

## **WCSS Toolkit**

### **Checklist for Survey Team and Facility Liaison**

1. Determine sampling/census procedures and number and types of women to be surveyed, including non-English speaking.
2. Determine best ways to collect data (i.e., whether women come to the survey team to complete the survey or vice-versa).
3. Determine best days and times to conduct survey.
4. Modify survey materials to reflect site-specific language.
5. Obtain all necessary clearances for the Survey Team, as well as notepads, pencils, erasures, extra reading glasses, large boxes of survey materials, etc.
6. The Survey Team should be prepared to complete required PREA orientation and/or training in advance.
7. Identify counselor, chaplain, caseworker, etc. to comfort any women who might become upset during the survey. Include this person's name on information sheet.
8. Copy survey materials, including WCSS instrument, Information Sheet and/or Informed Consent, and Definitions Sheet documents.
9. Prepare large envelopes to deposit materials and label them to reflect name of housing unit, number housed, number present at time of survey, number of surveys returned, etc.
10. Obtain most recent housing unit rosters.
11. Place all survey materials on a cart.
12. Arrive at survey completion location; should have individual seating to ensure privacy.
13. Place survey materials at each seat location with pencil, Information Sheet and/or Consent Form on top, then Definitions Sheet, followed by WCSS Survey on bottom. Erasures can be in centralized areas.
14. Check off women as they arrive at survey location or pick up surveys.
15. In the event that some women are resistant and refuse upon entering the survey administration area, ask them to at least hear the orientation. If they continue to refuse, tell them "thank you" and let them leave or sit idle per security concerns or escort issues.
16. If after entering the survey area, some women express skepticism, ask them if they would be willing to look at a survey before refusing.

17. Once all of the women are assembled, begin orientation.
18. After the orientation, ask if there are any questions.
19. Collect informed consent documents (if applicable) and place in separate envelope.
20. Monitor room for talking among the women respondents, illiteracy issues, questions, pencil needs and the like; three team members works well.
21. When the women finish the survey, ask them to raise their hand or to come forward with it. Briefly review the survey to make sure respondents answered the questions they intended to (oftentimes the back side of two-sided copies are not completed).
22. Collect surveys and place in envelop, while thanking each respondent for their participation.
23. Remove surveys from facility at earliest convenience. Do not leave facility without all surveys.
24. As soon as possible, review surveys. Identify ineligible surveys (e.g., those with straight-lined responses, most sections skipped, etc.) and clearly label them as such.
25. Calculate response rates, including number of surveys completed based on numbered of women housed, as well as available at time of survey.
26. Number the completed surveys for data entry purposes.