#### TRANSPORTATION RESEARCH BOARD

## Toolkit for Measuring Public Involvement Effectiveness in Transportation

Tuesday, July 30, 2019 2:00-3:30 PM ET The Transportation Research Board has met the standards and requirements of the Registered Continuing Education Providers Program. Credit earned on completion of this program will be reported to RCEP. A certificate of completion will be issued to participants that have registered and attended the entire session. As such, it does not include content that may be deemed or construed to be an approval or endorsement by RCEP.



## **Purpose**

To discuss The National Cooperative Highway Research Program (NCHRP)'s Research Report 905: Measuring Effectiveness of Public Involvement in Transportation Planning and Project Development

## Learning Objectives

At the end of this webinar, you will be able to:

- Describe how to use the Public Involvement Effectiveness Measurement Toolkit
- Identify survey implementation practices
- Describe how to use and score the public involvement effectiveness survey
- Describe how to write concise summary reports that provide clear direction on areas for improvement

# TRB Webinar: Toolkit for Measuring Public Involvement Effectiveness in Transportation

July 30, 2019



## Introduction

#### YOUR PRESENTERS



Bruce Brown, Ph.D.

Senior Director – Client Services



Kate Gunby, Ph.D.

Director of Research



Anne Frugé, Ph.D.

Senior Research Associate



Shaun Glaze, Ph.D. candidate

Research Associate



Jamie Strausz-Clark, M.P.P.

Public Involvement Expert

## BENEFITS OF MEASURING THE EFFECTIVENESS OF PUBLIC INVOLVEMENT

## The Toolkit Helps You...



Adapt outreach



Pinpoint issues



Improve programs



Demonstrate outcomes

## BENEFITS OF THE PUBLIC INVOLVEMENT EFFECTIVENESS MEASUREMENT TOOLKIT

"The toolkit is user-friendly and "do-able" given the typical constraints faced by transportation agencies."

"The Public Involvement Effectiveness Measurement Toolkit is appropriate for use in connection with all types of projects: new facilities, changes to existing facilities, and planning efforts." "The Public Involvement Effectiveness Measurement toolkit enables agency professionals to: track performance throughout the project lifecycle, identify strengths and weaknesses of public involvement activities, and inform decisions about the best way to engage constituents and allocate resources."

"There are few validated, practical methods for gauging the effectiveness of public involvement."

## PLAN FOR SESSION

Overall Goal: Teach transportation agency professionals and public involvement specialists how to use a rigorously tested, user-friendly toolkit to measure the effectiveness of public involvement.

### Steps:

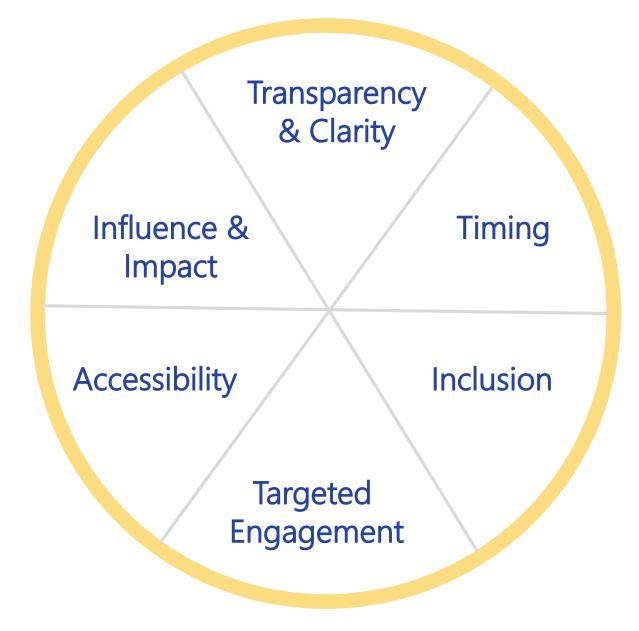
- 1. Review learning objectives
- 2. Review toolkit contents
- 3. Review how to use the results
- 4. Conclusions
- 5. Questions

## LEARNING OBJECTIVES/OUTCOMES

- Ability to overcome barriers to measuring the effectiveness of public involvement
- Knowledge of survey implementation best practices to increase public participation in the survey
- Ability to use and score the public involvement effectiveness survey
- Ability to write concise summary reports that provide clear direction on areas for improvement in public involvement activities
- Increased commitment to measuring the effectiveness of public involvement

