# Instructions and Template for Completing the Desired Results Parent Survey – Summary of Findings

California Department of Education

Early Education Division

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## Instructions for Completing the Following

Desired Results Parent Survey

<http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc>**.**

Complete the Desired Results Parent Survey for each center-based CSPP and/or Family Child Care Home Education Network (FCCHEN). The Desired Results Parent Survey Summary of Findings is used to complete the Program Self Evaluation (PSE) Annual Report.

### Required Contractor Information

* Contractor Legal Name
* CSPP Center-based and/or FCCHEN
* Planning Date – This is the date the first three sections of the form are completed
* Lead Planner Name and Position
* 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)

### Findings from Parent Surveys

* Tally and review the results of the Parent Surveys
* Identify the Key Findings based on the survey results

### Enter 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, support, resources, health and safety, and child development

### Expected Completion Date and Persons Responsible

* Enter the date when the Action Steps will be completed
* Enter “Ongoing” when the Action Step implementation will continue throughout the year
* Identify the key person(s) who will be responsible for each Action Step

### Follow-Up and Reflection

* This column will be blank when the Summary of Findings 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

**Contractor Legal Name:** [Enter Contractor Legal Name]

**Center-based and/or Family Child Care Home Education Network:** [Enter Center-based and/or Family Child Care Home Education Network]

**Planning Date:** [Enter Planning Date]

**Lead Planner Name and Position:** [Enter Lead Planner Name and Position]

**Follow-up Date(s):** [Enter Follow-up Date(s)]

**Follow-up Lead Planner Name and Position:** [Enter Follow-up Lead Planner Name and Position]

**Key Findings from Parent Survey:**

[Enter Key Findings from Parent Survey]

**Action Steps (Including communication, training, schedule, space, instructional materials, and supervision change[s])**

[Enter Action Steps]

**Expected Completion Date and/or Ongoing Implementation and Persons Responsible)**

[Enter Date and/or Ongoing Implementation and Persons Responsible]

**Follow-Up and Reflection (Changes made, date completed, time extended)**

[Enter Follow-up and Reflection]