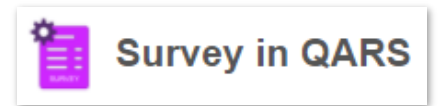# Setting up the organisational trauma-informed care self-assessment in QARS

Access the QARS survey module

- Log on to QARS. Go to the QARS survey module. Make sure you are not in the QARS audit module.
- A comprehensive QARS manual can be accessed in the **help section** of the QARS survey module.
- QARS leads and local health district coordinators will be able to support local set up of the survey.
- If you cannot find the survey, please contact your Clinical Governance Unit (CGU) or the ACI Mental Health Network.
- The survey can be shared:
  - using NSW Health emails for NSW Health staff, or
  - using a passcode and/or QR code for respondents outside NSW Health.

Copy the survey

1. Select 'Survey Questionnaire'. Then select 'Search existing'.
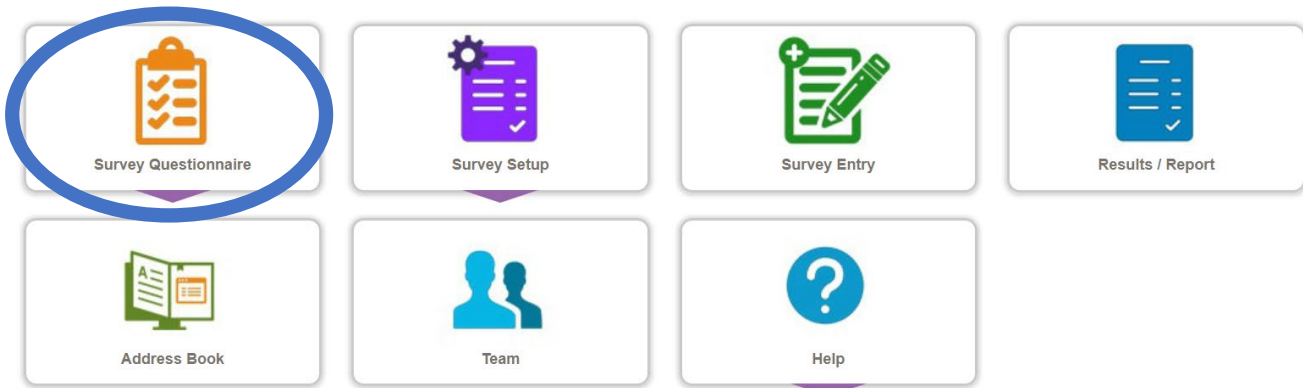
You will see a list of surveys you have created, or which have been shared with you.

Look for the surveys: Trauma-Informed care (TIC) Organisational Self-Assessment – Individual 1.0, and Trauma-Informed care (TIC) Organisational Self-Assessment – Service 1.0

| Action/s	ID	Questionnaire Name	No. of Questions	Created By	Delete
	16613	Trauma-Informed Care (TIC) Organisational Self-Assessment - Service 1.0	18		✖
	16612	Trauma-Informed Care (TIC) Organisational Self-Assessment - Individual 1.0	17		✖

1. **Click on the 'modify and create new' icon (green pages with a pen) for the survey you want to copy.**

2. **Accept the QARS survey disclaimer for survey designers.**

3. **Give your survey a meaningful local name and click save.**

4. **You can then customise this version for local needs, e.g. add your local health district logo.**

5. **Repeat for the other survey if required.**

If you choose to modify or add questions, please contact your CGU or ACI Mental health Network.

