

Appendix C:

Instructions For Nurses/Physicians Giving the Parent the Survey to Complete

- ⇒ Starting on the (INSERT DATE) you may see a survey chart attached to the charts of children 3-48 months old. This process will continue for (INSERT DATES)
- ⇒ When you see that survey on the child's chart, give the parent the survey in the exam room before you care for the child. Try and give the parent at least five minutes to complete the survey.
- ⇒ When you give the survey to the parent please explain the following to parents:
- 1. I would like you to please fill out this important survey. We are asking you to complete this survey because it will help us to understand how we can make health care for your child better.**
 - 2. This is a survey about health care this child has received in the past. Don't answer this survey about care received for your other children.**
 - 3. This survey is confidential.** Do not write your name or your child's name on the survey. When you are finished put the survey on the envelope and then drop it off in the "completed" survey box.
 - 4. This letter has more information about the survey for you.**
 - 5. Please use this black pen when answering this survey.**
- ⇒ When you come back in the office
- 1. Ask the parent to remember to put the completed survey in the "completed survey box". If they need more time, let them know they can continue to complete the survey but only respond about care provided in the past and not care provided today.**
 - 2. Ask the parent if they noted any concerns about their child's learning, development and behavior in the survey.**