

## **NATIONAL INDIGENOUS ELDER JUSTICE INITIATIVE (NIEJI) PROGRAM: Conducting the Native Elder Maltreatment Survey: Step-by-Step Guide**

### **Step 1: Find a location to conduct the survey**

- Find a private and quiet space
- Accessible space for elders with limited mobility
- Suggestions for space include the elder's home, your office space, or senior center.
- Places to avoid include public and noisy space, non-confidential space where others can hear the elder or any non-accessible uncomfortable space.
- Materials to bring include: pencil, erasers, extra surveys so that an elder can follow along

### **Step 2: Develop a friendly connection with elder**

- Welcome the elder and make them comfortable
- Build rapport over small talk to put elder at ease
- Maintain a positive attitude throughout the visit
- Offer water, snack, tea or coffee
- Show the elder where the restrooms are located prior to beginning

### **Step 3: Explain the survey to the elder**

- Introduce yourself and your organization
- Explain the goals of finding out what elders in the community need
- Inform the elder that the survey was requested by their tribe/community leaders supported by the Native Indigenous Elder Justice Initiative Program
- Explain that they were randomly selected to participate
- Remind the elder that their name will not appear on any forms
- Encourage the elder to participate and provide honest input to meet the needs of the community
- Assure the elder that their participation is voluntary and confidential

### **Step 4: Verbal Consent**

- Verbal Consent is given when the elder agrees to be interviewed
- Read the "Verbal Consent Form"
- Fill in tribal agency and contact information before reading
- Local and national resources and the number will be provided upon completion

### **Step 5: Conduct the Survey**

- Explain that the survey can take 30-60 minutes, breaks are suggested
- Ask each question as written; rewording may change the meaning of the question
- Ask questions clearly and if needed read the questions again
- It is recommended that the interviewer fill in the answers, not the elder
- Give elder a blank survey to follow along
- If at any point the elder has questions, please take time to answer them and ask the question again.
- If the elder has not understood or answers "I don't know", you can ask the question again. Reassure that there are no wrong answers and to take their time answering.

**Step 6: Close the Interview**

- Review the survey to make sure all questions are asked and answers marked
- Make sure each question has one answer unless stated 'Marked all that apply' or elder has declined to answer
- Make sure each circle/oval is completely filled in and completely erase mistakes.
- Thank the elder for their participation
- Provide local and national numbers if needed

**Step 7: Place survey in manila envelopes and return to the contact person or tribal agency that provided them**

- Do not bend or fold the surveys
- Avoid food or drinks near surveys as stains will later delay survey processing
- The contact person or tribal agency can *mail* completed surveys to:

**NATIONAL INDIGENOUS ELDER JUSTICE INITIATIVE**

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