

Perception of Care Survey Instructions

Vermont Department of Health, Division of Alcohol and Drug Abuse Programs
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The Perception of Care Survey is to be completed twice a year, in April and October. The forms to be used are located on the ADAP Website:

There are two different forms to be used for the survey.

- The form to be completed by the client -- this document contains 3 separate versions of the 6 question survey. Choose whichever version you believe clients will find easiest to use.
<http://healthvermont.gov/adap/grantees/documents/PerceptionOfCareModularSurveyV2.pdf>
- The forms completed by the client are to be consolidated into a summary page. This summary form is located here:
<http://healthvermont.gov/adap/grantees/documents/PerceptionOfCareLocationSummarySheet.xls>

Instructions:

1. Pick one work day during the month, a typical day for your organization.
2. Give each client receiving substance abuse treatment, at each location, a survey to complete on their way out. It may be given to them by the clinician or the receptionist, whichever works best for the organization, but please give the client some privacy to complete the survey.
3. Have the client put the completed survey in a box or envelop.
4. At the end of the day, collect all the surveys and tabulate the results. Some people like to use an actual survey sheet and mark the results of each survey on that sheet to make it easier to summarize the results.
5. Transfer the results to the summary sheet in Excel for each location. This will calculate the percentages for you.
6. Send the summary sheet to: ADAP Grant Administration, Vermont Department of Health, PO Box 70, Burlington, VT 05402 or emailed to adap.grants@ahs.state.vt.us