

Southern Arizona Disability Coalition

Community Needs Assessment Internal Agency Survey Protocol

Arrangements for Distributing and Collecting the Internal Agency Survey:

- Survey is a 23 question written survey.
- Survey will be distributed and completed at Center Against Sexual Assault all-staff meeting on December 18, 2003.
- Number of surveys distributed: 30
- Goal for number of surveys returned: 25-30
- Time frame (according to time-task plan)
 - Data collection: December 18, 2003
 - Data analysis: December 2003 - January 2004
 - Integrate findings into Gaps and Accessibility Matrix: February 2004
- All respondents will be active employees, volunteers, or interns at the Southern Arizona Center Against Sexual Assault.
- Staff members who decline to participate will not be penalized in any way.

Analyzing Survey Data

- No actual names or identifiers will be entered into survey database
- Survey data will be manually entered into SPSS database for statistical analysis
- Qualitative analysis will, as far as possible, concentrate on common themes emerging from responses to the open-ended survey questions.
- Direct quotes from participants and/or case scenarios may be used for illustrative purposes, but no actual names or respondent identifiers will be included.

Maintaining Confidentiality and Protecting Respondents

- Procedures designed to ensure the privacy, dignity, and respect of all respondents will include the following:
 - All identifying information will be kept separate and secure to ensure the privacy and security of respondents.
 - Southern Arizona Center Against Sexual Assault staff involved in processing returned surveys and survey data will sign a confidentiality pledge.
 - Returned surveys will be kept on paper only. They will be stored in secured containers (such as locked desk drawers or file cabinets).
 - Only key project staff who have signed confidentiality pledges will have access to returned surveys.
 - Neither the written summaries of qualitative data nor the project reports will include the names or identifying information of any of the respondents.