



Instructions for administering the CAPABLE Participant Experience Survey

1. The ***CAPABLE Participant Survey*** is provided to the CAPABLE participant on the final CAPABLE visit. Depending on the timing of visits, it is usually presented by the OT and sometimes the RN—whoever is the last one in the home. This person should have:
 - two blank copies of the survey
 - an STAMPED envelope addressed to the CAPABLE program administrator and marked “CAPABLE Participant Survey – CONFIDENTIAL”
 - a pen
2. The OT or RN gives the instructions verbally to the participant. Explain that this survey helps the CAPABLE program understand the person’s experience with CAPABLE and it will help improve the program.
 - (1) Ask the individual to think about their experiences in the CAPABLE program.
 - (2) Explain that their answers should include their experience with the whole program-- the OT, RN, and the handyworker visits—as they fill it out.
 - (3) Tell them that their responses are confidential and will not be viewed by the clinical staff—the survey goes to the program administrator
 - (4) While the person fills out the survey, you (OT or RN) can be in another area and complete final documentation

[NOTE: On occasion, the participant may ask the clinician to assist with the survey due to physical limitations or for those who cannot read well. This is acceptable. When this occurs, the clinician should have a blank form (extra with him/her). The clinician can read the question and indicate the response options. The person can follow along with his/her own form and check the box for their desired response.]

3. The participant places the completed survey in the envelope and seals it.
4. The envelope is given to the OT or RN and marked “**CAPABLE Participant Survey**” and returned to the CAPABLE program office to be tallied by the program administrator or administrative assistant.
5. A blank copy of the survey should be left with the participant for their records if the person wants it.
6. If the participant wants to fill the survey out later—that is fine. Give them the survey and the addressed/stamped envelope for their convenience to mail it. Ask them to do it within ONE week.

7. Thank them!