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Child Welfare Information Gateway’s Event Survey

Instructions for On-line Survey Development

For each Child Welfare Information Gateway (CWIG) event (e.g. webinar, meeting, conference, etc.) a survey will be created in on-line survey software to gather feedback that can inform project planning. Given the changing nature and context of each event, it is important to be able to get feedback from recipients without creating undue burden by answering excessive questions that only marginally apply. To address this, the survey will be tailored to the unique information needs of each event to ensure low burden while informing planning for CWIG products and services. When creating each on-line survey, content specialists and evaluators will use the required questions listed below and choose up to four context specific optional questions that can be added to the survey, as needed. This will allow for unique information needs to be met.

It is expected that each tailored survey will have no more than 14 questions, including 10 required questions and a maximum of 4 optional questions, with a burden of no more than 5 minutes.

Required Questions

Thank you for attending the **[Insert Name of Event]**, on **[Insert Date of Event]**. Please provide your feedback about the event by completing the brief survey below. Your responses are anonymous and will help Child Welfare Information Gateway to provide useful, informative, and relevant events in the future.

Please indicate the degree to which you agree with the following statements.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
1. The panelists/facilitators/presenters were well-prepared, knowledgeable, and professional.						
2. The panelists/facilitators/presenters provided information clearly and logically.						
3. The content was appropriate for my level of experience and knowledge.						
4. The [Insert Type of Event] has increased my knowledge and/or my practical skills in this topic.						

5. I will be able to apply what I learned in my work.						
6. I will share the information I received at the [Insert Type of Event] with my colleagues.						
7. I would recommend participation in future [Insert Organizer] sponsored [Insert Type of Event] to others.						
8. I am satisfied with the overall quality of this [Insert Type of Event] .						

9. What aspects of the **[Insert Type of Event]** were most helpful to you?

10. What, if anything, would you suggest to change for future **[Insert Type of Event]**?

Optional Questions – choose up to 4

Outcomes

1. How do you intend to use the information you learned in this **[Insert Type of Event]**? (Select one.)

- a. Grant writing/ fundraising (*please describe*): _____
- b. Provide information to clients/ families (*please describe*): _____
- c. My own professional development (*please describe*): _____
- d. Program improvement (*please describe*): _____
- e. Train staff/ colleagues (*please describe*): _____
- f. Policy development (*please describe*): _____
- g. Research (*please describe*): _____
- h. Public awareness/ advocacy
- i. Other (*please describe*): _____

Rating Questions (5pt likert scale)

- 2. The information provided during the **[Insert Type of Event]** was timely and current.
- 3. The handouts were appropriate for my level of experience and knowledge.
- 4. The **[Insert Type of Event]** has increased my knowledge about [Topic 1]. (Insert/delete up to four topics as necessary)
- 5. The **[Insert Type of Event]** helped me to access other CWIG products and services.
- 6. The format of the **[Insert Type of Event]** provided opportunities for participants to interact.
- 7. The technology enhanced the **[Insert Type of Event]**.

Open-ended questions:

8. What information were you seeking when you came to the [Insert Type of Event]?
9. Do you have any additional comments?
10. Was there anything missing from the [Insert Type of Event]? (yes/no) If so, what was it?

Dissemination/Outreach

The following questions are designed to help the CWIG planning team understand how information and resources from this [Insert Type of Event] may get disseminated and used by others in your agency. Please indicate your response to the following items.