## Toolkit

## PIE (PUBLIC INVOLVEMENT EFFECTIVENESS) INDEX



## PIE INDEX FRAMEWORK: INDICATORS

**Influence and Impact** – measures extent to which public feedback has an impact on project decisions

**Transparency and Clarity** – measures whether trust of government agencies has improved because of public involvement processes, and if agencies were transparent about the project

**Timing** – measures if public involvement started early enough and was of sufficient length and frequency to be valuable

## PIE INDEX FRAMEWORK: INDICATORS (CONTINUED)

**Inclusion** – measures if public involvement was inclusive and representative of all targeted and affected populations

**Targeted Engagement** – measures if public involvement included locations relevant to the targeted and affected populations

Accessibility – measures if public involvement activities used multiple methods for participation

## Public Survey: Content – Indicators

6 indicators of effective public involvement, each indicator is composed of multiple survey questions (items) that are rated on a five-point scale of strongly disagree to strongly agree, and "don't know" and "not applicable" response categories.

- Influence and Impact (7 items)
- Transparency and Clarity (6 items)
- Timing (3 items)

- Inclusion (3 items)
- Targeted Engagement (3 items)
- Accessibility (4 items)

#### Example of Influence and Impact

10. How much do you agree or disagree with the following statements?	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Don't know	Not Applicable
a. I understood how my input and engagement would be used	. 🗀						
<ul> <li>b. I understood which decisions could be influenced by public input and which decisions could not</li> </ul>							
c. I understood when I could provide input to potentially influence project decisions							
d. Project decisions reflected public input	. $\square$						
e. If public input was not incorporated into a project decision, I understood the reasons why	. 🗆						
f. I understood the purpose of the public involvement	. $\square$						
g. I understood how project decisions were made	. $\square$						

## Public Survey: Content – Demographics

Respondent demographics – allows for comparison to Census demographics

- How well respondent reads English
- How well respondent understands spoken English
- Languages spoken at home
- Gender
- Age
- Hispanic or Latino origin
- Race
- Income
- Disabilities

## Public Survey: Content - Final Questions

- Overall satisfaction with the public involvement
- Top three ways public involvement could be improved
- Types of public involvement activities involved in for the project

16. Overall, I was satisfied with the public involvement process.	Strongly disagree	Disagree	Neither agree nor disagree		Strongly agree	Don't know	
17. What are the top three things that could have been done to improve the	e public involve	ment proce	ess?				
1,							
2						-	
3							
18. What public involvement activities have you participated in for this pro	ject? (Check all	that apply)					
In-person public meetings/ope	n houses $\square$				Stakehold	er round tables	
Online public meetings/ope	n houses 🖂				Door-to	-door outreach	
Focus groups (usually involves 6 to 12 people meeting for 1 to	2 hours)			Outro	each to spec	cial populations	
Information tables at fairs, festivals, or other such community	setttings			Ad	lvisory comn	nittee meetings	
Community	briefings	Other (p	lease specify):		20 201	8000	

## ABOUT THE ONLINE VERSION FOR USE WITH THE PUBLIC

- Can be used with most online survey platforms
- Add content by simply copying and pasting the content from the paper survey
- Most online survey platforms optimize the survey for use with tablets and smart phones
- Online survey address (URL) can be presented in a variety of ways, including but not limited to:
  - Signage at public involvement activities, such as open houses and tabling events
  - Emails and letters mailed to participants
  - Project newsletters (both print and online)
  - Online open house websites
- Data can be downloaded into Excel and then pasted into the survey scoring tool

## TIPS FOR USING THE SURVEY WITH THE PUBLIC

- Survey should be available in paper at public involvement events
- Survey should also be available online
- Consider using public members of advisory committees (if such exist) to urge attendees to complete the survey
- Consider offering incentives for completing the survey

## TIPS FOR USING THE SURVEY AT PUBLIC INVOLVEMENT EVENTS

- Tell respondents that they can return the survey by mail
- Provide pens/pencils
- Provide tablets and/or laptop computers with internet access
- Let people know they can also complete the survey on their smart phones
- Use signs to direct attendees to the survey
- Use signs to communicate the benefits of completing the survey
- Intercept attendees and urge them to complete the survey
- Present the Public Involvement Effectiveness Survey as just as important as other surveys and comment forms that may be part of the public involvement process

