FY 27 Community Survey
Planning Checklist

- ☐ Develop survey questions.
- ☐ Submit questions to IDHS-DBHR on or before August 30, 2026.
- ☐ Determine survey method- paper/ digital *(google forms/ Microsoft forms/ Qualtrics/ Survey Monkey etc.)*
- ☐ Document your community survey distribution plan.
- ☐ Share with your ROSC Council at a meeting to determine additional ways to distribute your survey AND set a goal for number of surveys to collect.
- ☐ Define your survey window *(what are the start and end dates, how long is your survey going to stay open?)*
- ☐ At the midway point of survey window, analyze received surveys and compare to community demographics. *(Where are the low response rates?)*
- ☐ Update the survey distribution plan based on midpoint results.
- ☐ Develop your data analysis plan. – *how will you compile the data (will you enter paper-based forms into Survey Monkey? Are there other considerations for a data analysis plan?)*

STATEWIDE ROSC