



## **Behavioral Health Research & Evaluation**

### **Helpful Tips for Administering the Consumer Perception Survey**

- Print all forms directly from DBH internet/intranet website, no photocopies; it is okay to print the surveys **double-sided**.
- Please ensure that your printer has adequate toner – light survey forms or forms with streaks or unevenness cannot be processed.
- Please fill in the Client ID number on every page of the survey form. Surveys must be completed in black or blue ink only - **NO PENCIL**.
- Please ensure forms are correctly collated, that form types are not mixed, and that all pages of any given survey are from the same form.
- Do not cut the corners of the surveys; please leave staples in the upper left hand corner.
- Please ensure that there are no markings or “doodles” through any of the black boxes in the four corners of each page of the survey, or through the recognition box located on the right bottom corner of every survey page – If these boxes are altered in any way, the survey cannot be processed.
- Do not write client names on any of the pages
- QR codes – when sharing with consumers remember to include the website link (in small type from the flyers next to the big graphic code)