11. How did you hear about this [Insert Type of Event]? (Select one.)
 - a. Children's Bureau listserv (e.g. State Liaison Officers, CB Grantee listserv)
 - b. *Children's Bureau Express* (CBX)
 - c. Colleague or friend told me about it
 - d. Child Welfare Information Gateway website
 - e. Children's Bureau website
 - f. Child Welfare Collaborative website
 - g. Email from another organization (e.g. CWIG partner organization)
 - h. Other (*please describe*): _____

	1- Strongly Disagree	2	3	4	5- Strongly Agree
12. My colleagues think of me as someone who can influence others or bring about change in our agency.	1	2	3	4	5
13. My agency will be supportive of using information and resources from this webinar.	1	2	3	4	5

Demographic

14. Which of the following best describes your professional background or role in the child welfare field? (Select one.)
 - a. Prevention/ family support (within child welfare agency)
 - b. Prevention/family support (outside child welfare agency)
 - c. Child protective services

- d. Foster care services
- e. Adoption services
- f. Youth services
- g. Juvenile justice
- h. Health/ mental health
- i. Substance use
- j. Legal/ courts
- k. Researcher/ evaluator/ consultant
- l. Early childhood educator (0-5 years)
- m. Teacher (K-12)
- n. Professor/ faculty (higher education)
- o. Kinship caregiver
- p. Training specialist
- q. Licensing specialist
- r. Foster youth (current or former)
- s. Student
- t. Other (*please describe*) : _____

15. Which of the following best describes your position? (Select one.)

- a. Frontline worker (e.g., caseworker, direct services worker)
- b. Supervisor/ manager
- c. Director/ administrator
- d. Training specialist
- e. Other (*please describe*): _____

16. Which of the following *best* describes your background or role?

- A. Professional
- B. Student
- C. Relative/kinship caregiver
- D. Foster youth (current or former)
- E. Prospective adoptive parent
- F. Foster/adoptive parent
- G. Birth parent
- H. Other (*please describe*): _____

General Questions about CWIG products and services

Now we have a few questions about Child Welfare Information Gateway, as a whole, and some of our electronic subscription services.

17. Overall, how satisfied are you with your interaction with Child Welfare Information Gateway?

- A. Very satisfied
- B. Somewhat satisfied

- C. Neither satisfied nor dissatisfied
- D. Somewhat dissatisfied (Please explain.): _____
- E. Very dissatisfied (Please explain.): _____

18. Have you ever used Child Welfare Information Gateway (CWIG) (e.g., ordered a publication, contacted an information specialist, used an electronic listserv or subscription service, spoke to CWIG staff or obtained CWIG publication at a conference, etc.)?

- A. Yes
- B. No
- C. I'm not sure

19. Which of the following subscription services do you receive (Check all that apply)?

- A. I am not registered for any subscription services.
- B. Child Welfare Information Gateway E-Alert!
- C. Children's Bureau Express (CBX)
- D. Child Welfare In the News
- E. Adoption Triad
- F. Information Gateway Quick Links
- G. My Child Welfare Librarian
- H. I get e-mails from Child Welfare Information Gateway but I'm not sure if they are a subscription service.
- I. I'm not sure.
- J. Other (please describe): _____

20. What format(s) do you prefer to receive child welfare information and resources? Please choose up to three responses.

- A. Mobile phone applications
- B. Pamphlets or short handouts
- C. Journal articles
- D. Online news articles
- E. Videos
- F. Virtual trainings
- G. Conference presentations
- H. Presentation slides (e.g. PPT)
- I. Webinars
- J. Guidebooks or toolkits
- K. Online e-books
- L. Technical reports or briefs
- M. Infographics
- N. Podcasts
- O. Other (please describe): _____

21. What format (s) do you prefer for purposes of sharing child welfare information and resources with stakeholders? (e.g. families, private providers, etc.)?

- A. Mobile phone applications
- B. Pamphlets or short handouts
- C. Journal articles
- D. Online news articles
- E. Videos
- F. Virtual trainings
- G. Conference presentations
- H. Presentation slides (e.g. PPT)
- I. Webinars
- J. Guidebooks or toolkits
- K. Online e-books
- L. Technical reports or briefs
- M. Infographics
- N. Podcasts
- O. Other (please describe): _____

22. Do you have any additional comments or suggestions about the **[Insert Name of Event]** or Child Welfare Information Gateway's other products and services?
