

## 10 Tips For Assisting Clients And Staff In Completing The Questionnaire

1. Understand why clients are being asked to share what impacts their health.
2. Know how to quickly access the online questionnaire ([publichealth.wincoil.gov/ShareSubmitShape](http://publichealth.wincoil.gov/ShareSubmitShape)).
3. Know that the questionnaire takes about 10 minutes to complete.
4. Take the questionnaire yourself to understand the questions that are asked.
5. Know that the questionnaire can be completed on mobile devices like phones and tablets.
6. Use the partner toolkit to provide visuals to clients to promote the questionnaire.
7. Dedicate a computer in your facility that clients can use to complete the questionnaire.
8. Communicate to clients that individual results from the survey are confidential.
9. Ask your staff to help clients complete the questionnaires at their next visit.
10. Host WCHD at your facility. WCHD staff will come onsite and complete questionnaires with clients.