

Team Surveying Instructions

1. Random sampling

If unable to survey, put your team number and survey number on the Unable to Survey Form and staple to the survey.

If able to survey, put your team number and survey number on the 1) Qualifying Questions Form and 2) Special Needs Consideration Form. Fill out both forms and staple all attachments to survey at the end of each survey.

2. Introduction

“Hi. I’m _____ from the neighborhood. And this is _____ from Lake County Health Department’s Environmental Health section. We would like to help identify the environmental health needs of the Southside Umatilla community. Your household has been randomly selected to participate. Would you like to assist us by completing this survey? The survey will take about 5 minutes and the results will be put together and shared with the community.”

Yes- proceed to qualifying questions (go to step 3)

No- “Ok. Thank you, anyway. Have a nice day. Is there another person in the household that would like to participate?”

3. Qualifying questions (fill out & attach Qualifying Questions Form after survey is complete)

“Thank you. First, I need to make sure that you qualify to take the survey by asking you three questions.”

4. Special Needs Consideration (fill out & attach Special Needs Form after survey is complete)

“Do you have any special needs that would prevent you from filling out this survey?”

Yes- “May I ask you what that need is?” (complete the Special Needs Form)

No- “Ok. We can now begin the survey.”

5. Survey

“Here is the survey. There are twenty-three (23) questions total. Please try to answer the questions as best as you can. I cannot answer any questions for you and I cannot give you my opinion on any questions or topics. If you have a difficulty with a question, I can re-read the question to you or provide a definition for a term that is used. Many of the questions have a space where you can write in specific comments if you like.”

6. Conclusion

“Thank you for your time. We would like to share the results of your survey at the next neighborhood association meeting. Here is the name and contact information for the survey coordinator in case you have any questions or concerns. Have a nice day.”

Survey Team & Survey Number: _____

Special Needs Consideration Form (check all that apply)

- I am a limited English speaker and require a translator
Translation Language: _____
Action: Contact Page at 352-516-7029 for translation line phone number and access.
- I cannot read
Action: Interviewer will read each question & record response
- I cannot write
Action: Interviewer will give the option to 1) have interviewers read each question & record response or 2) have the individual read the questions and interviewer record response.
- I need to sit while I take the survey
Action: Have the person find a comfortable place to sit and take the survey.
- I am hard of hearing
Action: If individual cannot find or does not have hearing assistive devices, speak clearly and loudly through steps 1-6. Ask "Do you understand?" after each step.
- I have vision problems
Action: If individual cannot find or does not have vision assistive devices, have interviewers read each question & record response
- Other: _____
Action: Call Page at 352-516-7029 for further instructions. For emergencies, dial 911.

(Check one:)

- NO SPECIAL NEEDS EXISTED
- SPECIAL NEEDS EXISTED; ABLE TO CONTINUE SURVEY
- SPECIAL NEEDS EXISTED; UNABLE TO COMPLETE SURVEY
Explain: _____

Survey Team & Survey Number: _____

Unable to Continue Survey Form (Check one:)

- NO ONE HOME- APPEARS OCCUPIED
- NO ONE HOME- APPEARS ABANDONED
- DECLINED SURVEY- UNABLE TO DETERMINE FURTHER ELIGIBLE MEMBERS
- DECLINED SURVEY- ALL ELIGIBLE MEMBERS
- SURVEY ENDED BEFORE COMPLETION- INTERVIEWEE ENDED
- SURVEY ENDED BEFORE COMPLETION- INTERVIEWER ENDED
Explain: _____

OTHER: _____

Survey Team & Survey Number: _____

Qualifying Questions Form


1. "Number one: Are you a resident of Southside Umatilla?"

Yes- (proceed to next qualifying question)


No-  "I'm sorry, but we are only surveying residents of this community today. Thank you for your time. Is there another person in the household that would like to participate? "

2. "Number two: Are you over 18 years old?"

Yes- (proceed to next qualifying question)

No-  "I'm sorry, but we are only surveying residents over 18 years old today. Thank you for your time. Is there another person in the household that would like to participate? "

3. "Number three: Have you already responded to this survey?"

Yes-  "I'm sorry, but we cannot have the same person respond to the survey more than once. Thank you for your time. Is there another person in the household that would like to participate? "

No- "Thank you. Your responses show that you are eligible to take the survey." (go to step 4)