

## Post-Assessment Instructions & Script



1. **Distribute the questionnaire after all the “Take 5” sessions have been completed.** Please **do not** distribute the questionnaire during or immediately after the session but another time within the month.
2. Encourage **all** patients who participated to complete the questionnaire. (Use the script below)
3. Remind patients that all responses are anonymous and confidential.
4. Inform patients that Heartland Kidney Network will be reviewing the questionnaires and compiling responses for the entire facility to help improve care at the clinic.
5. Have patients return the questionnaires in the manila envelope provided by Heartland Kidney Network with the “Take 5 To Tune In” logo.
6. If patients have questions about the “Take 5 to Tune In” project encourage them to contact Heartland Kidney Network.
7. Return all questionnaires to the Network by **October 1, 2017.**

*“I want to thank you for participating in the “Take 5 to Tune In” project the past few months. Can you please take a few minutes to answer some questions to help us improve your care at the clinic? There are a total of eight questions. Your answers are all anonymous and confidential. To make sure of this, we have an envelope **at the scale\*** for you to drop off your questionnaire before you leave today. It has the same “Take 5 to Tune In” logo on it as the questionnaire. The envelope will be sent to Heartland Kidney Network to be reviewed and the group results will be shared with us at the clinic. If you have questions you can talk with \_\_\_\_\_ or Heartland Kidney Network. I can give you the 800 number if you’d like or you can get it from the poster in the **waiting room\*.**” Thank you so much for filling this out for us.”*

*\*locations are just suggestions*