Create the survey

1. **From the survey home screen, select 'Survey Setup', then 'Create New'.**
The Create Survey screen will open.
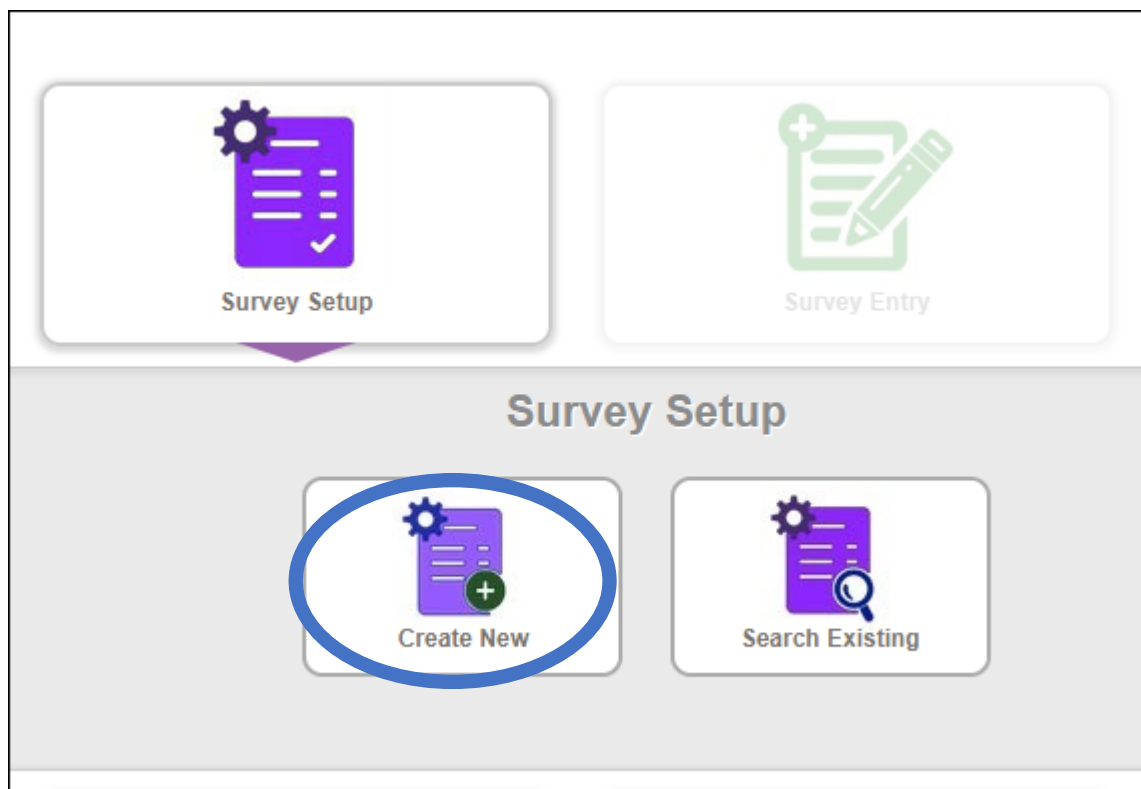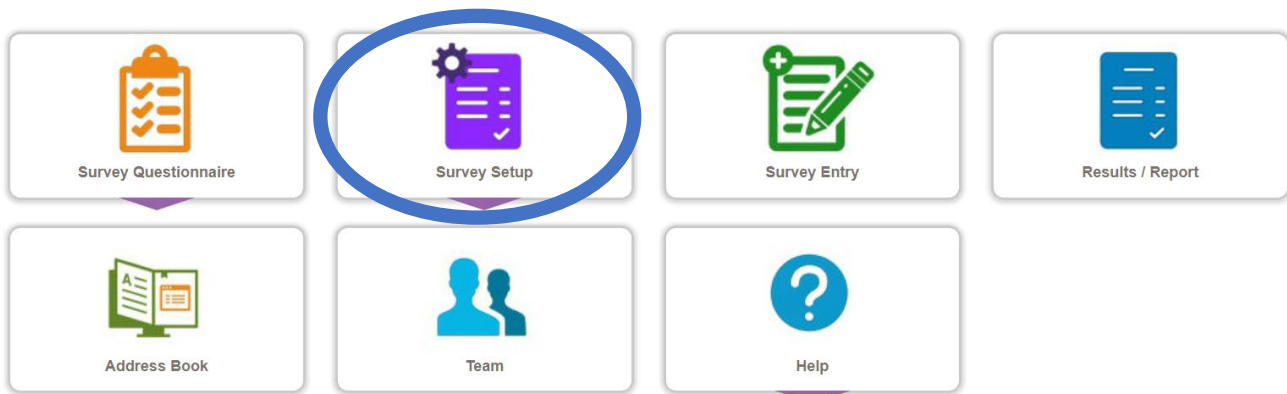
2.   **Enter the survey details**

