

Opportunity Passport™ Participant Survey: **Participant Guidelines**

What is the purpose of this survey?

The purpose of this survey is to learn more about participants, like you, who are using the Opportunity Passport™. The information will be used to see if the Opportunity Passport™ has made a difference to participants in the areas of permanence, education, employment, financial capability, housing, physical and mental health, youth engagement, and social capital. These results will help your community decide how to create opportunities for young people leaving foster care.

When do I take a survey?

- **First survey.** You will complete a first survey when you enroll.
- **Follow-up surveys.** After the first survey, you will take regular follow-up surveys two times a year – once during the month of April and once during the month of October. This will help show changes that the Opportunity Passport™ has made in the lives of Opportunity Passport™ participants over time.
- If you take your first survey between the months of January to June, you should take your second survey in October. If you take your first survey between the months of July to December, you should take your second survey in April.

Do I get paid for taking the survey?

Yes. Each time you complete the survey you will be paid a stipend. Most sites give participants \$40 when they take a survey.

How do I take a survey?

- **Where do I take it?**

You complete the survey online. Start the survey in a place where your internet connection won't be interrupted. If you're taking the survey and move from wifi to a network connection or into an area without service, your responses might not be stored.

- **What do I need to take the survey?**

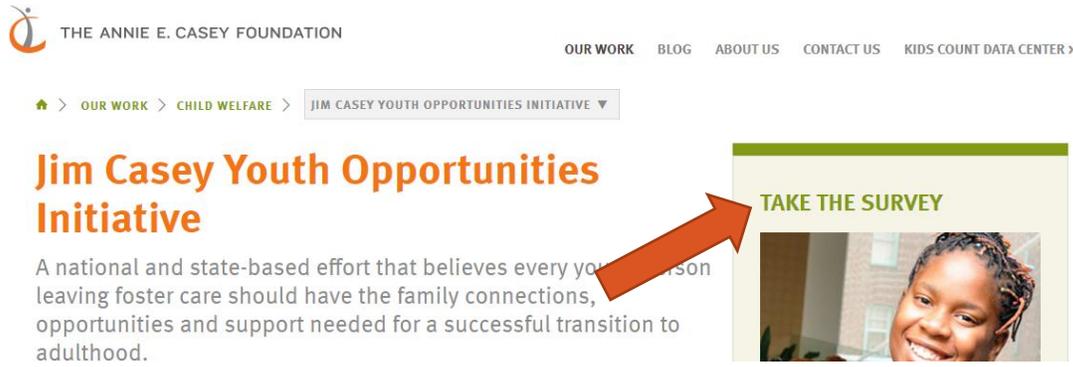
You will need a computer, phone, or tablet that will allow you to get on the Internet. You will also need a user ID number. When you enroll in the Opportunity Passport™, you will receive a user ID number. If you have not received a user ID number, please contact the person helping you with the Opportunity™ Passport. Using this ID number instead of your name helps to keep your information private.



- **How do I get to the survey website?**

Once you have your user ID number, you can get to the survey by going to:

www.jimcaseyyouth.org. Click on the green link that says “Take the Survey,” on the right side of the page. You can also go to <https://youthopps.jimcaseyyouthopps.org/>.



- **How do I create a password?**

When you get to the survey website you will see a screen that asks you to enter your username. The first time you take the survey, enter your user ID number and click on the “Login” button. Next, the screen will ask you to enter your email address and create a password. Each time you take a follow-up survey, you will be asked to confirm your current email address.

Your password must be ten characters in length and can be letters, numbers, or both. Please choose something that is easy for you to remember (you will need to use it every time you take a survey). You will be asked to re-enter your password to confirm and store your password. Please write down your password and keep it in a safe place.

If you do not have an email address, please ask the staff person helping you with the Opportunity Passport™ to help you create your own free email account. You need to enter an email address so that your password can be sent to you if you forget it.

