

POMP 5 FAMILY CAREGIVER SUPPORT PROGRAM ASSESSMENT SURVEY DATA COLLECTION OVERVIEW

June 9, 2004

- An analysis of caregiver services at the AAA level is proposed.
- Only clients currently receiving caregiver services, who were receiving caregiver services **before December 1, 2003** (i.e., at least a minimum of 6 months) will be surveyed.
- A **master caregiver list** should be generated:
 - This list should only include **Caregivers** who are enrolled in services provided under the National Family Caregiver Support Program.
 - Only caregivers of senior citizens should be included in the master caregiver list.
 - Caregivers must be at least 18 years of age.
- Use the Sample Size Calculator to determine the appropriate sample size for your community. Each agency should plan to collect 150 completed questionnaires if possible. To obtain 150 completed interviews, a sample of 300 persons or more will probably be needed.
- **ATTEMPT TO CONTACT EVERYONE ON THE SAMPLE LIST.** It is assumed that you will not be able to reach all of these clients or that some of the clients will refuse to participate. Enter this information on the sample list in the result code column.
- While questionnaires will most often be administered by telephone, questionnaires may also be administered by mail.
 - **Note that there is a separate questionnaire for mail surveys.**
- When administering the survey by telephone, for persons who are difficult to reach, at least five (5) attempts to contact the person should be made, at different times of the day and different days of the week, before excluding them from further calls.
- The questionnaire will be administered to the random sample of caregivers in June, July, and August 2004, or until everyone in the sample has been contacted.
- The amount of time to administer the Caregiver Support and Satisfaction Survey is approximately 25 minutes. Some people will want to talk more, and others will talk less.
- **MAKE SURE THAT ALL INTERVIEWERS ARE FULLY TRAINED IN ADMINISTERING THIS SURVEY.** Do not allow interviewers to conduct actual interviews until they are fully conversant with all aspects of this instrument.