## Online Survey For Use By The Agency

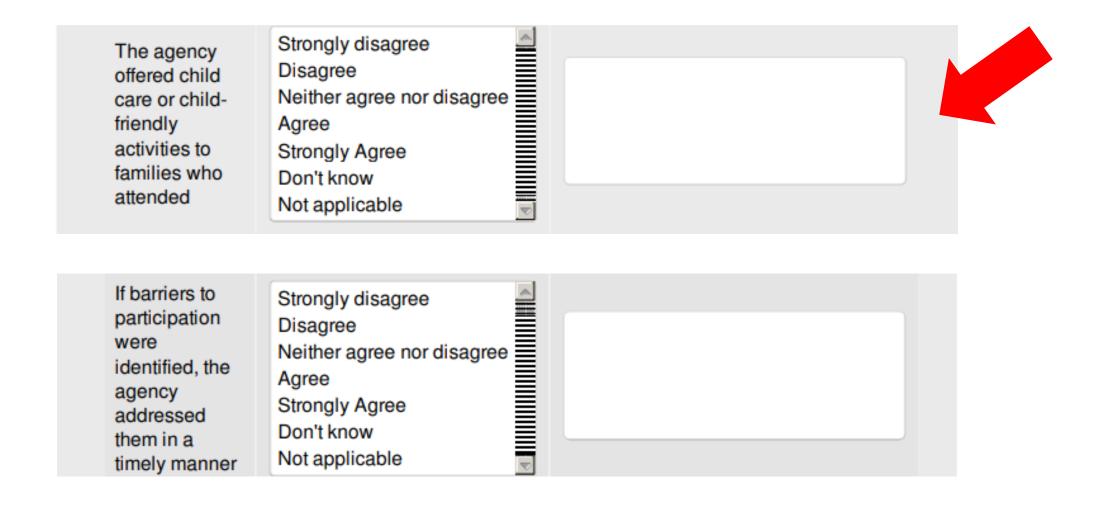
9. Please rate your level of agreement/disagreement for each of the items below and indicate the documentation/evidence to substantiate your ratings. How much do you agree or What documentation/evidence do you disagree with this statement? have to substantiate your rating? The agency A ..... Strongly disagree provided Disagree translation and Neither agree nor disagree interpretation Agree services to Strongly Agree people with Don't know limited-English Not applicable proficiency The agency ▼ held public Strongly disagree involvement Disagree activities on a Neither agree nor disagree variety of days Agree and times, to Strongly Agree accommodate Don't know people with Not applicable different schedules

## Online Survey For Use By The Agency

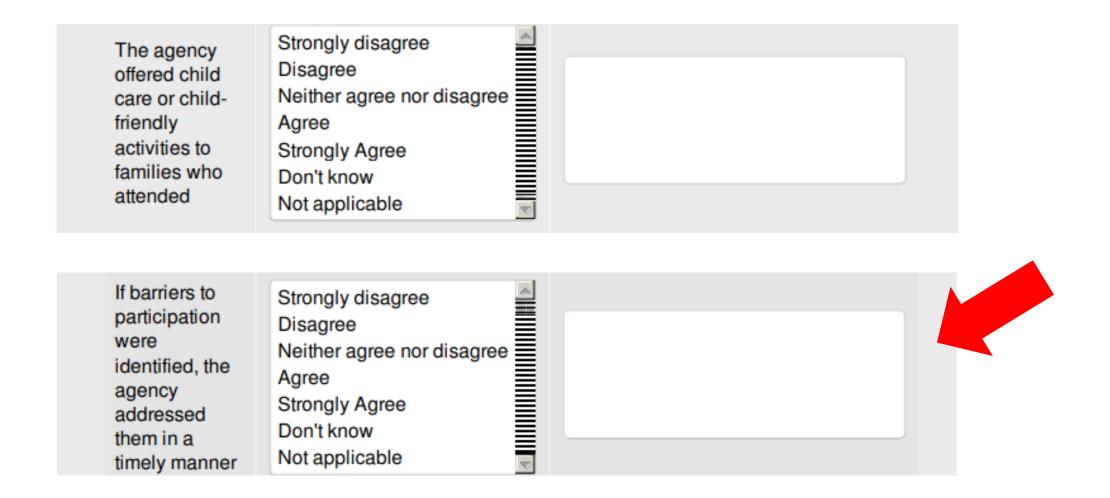
schedules

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## ONLINE SURVEY FOR USE BY THE AGENCY



