

# Standardized Aviation Safety Survey

Unit Level Survey Administration

Flight Safety Officer Training Course 2009



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# Standardized Aviation Safety Survey

## Program Background

- Standardized in 2007
  - Participation highly encouraged, not required
  - Attempt to enable comparisons of unit to fleet
  - Will take a few years to compile meaningful data
- First trial in Fall 2007
  - 100% participation
  - Positive feedback from units and COs



# Standardized Aviation Safety Survey

## Program Administration

- Survey via Perseus software
- FSO Job Aid on CG-1131 website
  - <http://www.uscg.mil/hq/cg1/cg113/cg1131/default.asp>
  - [http://www.uscg.mil/hq/cg1/cg113/cg1131/av\\_safety\\_survey.asp](http://www.uscg.mil/hq/cg1/cg113/cg1131/av_safety_survey.asp)



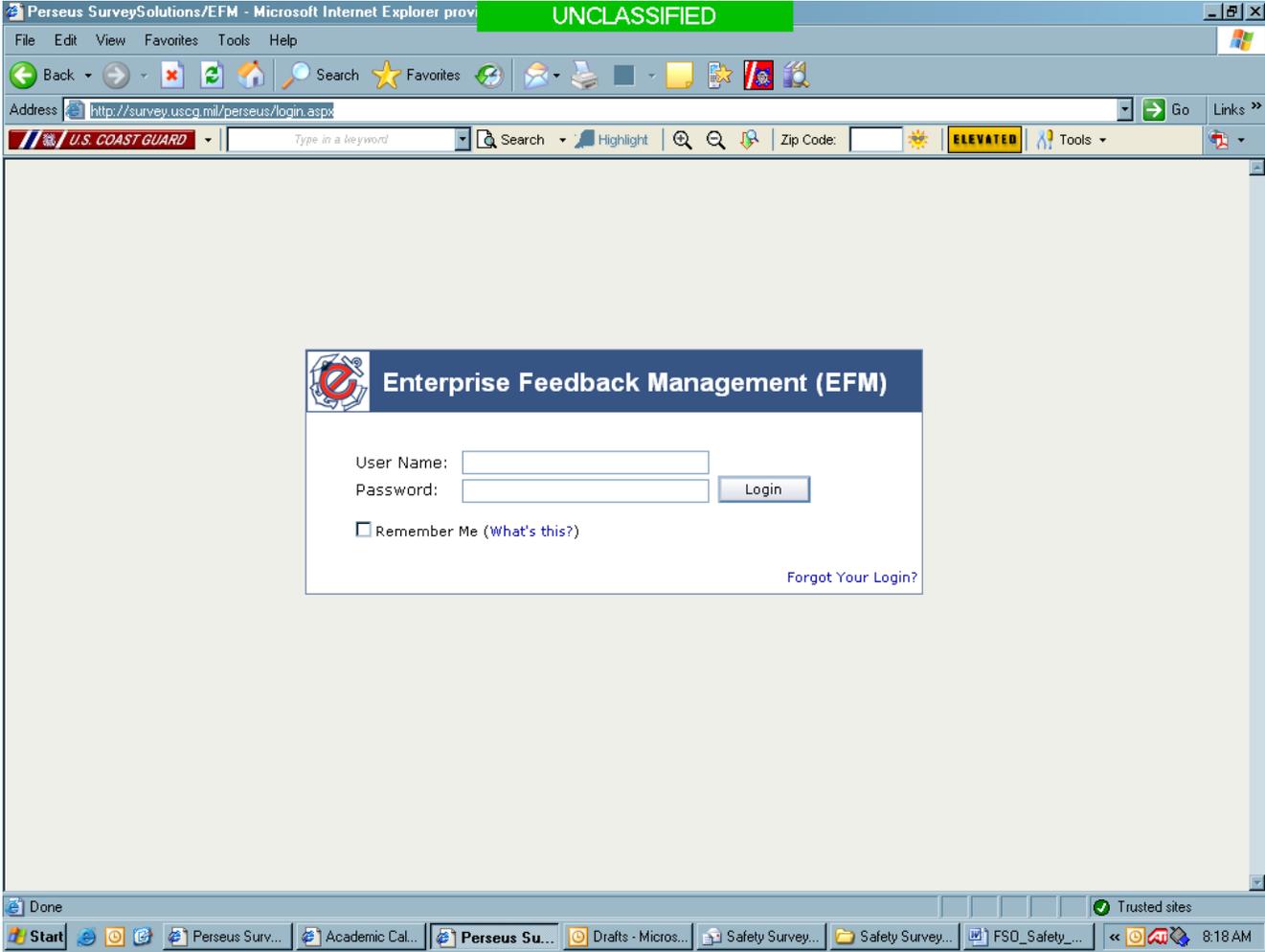
# Standardized Aviation Safety Survey

## Unit Account Management

- How unit FSO manages survey data
- Accessed via internet
  - <http://survey.uscg.mil/perseus/login.aspx>
  - Able to be done outside the CGDN+



# Standardized Aviation Safety Survey



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## Unit Account Management

- User name
  - Created by CG-wide program administrator
  - Can not be changed
  - Only one per unit
- Password
  - Set by the individual user & changeable
  - Ensure included in job relief



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## Unit Account Management

- “Forgot Your Login” link
  - Will send password to email attached to the CURRENT user name
- Email address attached to the account
  - Able to be & should be changed by each new FSO
  - Detailed in FSO Job Aid
  - Can also change password via same steps



# Standardized Aviation Safety Survey

## Home Screen Explained

- After you log on, you get to your main screen
  - Surveys are on the left
  - Link to survey is in top middle
  - Large headings in left column link to data management tasks
  - Statistics on open survey displayed in right column
  - HELP link is in upper right corner



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Perseus SurveySolutions/EFM - Microsoft Internet Explorer prov

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HELP LINK!

File Edit View Favorites Tools Help

Address <http://survey.uscg.mil/perseus/default.aspx>

U.S. COAST GUARD

Enterprise Feedback Management (EFM)

User: CG-1131 Smith, Jeremy LCDR

Create New Survey

ASS\_Fall07\_Astoria ← Your Air Station

Surveys

