

## **Instructions For The Parent Survey Summary of Findings (CD 4003)**

Complete a Parent Survey Summary of Findings (CD 4003) form, one for each contract type, and/or Cal-SAFE child care program. Contractors serving children in a family child care home education network should complete a Parent Survey Summary of Findings for the network. The CD 4003 information is used to complete the Program Self-Evaluation Annual Report.

### **Top Section of Form CD 4003**

- Complete the Contractor Name. Identify the Contract Type, Education Network, and/or Cal-SAFE, and Age Group. The contract type may be California State Preschool Program (CSPP), California Center-based (CCTR), California Migrant (CMIG), or California Severely Handicapped (CHAN).
- Record the Planning Date. This is the date the first three sections of the form are completed. Identify the Lead Planner's Name and Position. This is the person completing the Parent Survey Summary of Findings (CD 4003).
- Record the Follow-up Date(s). These dates indicate when the action steps have been reviewed. The Follow-up Date will also indicate when reflections are recorded (see Follow-up and Reflection below).

### **Key Findings from Parent Surveys**

- Tally and review the results of the Parent Surveys. A sample tally sheet form is available on the Desired Results Web site at [http://www.wested.org/desiredresults/training/form\\_ps.htm](http://www.wested.org/desiredresults/training/form_ps.htm) (Outside Source).
- Identify the trends (key findings) based on the survey results.

### **Action Steps**

- For the key finding(s) identified as most needing improvement, develop and write attainable action steps to support the program in progressing from "Not Satisfied" to "Satisfied" or "Very Satisfied" and from "No" to "Yes."
- Include modifications in communication, training, instructional materials, schedules, space, and supervision, as applicable.

### **Expected Completion Date and Persons Responsible**

- Enter the date when the action steps will be completed.
- Identify the key person(s) who will be responsible for each action step.

## **Follow-Up and Reflection**

- This column will be blank when the CD 4003 form is first completed.
- Periodically review the status of all the action steps, completion dates, and persons responsible.
- Record modifications or changes needed to complete the action steps, and expected completion dates.
- Reflect on the results and record progress or changes made to the key finding(s).

**Parent Survey Summary of Findings**

<b>Contractor Name</b>	<b>Contract Type, Education Network, and/or Cal-SAFE</b>
<b>Planning Date</b>	<b>Lead Planner's Name and Position</b>
<b>Follow-up Date(s)</b>	<b>Lead Planner's Name and Position</b>

This form can be expanded and is not limited to a single page.

Key Findings from Parent Surveys (Trends)	Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)

### Parent Survey Summary of Findings

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