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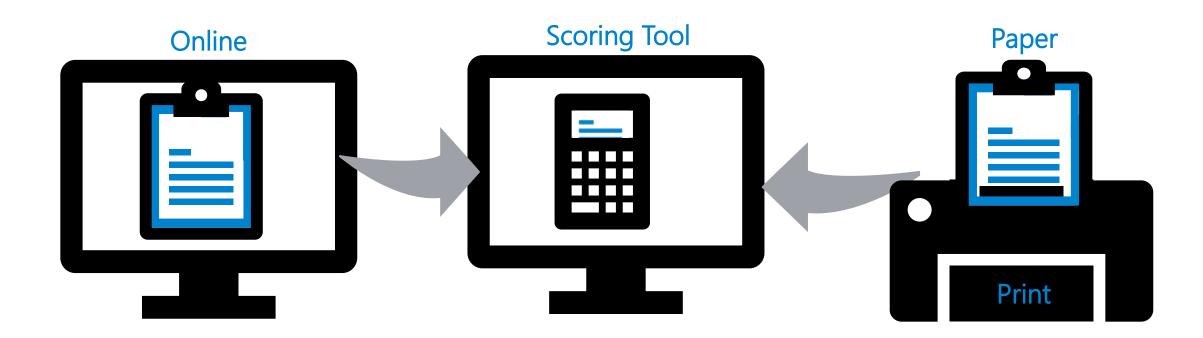


## **EXCEL SCORING TOOL**

- Copying and pasting the online data is quick and easy
- For paper surveys, follow the detailed rules on the next slides

Tip: Make the paper version match the online survey

- Follow the same question order
- Follow the same answer order
- Skip what's skipped and type out hand-written responses



## SCORING TOOL STRUCTURE

Select "Codebook" tab to see how items are grouped into indicators

Tip: Some questions are demographic or qualitative and are not scored

			Codebook		
Indicator		Item (Survey Questions) - Public	Item (Survey Questions) - Agency	Item Label	Included in the Index
	1	How well do you read English?		1.Read English	No - Public Specific
	2a	Language spoken at home: English		2a.Language English	No - Public Specific
	2b	Language spoken at home: Other		2b.Language Other	No - Public Specific
	2c	Language spoken at home: Other (specify)		2c.Language Other Specify	No - Public Specific
	3	How well do you understand spoken		3.Understand English	No - Public Specific
	4	How do you identify?		4.Gender	No - Public Specific
	5	What is your age?		5.Age	No - Public Specific
	6	Are you of Hispanic or Latino origin?		6.Ethnicity	No - Public Specific
	7a	How do you identify? (choose just one)		7a.Race	No - Public Specific
Representativeness/	7b	How do you identify? [open-ended		7b.Race Specify	No - Public Specific
Demographics	8	What was your total household income (before taxes) in the previous year?		8.Income	No - Public Specific
	9a	A hearing problem that makes it difficult for you to hear what is said in normal conversation, even with a hearing aid		9a.ADA Hearing	No - Public Specific
	9b	A vision problem that makes it difficult to read, even when wearing glasses or contact		9b.ADA Vision	No - Public Specific
	9c	A condition that limits your ability to walk or climb stairs		9c.ADA Walk	No - Public Specific
	9d	Other conditions that might limit your participation in public involvement activities		9d.ADA Other	No - Public Specific
Influence and Impact	10a	I understood how my input and engagement would be used	The public was informed about how their input and engagement would be used	10a.Input	Yes

Codebook

## STEP 1: ENTER PROJECT INFORMATION

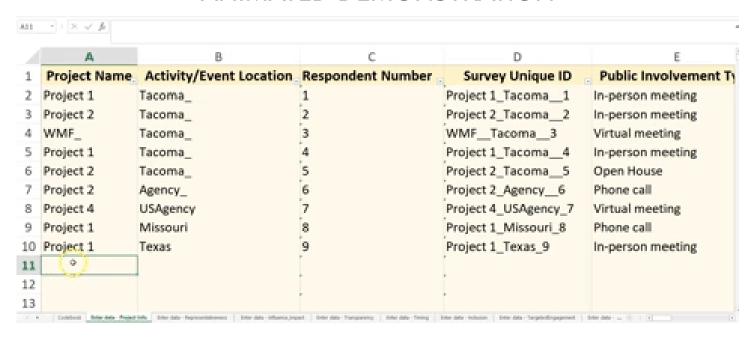
1. Enter the project name and location in the first columns

**Tip**: For Agency answers, type "Agency" in Activity column

- 2. Enter the type of public involvement for the project
- 3. Enter the survey mode ("Paper" or "Online")

**Tip (Optional)**: Enter the date of the survey. Date is required for making date-specific reports

#### ANIMATED DEMONSTRATION



#### Best Practice —

Unique identifiers (IDs) helps track respondents while keeping them anonymous. Consider writing unique IDS on each paper survey.

