



Last updated on: 10/22/2021

## **Instructions for AgeOptions UCLA Loneliness + Demographics Online Survey**

AgeOptions needs to collect individualized UCLA Loneliness Score data and demographics each new grant year. Additionally, we must follow-up with 3 month and 6 month assessments.

### **Online Survey (or Paper Surveys)**

We are asking our partners to help collect this data. Because we are in a world where programs are offered virtually, in-person or a hybrid (a mix of both virtual and in-person). AgeOptions has created an online survey that you can share with your participants to gather this data. As a partner, you do have some choices in how you collect this data. You may:

- Share the appropriate online survey link with your participants to complete on their own.
- Collect paper copies of this survey that you will then enter into the online form to share with AgeOptions.
- Or a combination of sharing the online link with some participants and collecting paper copies from others.

### **Parts of this Survey**

Our survey has five brief sections and 13 questions:

1. Intro (1 question)
2. Survey ID (3 questions)
3. Selecting host site (1 question)
4. UCLA loneliness scale (3 questions)
5. Demographics (5 questions)

### **How Often to Give This Survey**

Ask participants to complete this survey once a quarter beginning in **October or November**.

AgeOptions does not care when you give the survey as long as you are doing it once a quarter and roughly in **3 month intervals**. We suggest avoiding the last month of each quarter (e.g., December, March, June or September). We will send reminders in late October, late January, late April and late July.

**For example, if you give your first survey in early November, follow up in February (3 months) and again in May (6 months). If someone new joins in December or January, you can give them their first survey in February and start the cycle from there.**

### **Unique ID – Three Questions**

Because we need to follow-up with participants at the 3 month and 6 month mark, we need to connect their initial responses to this survey with each follow-up survey. To do this anonymously, each participant needs to have a unique identification number ("Unique ID").



AgeOptions asks three questions for which an individual person's answers should not change and should be easy to remember when we come back in 3 and 6 months. The answers also create a code or unique ID on the back-end of this survey that AgeOptions can use to track participants on the back end and connect individual responses over time. The unique ID generated by these three questions also does not identify the person to AgeOptions and does not require our partners to maintain records of these IDs.

For this survey, the 3 questions are:

1. What are the first TWO letters of your FIRST name?
2. What are the first TWO letters of your LAST name?
3. What is your birth year?

One more question:

On the next page, we ask: Select your Library host. This also helps build the unique ID.

As you can see, most people can easily remember their own answers to these questions.

*Here is example of how this would work:*

Dorothy Zbornak was born on January 8, 1929, and she attends library programming held by the Blue Island Public Library. Therefore, her answers to the above questions would be:

1. What are the first TWO letters of your FIRST name? **DO (for Dorothy)**
2. What are the first TWO letters of your LAST name? **ZB (for Zbornak)**
3. What is your birth year? **1929**
4. From the following list, select a library. **Blue Island Public Library – 03 (Selected from a list of options, each library has a number that we'll put at the beginning of the ID)**

Dorothy sees only these questions, but on the backend, AgeOptions would create a unique ID that is **03DOZB1929**

NOTE: Our intent is to ensure that our partners do not need to keep records of unique IDs. However, if you want to collect and save the answers to these three questions for each participant, that's something you may choose to do, but it is not required.

**Link to UCLA Loneliness Survey for the Library Program:**

You can share the following link with your participants:

<https://forms.office.com/r/nJnas8xya1>

**Sample Email**

Dear participant,

Thank you for joining the program hosted by our library. This program is funded by AgeOptions and the Illinois Department on Aging. To help us better understand who this program serves and our impact in the community, we ask that you take 5-6 minutes to complete this survey from AgeOptions:

<https://forms.office.com/r/nJnas8xya1>



The survey is anonymous. We will ask you to complete it initially and again in 3 months and again in 6 months. Your answers to the first few questions help us keep the survey anonymous while also connecting your responses over the next few months.

A key part of this survey are three questions about social isolation. The programming offered through our library is meant to reduce feelings of isolation. Talk to us if you have questions about social isolation.

Please complete this survey today.

Sincerely,

**Script (Partners should adapt to fit their individual libraries/programming):**

“Thank you for joining the [TITLE OF PROGRAM HERE] program hosted by our library. This program is made possible with funding from AgeOptions and the Illinois Department on Aging. To help us understand who this program serves and our impact in the community, we ask that you take 5-6 minutes to complete this survey from AgeOptions. The survey is anonymous. We are asking that you complete this survey today, we will then follow-up with this same survey and ask you to complete it again in three months and again in six months. To keep this survey anonymous AgeOptions asks three questions designed to keep anonymity and help connect your responses over the next few months.

The programming offered through our library is meant to reduce feelings of social isolation. A key part of this survey are the three questions about social isolation and your experiences. Please talk to us if you have any questions. Thanks again for your participation and for completing this survey.”