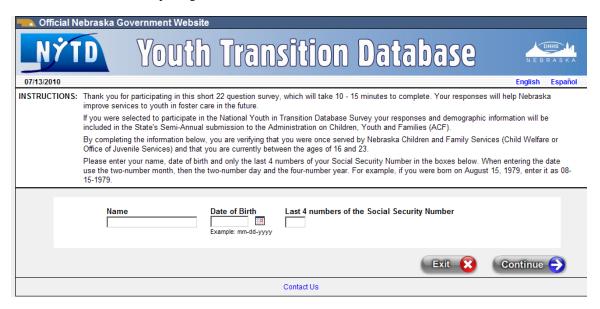
INSTRUCTIONS FOR COMPLETING WEB SURVEY

- 1. The first page is the authentication page as shown below.
 - The Name, Date of Birth and Last 4 of the Social Security Number must be completed
 - After completing the three fields click on the Continue Button



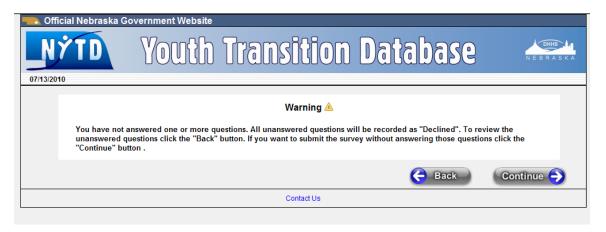
- 2. If your Date of Birth and last 4 of SSN match a person in the state's Child Welfare information system then the Survey page will open to complete the 22 questions
- 3. If there is no match or if more than one person has identical information then a message will appear directing you what to do.
- 4. The Contact Us link at the bottom of the authentication page and the survey page will open a page that provides you an email address or a number to call for assistance.
- 5. To view this authentication page and the survey page in Spanish you may select the word "Espanol" in the upper right border of the authentication page

COMPLETING THE SURVEY

- 1. The survey page is one page that includes all 22 Questions. (Scroll through the page to see any question not in view)
- 2. You must answer at least one question to be able to submit the survey
- **3.** To submit your answers click on the Submit button at the bottom of the page immediately after question 22 (See picture below)

	Note: This includes Food Stamps (Coupons or debit cards) and Women, Infants and Children (WIC) Programs.
22	Currently are you receiving any sort of housing assistance from the government, such as living in public housing or
22	receiving a housing voucher?
	C Yes
	C No
	© Declined
	Note: This includes housing provided by the government and housing vouchers to pay for part of the housing cost. This does not include payments from a Child Welfare Agency for room and board payments.
	Exit X Submit
	Contact Us

4. After selecting submit you will either get a confirmation thanking you for your participation or if you did not answer a question you will receive a warning that a question was not answered like below



- 5. You may either submit the survey without answering those questions or click on the Back Button to return to the Survey
- 6. When you return to the Survey all unanswered questions will have the Warning Triangle next to the numbered question. (See Picture Below)



7. To exit the survey page without submitting the survey click on the Exit button at the bottom of the Survey Page.