   a. Questionnaire: remember to select your locally named survey questionnaire.

   b. Survey name: the survey name will default to your questionnaire name with a suffix of the month and year you are setting this up.

   c. Survey status: will default to Open.

   d. Start date and End date: enter the dates you wish this survey to open and close. These dates are not mandatory. However, if entered, QARS will block survey entry before and after this period.

   e. Multiple responses: if checked, this will allow the survey to be completed more than once from the same email address.

   f. Anonymous response: if checked, the respondent's email and IP address will not be collected.

3.   **Click 'Create'. The Edit Survey window will open.**

Create and send the invitation

By default, the Email Invitation tab will be active.

1. **Click 'Create Invitation'. The New Invitation window will appear.**
   The Step 1 – Draft Email tab will be active.

2. **The email subject line will default to 'Complete our survey –'.** There will be default text in email body. Edit this text with your own customised message.
3. **Click 'To' to open the Search User window.**
4. **You may find it easier to search for your recipients using Option 3: Stafflink/Windows Users.**
   Enter the recipient's first name and last name and click 'Search'.

5. **Check the search results. If it is the correct person**

6. **Click the plus sign in the Add column to add them to your email list.**

7. **A pop-up message will indicate the recipient has been added. Click 'Ok'.**

8. **Repeat the search and add for each of your recipients.**

9. **Click 'Close'.**

10. **Click 'Next' to go to the Step 2 – Preview Email window.**

11. **Once you are happy with the preview, click 'Send Invitation'.**

Review responses in QARS

1. **From the survey home screen, select 'Results / Report'. The Survey Report screen will open.**
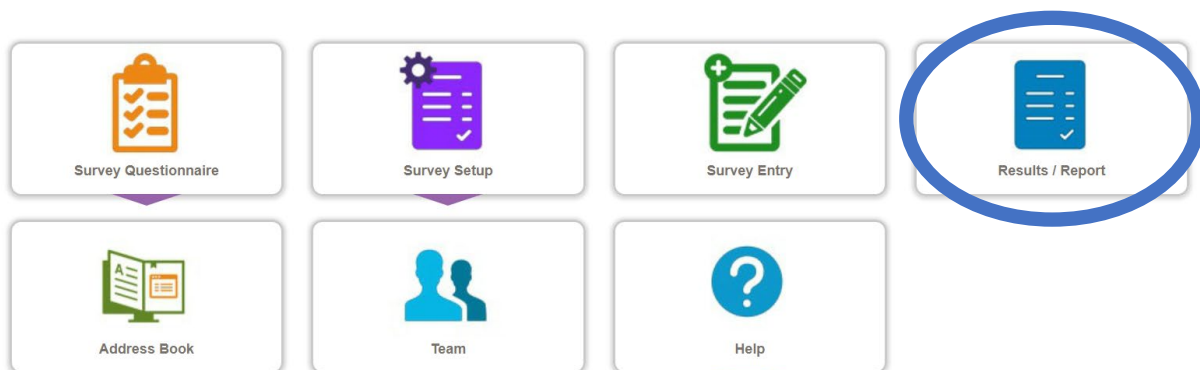
2. **Select 'Search Existing'. The Survey List screen will open.**

3. **Click the 'Show Report' icon for your survey. The Survey Report will open.**

