



## CT BOS 2025 Participant Survey Instructions

### Background

In response to requests for access to the CT BOS Participant surveys in advance of the start of the 2025 renewal evaluation process, both the paper and survey monkey links are now available. Providers are not required to begin distribution at this time; however, for those who want more time to conduct the survey, you may do so using the instructions below. The deadline for participant surveys has not been set yet; we will send an e-mail out with 2025 Renewal Evaluation deadlines.

### Participant Satisfaction Surveys:

- Participants may complete surveys two ways:
  1. Either on paper [CT BOS Participant Survey - English](#) & [CT BOS Participant Survey - Spanish](#), or
  2. Electronically via Survey Monkey. Please ensure that participants do not fill out both.
- Versions of the English surveys are currently available in paper and electronic form. A Spanish survey is available in paper form and electronically via Survey Monkey by request.
- **If your agency participates in the DMHAS consumer survey process, we will be getting participant surveys directly from DMHAS. Please do not submit DMHAS surveys to BOS. If you receive DMHAS funding and intend to use BOS participant surveys instead of DMHAS surveys for CT BOS renewal evaluation purposes, please contact us to let us know that is your preference.**

### Paper Surveys:

**PLEASE NOTE:** *Submissions that do not follow the instructions below will not be considered and agencies will not get credit for the submission.*

- If you are distributing paper surveys, **PLEASE ADD YOUR GRANT NUMBERS** on each CT BOS survey prior to distributing them to consumers.
- There are two different ways to submit paper surveys:

METHOD 1: Scan surveys into a separate file for each of your projects and submit surveys for each project via Zengine, the CT BOS grant management database, indicating the document type as “RE – Consumer Surveys.” See: [Zengine Document Submission Instructions](#). **DO NOT** send surveys for a single project in multiple batches.

METHOD 2: Staff at your agency can enter the survey responses directly into Survey Monkey, using the **grant number and corresponding program-specific link** (see links below).

### Electronic Surveys:

- Program participants can complete the participant surveys on the web by using the link that was e-mailed out from CT BOS on 5/29/24.
- Please share **ONLY** the link that corresponds to your agency and specific project with participants at each program. This link will take people to the survey for your project and will have information such as project name and grant number already filled in. **To ensure your project receives credit for all surveys completed on-line, it is critical that you share the correct link.**

As always, please do not hesitate to reach out with any questions: [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)