**Adult Development & Aging Program Focus Team**

**Instructions for the Survey Form for Short-Term Outcomes**

**ADAPT**

This survey form was developed to be used immediately after a program has been delivered and may be completed in paper format with a pen or pencil. This form was developed to gather information about short-term outcomes (knowledge gain, with a question aimed at determining the intent to change behavior). The form is designed to be flexible and adaptable. There are many choices that you may make in terms of using this form. You may:

* Delete certain questions within the tables.
* Delete certain tables.
* Decide to use only the front side of the form.
* Use items previously developed to populate the table for Question #7 (see the Item “Bank”).
* Develop your own items to populate the table for Question #7.
* Develop additional questions.
* Create your own table.
* Create a different rating scale.
* Any other adaptation that you feel is necessary.
* This form was created with Microsoft Word 2010 and the corresponding table function. This decision rested on the assumption that most agents have a working knowledge of Microsoft Word. If this is not true for you, and you need help adapting the form, please contact the Department of Communications Help Desk. You may find that contact information at <http://www.ksre.ksu.edu/techweb/p.aspx?tabid=679>.

**REMEMBER**

* When handing out the form to participants, ask them to write down the date, county, instructor, and program title on the form.
* After the program is over and forms collected, decide upon a random Identification Number for each participant and write it on the top of the form.