- **How do I start taking the survey?**

Once you have created your password, click on the “Submit” button, and you will be taken to the Main Menu page. Here you will see a welcome message. Below that message is a button that says “Fill Out New Survey.” Click on the button to begin taking the survey. You need to take your follow-up survey in April or October – you cannot start earlier than April 1st or October 1st.

- **When do I need to finish the survey?**

If you need to take a break, you can complete it in sections (each page is a section).

Please note that follow-up surveys must be taken by the end of the survey months. Your April survey must be taken by April 30 and your October survey must be taken by October 31. Your survey will be deleted if it isn't completed by midnight on the last day of the survey month.

If you log out before finishing the survey, you will be reminded that you have not yet answered all of the questions. When you come back to finish your survey, you will see a button that says "Continue Uncompleted Survey." Click on that button to continue your survey. This will bring you back to the last page you were working on when you logged out.

- **How do I make sure that my survey is submitted?**

When you have finished your survey, be sure to click on the final button to submit your survey, found on the "Other" page that asks you to submit a comment. When you do this, your survey is submitted and you will not be able to make any further changes. Once you click on this button you will see a message that tells you when you are due to take your next survey. If you do not see this message, then you did not submit your survey.

- **How long does it take to finish the survey?**

You may take as much time as you need to complete the survey, but it will probably take you between 20-30 minutes to finish it.



- **What should I do if I forget my user ID number or my password?**

If you forget your user ID number, please contact the staff person who is helping you with the Opportunity Passport™. If you forget your password, enter your user ID number and click on "Forgot Your Password?", located on the log-in screen. A new screen will appear. Enter your ID number and click the "Email me my password" button. Your password will automatically be emailed to you. If you do not use that email address anymore, ask the staff person to reset your password.



- **What should I do if I can't get on the Internet?**

All surveys need to be taken on the Internet. If you can't get to a computer, please speak to the staff person who is helping you with the Opportunity Passport™. That person will help you find a computer or device that you can use to take the survey.

- **What should I do if my computer crashes or I get disconnected from the internet in the middle of my survey?**

If your browser crashes or you lose your connection to the internet, close the survey and login again. This will ensure that the responses you enter will be saved.

- **Will I be able to see answers to my surveys?**

Yes, you will be able to see your answers to surveys that you have taken. Once you finish and submit a survey, you will not be able to make any changes to these answers.

- **How do I see my answers?**

Whenever you log into the survey system, you will see a list of all surveys you have taken at the bottom of the Main Menu page. To read or print any one of these surveys, just click on the survey number.

- **Will I be able to change my answers?**

While you are taking a survey, you may change your answers. Once you finish and submit a survey, you will not be able to make any changes to these answers.

- **What happens to my survey information?**

Every effort will be made to protect the privacy of your answers. Your information will be used to see if the Opportunity Passport™ has made a difference in the lives of participants and to help create opportunities for other young people leaving foster care.



- **Puedo completar la encuesta en español? / Can I take the survey in Spanish?**

Si, la encuesta está disponible en español. Para completar la encuesta en español, abre la página en inglés y haz clic en donde dice “haz clic aquí para completar la encuesta en español.” También puedes cambiar el idioma cuando empiezas la encuesta en inglés, si haces clic en la opción de cambiar de idioma en la parte superior de la página. Puedes completar la encuesta en español usando el mismo User ID y clave, aunque lo has hecho en inglés en el pasado. La encuesta en español contiene las mismas preguntas y mantiene el mismo formato que la encuesta en español.

Yes, the survey is available in Spanish. To access the Spanish survey, go to the (English) log-in page, then click on the link “Click here to complete the survey in Spanish/Haz clic aquí para completar la encuesta en Español.” This link will take you to the Spanish log-in screen, where you can log in to take the Spanish survey. You can also change languages while taking the survey in English, if you click the option from the top of the page. You may take the Spanish survey even if you have taken the English survey in the past, using the same user ID and password. The Spanish survey has exactly the same questions and format as the English survey.

- **What should I do if I have any questions about the survey?**

Below many survey questions, there is text defining key words or concepts. If you have any other questions about the survey, please ask the staff person who is helping you with the Opportunity Passport™.