## STEP 2: ENTER RESPONSES

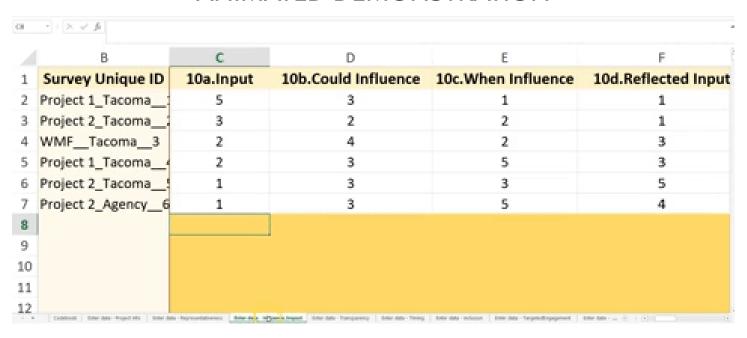
If entering manually, enter each survey taker's answers into a new row

Tip: Item numbers/labels match those in the "Codebook" tab

- 2. Enter any open-ended responses as they appear on the survey
- Blank or skipped cells will appear shaded as yellow

Codebook

#### ANIMATED DEMONSTRATION



#### Best Practice —

Type open-ended responses as they appear on the survey in Notes or Evidence columns. For questions like language, the tool tallies responses and helps with summary reporting.

Scores

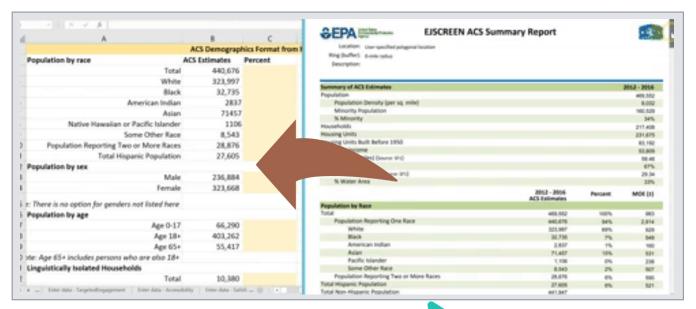
## STEP 3 (OPTIONAL): ENTER AMERICAN COMMUNITY SURVEY (ACS) DATA

### On the data entry tab for ACS Demographics:

- 1. Open ACS data from EJSCREEN or another trusted source (e.g. factfinder.census.gov).
- 2. Copy data from ACS summary reports. (These estimates are the official demographics for the project's geographic area.)
- 3. Paste/Type ACS estimates into the scoring tool. They will appear alongside demographic data collected from the PIE Survey.

#### SCORING TOOL

#### EJSCREEN **SEPA**



#### Best Practice —

Using EJSCREEN allows for custom location data. This is ideal for projects that affect multiple areas or for agencies interested in fine-grained reports.

## BEST PRACTICES FOR DATA ENTRY

- Survey responses are anonymous and assigned a unique ID for tracking purposes.
- Enter responses into the scoring tool (rows) exactly as they appear on the survey form. When in doubt, record the response as a period (.).
- Skip a question (columns) or indicator by leaving cells blank.
- The tool skips invalid data and highlights entry errors. Check each data entry tab and fix red cells by entering a valid response (e.g. 1-5, DK, NA, or a period (.) for questions that were skipped).

#### Best Practice —

Visit TRB for a free detailed copy of data entry rules and scoring at: http://onlinepubs.trb.org/onlinepubs/nchrp/NCHRP\_rpt\_905UseandScoring Guidelines.pptx