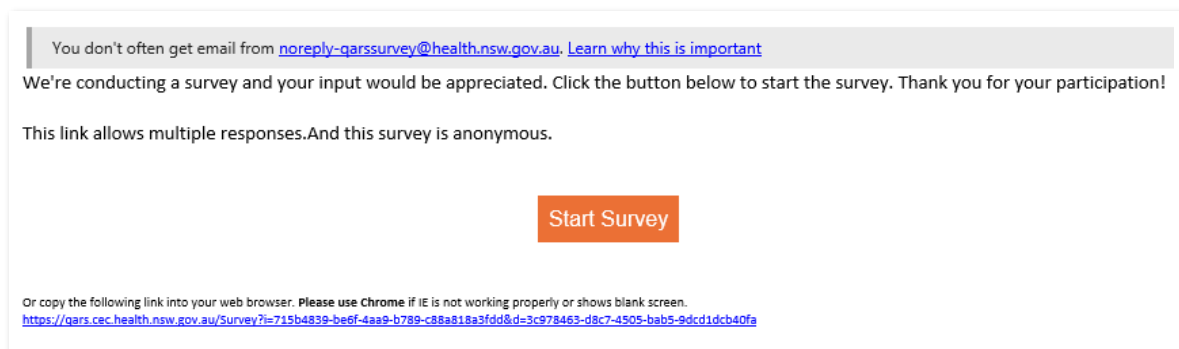The Summary Report tab provides charted and tabulated data of the survey responses.
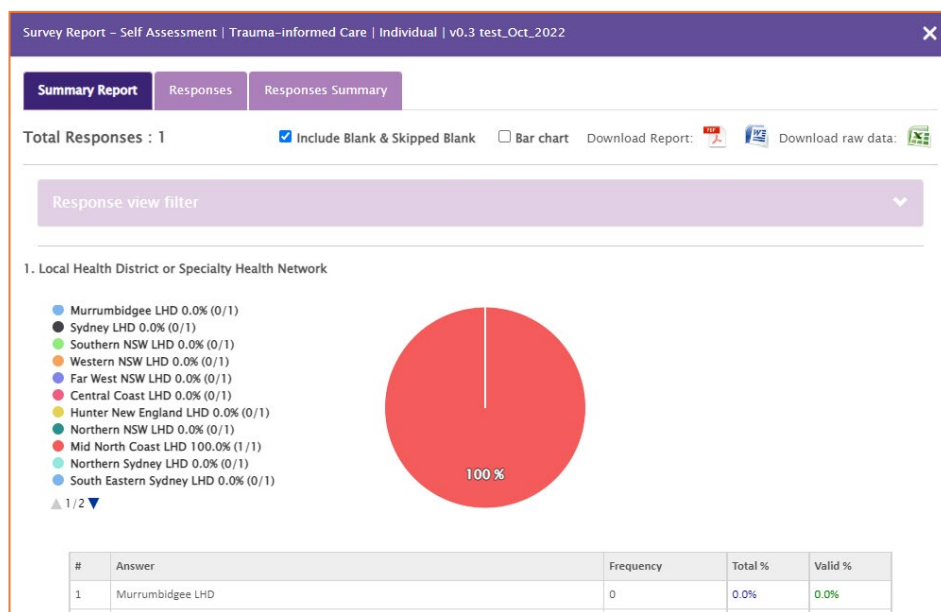
The report can be viewed on screen and can also be downloaded as a pdf or a Word document.

Raw data can be downloaded in excel format for analysis.

Notes for respondents

Invitation email

Your invitation email will provide useful instructions along with the 'Start Survey' button.

Participants should click the button to start the survey. The survey will open in a browser window.

Does the survey have a save function?

No, but you can leave the survey browser open while you do other things and come back to your survey.

Please follow the usual privacy procedures and lock your computer when you leave it. **Do not** close the browser with the open survey.

This approach will not work on kiosk-style computers, such as computer-on-wheels.