



February 7, 2002

Dear Centretown Staff,

As you may know, CCHC is currently involved in a demonstration project: Mujer Sana, Commidad Sana/ Healthy Women, Healthy Communities. The project has an important component of participatory, community-based research, in which CCHC is being examined as a 'case study' to assess how the project's approach and activities are affecting identification and removal of barriers to service. As part of this, we are using a number of data collection strategies to get a 'snapshot' of CCHC clients and services now, and again towards the end of this project.

Can you take about 10 -15 minutes to complete the attached survey? Please note: numbers and percentages need only be approximate, based on your general recollection, or '*rough estimates*'; you do not need to go back and count any documents or records to answer these questions.

Please return the survey by **Thursday, February 14, 2002** in the attached envelope. You can return the survey in one of three ways:

- 1) seal the envelope and place it in Sara Torres' mail box at CCHC;
- 2) fax the survey directly to Gentium Consulting directly: 567-3287
- 3) mail it to Gentium Consulting's address on the envelope.

The questionnaire is anonymous. Your replies will remain confidential. Your name will not be associated with any specific information from the survey you have returned. Individual replies will not be provided to your employer or colleagues in any identifiable form. Demographic information about staff and program will be summarized across all questionnaire replies, and provided in whole numbers and/or percentages only. All returned surveys will be opened, read, and processed for analysis in a computerized data base, by research staff at Gentium Consulting. Only staff from Gentium will have access your surveys. Other project members will only have access to summary tables and compiled data.

If you have any questions, please call Gentium Consulting at 232-1823.

Thanks in advance for your collaboration!

Alma Estable and Mechthild Meyer

WRITTEN SURVEY- CCHC STAFF
About you and your work at CCHC

1. Your position:

Your program area:

2. Are you working for CCHC:

- full time
 part-time
 on a casual basis

3. Are you a:

- woman
 man

4. How long have you been working for CCHC

- less than one year
 2 - 5 years
 five years and longer

5. I was born in Canada:

- yes no

6. I belong to a visible minority group:

- yes no

7. I belong to an ethnocultural minority group

- yes no

8. My mother tongue is:

- English French both
 other (please specify):

About the people who you serve

9. Estimate (roughly) how many people you served in the past year (2001):

- individually _____
 • in groups _____

10. How many of the people you served in the past year (2001) were (please, provide a rough estimate):

- men _____
 • women _____
 • children (>16) _____

11. I provide services/programs in the following languages:

- English French
 Spanish
 Other: (specify)

I also *could* provide services in: _____

12. Please estimate, to the best of your knowledge, how many of the people you served in the past year (2001) did not have English or French as their mother tongue: _____%

13. What percentage of the people you served in the past year (2001) were newcomers (give a rough estimate):

none	>5%	25%	50%	75%	100%

14. Prior to April 2001, how much of a working relationship (or regular contacts) did you have with the Hispanic community in Ottawa?

a lot	some	none at all	

15. How many of the people you served in the past year (2001) were from a visible minority background (please provide a rough estimate): _____%

16. More specifically, in the past year, did you serve people from any of the following backgrounds (Census 2001 categories)? (check as many as apply√)

- | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|
| • White | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Chinese | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • South Asian (e.g., East Indian, Punjabi, Sri Lankan, etc.) | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Black | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Filipino | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Latin American | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • South East Asian (e.g. Cambodian, Indonesian, Laotian, Vietnamese, etc.) | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Arab | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • West Asian (e.g., Afghan, Iranian, etc.) | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Japanese | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Korean | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> don't know |
| • Other (specify): _____ | | | |

⑥ Please go back to the list above and circle the **three** groups which you served most frequently in the past year (2001).

About the Project: Healthy Women - Healthy Communities

17. How much knowledge do you feel you have currently about the Mujer Sana, Comunidad Sana - Healthy Women, Healthy Communities Project?
(please circle: 1= none at all; 3=some; and 5= a lot)

1
2
3
4
5
 none at all some a lot

18. More specifically, do you know any of the following:

- The partners involved are: _____
- The main project goal is: _____
- The target group(s) is/are: _____
- Funding was received from: _____
- CCHC role is: _____
- The research framework is: _____
- The project activities consist of: _____

The project is staffed by: _____

19. Other suggestions or comments in relation to this project:

Please remember to return the survey by **February 14th**, either by mail, fax (567-3287), or in the sealed envelope to the Mujer Sana mail box (as outlined in the cover letter). Thank you very much for your time and collaboration in this research project. *Questions? Call Mechthild 730-2199 or Alma 232-1823.*