

## Purpose

Biennially, District ETDM Coordinators complete a survey assessing the performance of participating agencies and the ETDM Process. ETDM Coordinators provide a qualitative assessment of ETDM benefits, customer service, quality of information, coordination and communication. They use the **Answer District ETDM Coordinator Survey** form to submit their responses.

## Next Steps

The submitted survey can be viewed at any time under the **Reports** menu in the left-side navigation bar. (Under **Performance Management**, select **Surveys**, and then click **District ETDM Coordinator Survey**.)

## ETDM Help Desk

(850)414-5334

help@fla-etat.org

## Instructions

Find the survey form in the left menu under **Tools > Performance Management > Surveys > Answer District ETDM Coordinator Survey**. Please ensure that your responses capture your District's experience with the ETDM Process in its entirety and not with a specific project.

## How to Fill Out the Survey

Respond to the survey questions by clicking the appropriate check boxes,  option buttons,  and by typing your comments in the text boxes. You can select multiple responses in the sections that contain check boxes. However, you can only select one response in the sections with option buttons.

For questions requesting you to select a rating, click the option button below the desired rating. If you click the **Fair** or **Poor** option button, please add clarification in the **Comments** text box.

Excellent	Very Good	Good	Fair	Poor	N/A
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
Type any additional comments here.					

## How to Save and Print the Survey Form

After you save the survey, the completed survey report opens and you will be able to print a copy for your records.

Please review your responses, and click the **Save Draft** button to save a draft version of the Survey, or **Finalize** to save a final version of the survey. After the survey has been saved, it will open in report form and you will be able to print a copy for your records.

Save a draft if you plan to make changes later

Save and send the final survey to EMO

Create a PDF of the blank survey form to print or save