

## **The Caregiver Survey**

Gathering information from caregivers is an important early step in a worker owned home care cooperative. The survey offered here was first developed and used during the development process for Cooperative Care, based in Wautoma, Wisconsin and then modified for use with caregivers during the development of the Circle of Care Cooperative in Appleton, Wisconsin. With an eye on gathering data from potentially more than 200 caregivers, the data entry part of the process appeared daunting. So we made it easy! And it worked beautifully.

The data entry spreadsheet offers an easy way to transform your paper survey responses into data. The top part of the spreadsheet contains the questions on the survey along with the possible answers listed for each question. The answers are listed up front because this is the data set used for drop down menus later on when the data entry is being done. The actual data entry for the surveys that are being compiled starts on row 26. You will notice a small arrow box for each cell, beginning on row 26. Click on that box. From there, the list of possible answers presented on the survey comes up. All you need to do is click on the response that corresponds to the survey response and move on to the next question. Its that easy! You don't have to type in each response. Simply choose the appropriate response from the drop down menu offered for each question.

If you modify the survey to meet your specific needs, you will of course need to modify the drop down menus. It is not difficult to do. To change the existing choices presented, just change the appropriate choice within the range at the beginning of the spreadsheet. When you do this, you change the options presented in the drop down menus. If you need more options within the drop down menus, Microsoft Help for drop down menus is the way to get the assistance you may need with that.

When you have completed the data entry for the surveys, you can then do some sorting with your data. Remember to save your data entry as you work and when you are done. As you begin refining your data set, I suggest that you save the file with a different name so you don't risk writing over your completed data entry file. From here you can determine some statistics for each question and create graphs to show your survey results to share back with the caregivers.