- CG-1131 Smith, Jeremy LCDR's Surveys
- Shared Surveys
  - ASS\_Fall07\_Astoria ← Your Air Station User Name and Survey Location
- Shared Reports

Actions

- Design Questionnaire: Create, edit and review questions and properties.
- Select Participants: Select participants from the community or import a list.
- Write Invitations: Create, edit and review invitations and reminders.
- Schedule Events: Schedule or launch the survey, invitations and reminders.
- Manage Responses: View, delete, edit and export responses. ← Manage Responses = export data to Excel
- Manage Reports: Create, modify, save and export reports. ← Manage Reports = use application to for analysis

Publish Location: <http://survey.uscg.mil/Perseus/se.ashx?s=631982327F053B3B> ← Publish Link

Information

- Author: CG-1131 Smith, Jeremy LCDR
- Description:
- Survey Status: Open
- Respondent Source: Open Participation [Distribution Links]
- Next Scheduled Event: --
- Responses: 100 ← Status, Responses, Open Date, Close Date
- Open Date: 11/20/2007 7:19 AM
- Close Date: --

User Settings

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About | Logout | Help

Trusted sites

8:25 AM



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## Unit Account Management

- Definition of terms
  - Status= OPEN or CLOSED
    - OPEN= anyone with a link can still enter data
    - CLOSED= link is no longer active
    - Only CG-1131 can close the survey
  - Response= number of times someone has gone past survey's first page
    - Not the same as number of completed surveys
    - Use the "Manage Responses" to check for incomplete surveys



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## Unit Account Management

- Data Smoothing & Analysis
  - Manage Responses
    - Look data to check for invalid fields
    - Export data to Excel for analysis
  - Manage Reports
    - Use software analysis tools to create reports



# Standardized Aviation Safety Survey

## Unit Account Management

- Changing email & user password fields
- Click on User Settings

Perseus SurveySolutions/EFM - Microsoft Internet Explorer  
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Address: http://survey.uscg.mil/perseus/default.aspx

Enterprise Feedback Management (EFM)  
User: CG-1131 Smith, Jeremy LCDR

ASS\_Fall07\_Astoria

Surveys

- CG-1131 Smith, Jeremy LCDR's Surveys
  - Shared Surveys
    - ASS\_Fall07\_Astoria
  - Shared Reports

User Settings

Design Questionnaire  
Create, edit and review questions and properties.

