



To get started, reflect on your program and its overall goals. Having this framework will help you determine what substantial completion might look like and which version of the survey you will administer to the people receiving services at your organization. Use the below space to organize your ideas:

Program Objectives Goal of the program.	Program Activities Services provided to advance goal.	Program Outcomes The results of receiving services.

- 1** Use the below space to define or jot down ideas or examples of what ***substantial completion*** might look like for your agency or program(s). This will help you determine at which point during service provision to administer iMPRoVE.

Considerations:	
<p>How much time do victim/survivors spend in your program?</p> <p>What are important service milestones in your program? (ex; # of counseling sessions)</p> <p>How much assistance does a typical victim/survivor need to achieve program outcomes?</p>	

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Use the below space to define or jot down ideas or examples of when you would administer the **Quality Only Survey** to persons receiving services at your organization.

Considerations:	
<p>Persons who receive services that entail limited engagement with providers (*note: this might be all people receiving services depending on your program goals)</p> <p>Persons who prematurely disengage, never fully engage or follow through with program services</p>	

Considerations:	Data Collection Plan
<p>Who will <i>complete</i> iMPRoVE?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who meets substantial completion of service requirements at your agency or program? <input type="checkbox"/> Will proxy surveys, be needed due to the age of persons completing iMPRoVE? Or will surveys be self-completed? 	
<p>Who will <i>administer</i> iMPRoVE?</p> <ul style="list-style-type: none"> <input type="checkbox"/> What staff will be responsible for offering the tool to victims or survivors? <input type="checkbox"/> How will you identify what staff will play what role? 	
<p>How will you administer iMPRoVE?</p> <ul style="list-style-type: none"> <input type="checkbox"/> What format will you use? <input type="checkbox"/> What location will be used? <input type="checkbox"/> What materials will be needed? (e.g., tablets, computers, phones, etc.) <input type="checkbox"/> How will you communicate information about iMPRoVE to the victim/survivor? 	
<p>What <i>strategies</i> will you use?</p> <ul style="list-style-type: none"> <input type="checkbox"/> shortening links <input type="checkbox"/> use software to text link <input type="checkbox"/> create flyers <input type="checkbox"/> utilize QR codes <input type="checkbox"/> including it as part of a session 	

- 4 Use this flow chart to help you decide whether to offer the Full Survey or the Quality Only survey to a person receiving services through your program.

