then-post, pre and post, or pre/post with additional follow-up]</i> |
| Comparison group | <i>Optional: [describe, if available] (delete if not available)</i> |
| Sampling | <i>[describe how respondents were selected: all participants invited, purposive sampling, convenience sampling, random or stratified random sampling, or cluster or stratified cluster sampling]</i> |
| Data collection | <i>[list method: paper-and-pencil self-administered in person or by mail, online self-administered, interview, or observation, etc.]</i> |

Description of survey respondents

| | |
|--|---|
| Time period | <i>[school year, fiscal year, quarter, etc.]</i> |
| Total number of participants | <i>[total number of participants during the above time period]</i> |
| Number of participants eligible to complete the survey or invited to complete the survey | <i>Optional: [If only a sub-set of participants were involved in this portion of the evaluation, or if sampling was used, provide the number of participants who were invited to complete the survey.] (delete if not applicable)</i> |
| Number of completed surveys | <i>[number of completed surveys; report pre and post-test numbers separately; this will allow you to calculate the “response rate”]</i> |
| Respondent characteristics | <i>[list any basic demographics of respondents here that are not included in the attached online survey report; examples include school/hosting organization, grade level, gender, zip code, etc.]</i> |

Results

The results of the survey are presented in the attached online survey summary report.

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Ohio Empowerment Evaluation Toolkit, 2011

[insert online survey report here]

Optional: Open-Ended Responses Page**Results of Open-Ended Survey Items**

Open-ended responses have been coded and are presented below.

Table 1. [Open-ended question #1] (n=x, number of respondents who wrote in anything for this question)

| Category | Number of Respondents |
|------------------------------------|-----------------------|
| | |
| | |
| | |
| [insert additional rows as needed] | |

Table 2. [Open-ended question #2] (n=x, number of respondents who wrote in anything for this question)

| Category | Number of Respondents |
|------------------------------------|-----------------------|
| | |
| | |
| | |
| [insert additional rows as needed] | |

Add additional tables as needed

Back page**Conclusions (or “Key Findings”)**

If using ABCDE outcome statements.....

| Desired Outcome (ABCDE statement) | Actual Outcome (survey result) | Desired Outcome Met or Not Met |
|--|---------------------------------------|---------------------------------------|
| <i>[list each ABCDE statement]</i> | <i>[survey result: X%]</i> | <i>[met or not met]</i> |
| | | |
| | | |
| | | |

Positive findings:

- *List*
- *List*
- *List*

Negative or unclear findings:

- *List*
- *List*
- *List*

Optional: Recommendations for program improvement and issues to explore/ CQI follow-up steps

- *List any lessons learned about aspects of the program that should be changed or maintained based on the analysis/review of the results, and/or*
- *List any issues that require further exploration based on the analysis/review of the results, and/or*
- *List any specific CQI steps that will be taken as a result of evaluation results*