Select Participants  
Select participants from the community or import a list.

Write Invitations  
Create, edit and review invitations and reminders.

Schedule Events  
Schedule or launch the survey, invitations and reminders.

Manage Responses  
View, delete, edit and export responses.

Manage Reports  
Create, modify, save and export reports.

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Taskbar: Perseus SurveySol..., Drafts - Microsoft Outlook, Safety Survey Permissi..., Safety Survey Pgm Mg..., FSO\_Safety\_Survey\_J...



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## Unit Account Management

- Click on Edit Account

The screenshot shows the Enterprise Feedback Management (EFM) web application. The browser window title is "Perseus SurveySolutions/EFM - Microsoft Internet Explorer". The address bar shows "http://survey.uscg.mil/perseus/default.aspx". The page header includes "Enterprise Feedback Management (EFM)" and "User: CG-1131 Smith, Jeremy LCDR". The main content area is titled "ASS\_Fall08\_Washington" and contains several management options: "Design Questionnaire", "Select Participants", "Write Invitations", "Schedule Events", "Manage Responses", and "Manage Reports". A sidebar on the left contains "User Settings" with "Edit Account" and "User Option" links. An arrow points to the "Edit Account" link.



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# Standardized Aviation Safety Survey

## Unit Account Management

- User email field now able to be edited
- Can also change password

Perseus SurveySolutions/EFM - Microsoft Internet Explorer priv UNCLASSIFIED

Address http://survey.uscg.mil/perseus/default.aspx

Enterprise Feedback Management (EFM)  
User: CG-1131 Smith, Jeremy LCDR

Create New Survey

Surveys  
Community Administration  
User Settings  
Edit Account  
User Options

Edit Account

User Account

Display Name CG-1131 Smith, Jeremy LCDR  
User Name cgmeasures301  
Security Role Survey Author  
E-mail Jeremy.C.Smith@uscg.mil  
Default Workgroup CG-1B  
Language English (United States)

Save Reset

Change Password

New Password  
Confirm Password

Save Password

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Done

Start Google Calen... Perseus Su... Inbox - Micros... 2 Microsoft ... cg\_apvd Safety\_Surve... FSO\_Safety... 2:38 PM



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## Distribute a Unit Survey

- Step 1- Request a survey be created
  - Email CG-1131 Survey PM request
  - PM will email back a link to the created survey
  - This is the same link as the one in the “Publish” field

## NOTE

- Do not share the link with anyone outside your unit
- Anyone with the link will be able to answer your unit’s survey



# Standardized Aviation Safety Survey

## Distribute a Unit Survey

- Step 2- Distribute the survey to your unit
  - Email unit personnel the link provided by CG-1131
  - Unit personnel can access the link from ANY internet connection, not just the CGDN+

## NOTE

- Do not share the link with anyone outside your unit
- Anyone with the link will be able to answer your unit's survey



# Standardized Aviation Safety Survey

## Distribute a Unit Survey

- Step 3- Close the Survey
  - Email CG-1131 when you are ready
  - If you know the suspense date, survey can be scheduled to close so it automatically happens

## NOTE

- Do not share the link with anyone outside your unit
- Anyone with the link will be able to answer your unit's survey



# Standardized Aviation Safety Survey

## Distribute a Unit Survey

- Step 3- Review & Analyze Data
  - Use the “Manage Responses” link to export to Excel
- Step 4- Prepare Results
  - Recommend conducting same analysis every year to support trending efforts





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