## What To Do with the Results

## PIE SURVEY SUMMARY REPORTS

## **An Effective Summary Report Includes**



Performance overview



Context for performance measures



Insights for how to adapt



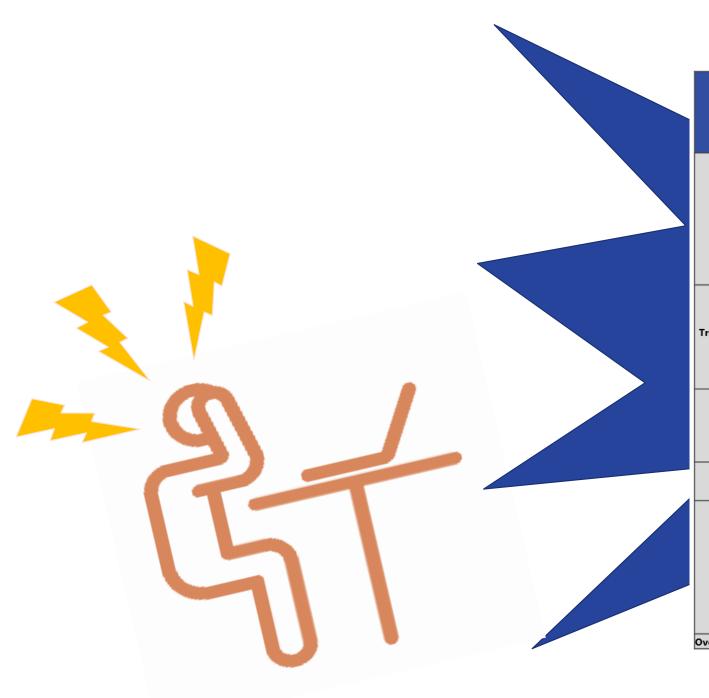
Information sharing

### COMPONENTS OF A SUMMARY REPORT

- Introduction: Goals and structure of the index
- Survey Methods: Survey administration and response rate
- Key Findings: Important takeaways
- Scores: Detailed index results
  - Public's perceptions
  - Agency's self-assessment
  - Gap between public and agency perceptions
- Areas for improvement: Feedback from the public and agency staff
- Demographics: Who you heard from







		Pi	ublic Score	es	Αg	gency Sco	res	Discrepancy between Public and Agency Scores			
Indicator	Question Number	ltem	Indicator	Index	ltem	Indicator	Index	ltem	Indicator	Index	
Influence and Impact  Transparency and Trust	10a 10b 10c 10d 11a 11b 11c 11d 11e 11f 12a 12b 12c 12d	3.9 2.9 3.2 3.1 2.5 2.1 2.4 2.2 2.2 2.5 2.9 2.6 2.6 3.2 2.5	2.7		5.0 5.0 2.0 3.0 2.0 2.0 5.0 3.0 4.0 4.0 4.0 5.0 5.0	3.0		-1.1 -2.1 1.2 0.1 0.5 0.1 0.4 -2.8 -0.8 -0.5 -1.1 -1.4 -1.4 -1.8 -2.5	-0.3 -1.3		
Timing	12f 12g 12h 13a 13b 13c 13d 13e	2.6 2.9 3.2 2.9 3.1 2.8 2.9 2.8	2.9	2.8	3.0 4.0 4.0 4.0 5.0 2.0 4.0	3.6	3.8	-0.4 -1.1 -0.8 -1.1 -1.9 0.8 -1.1 -1.2	-0.7	-1.0	
Engagement	14a 14b 14c	2.8 3.3 3.3	3.1		5.0 3.0 5.0	4.2		-2.2 0.3 -1.7	-1.1		
Accessibility	15a 15b 15c 15d 15e 16a 16b 16c 16d	3.4 2.6 3.3 3.4 3.5 3.9 2.8 2.4 2.6 2.9	3.0		5.0 5.0 5.0 3.0 5.0 5.0 4.0 2.0 5.0	4.2		-1.6 -2.4 -1.7 0.4 -1.5 -1.1 -1.2 0.4 -2.4	-1.1		
Overall Satisfaction	17	2.5	2.3		4.0	4.0		-1.5	-1.5		

## Understanding What Scores Mean

2.5

Overall Satisfaction 17

		Р	ublic Scor	es	Ag	jency Sco	res		epancy be lic and Ag Scores										
Indicator	Question Number	ltem	Indicator	Index	Item	Indicator	Index	Item	Indicator	Index									
	10a	3.9			5.0			-1.1											
	10b 10c	2.9 3.2			5.0 2.0			-2.1 1.2											
	10d	3.1			3.0			0.1											
Influence and	11a	2.5			2.0			0.5											
Impact	11b	2.1	2.7		2.0				1	2h	3.2			4.0			-0.8		Т
	11c	2.4			2.0								$\dashv$			-			┨
	11d	2.2			5.0				1	3a	2.9		2.8	4.0		3.8	-1.1		1
	11e 11f	2.2 2.5			3.0 3.0				1	3b	3.1		2.0	5.0		3.0	-1.9		٠
	12a	2.9	+	+	4.0		T:					۰ م			26			0.7	÷
	12b	2.6			4.0		Timi	ing		3c	2.8	2.9		2.0	3.6		0.8	-0.7	1
	12c	2.6			4.0				1	3d	2.9			4.0			-1.1		1
ransparency and	12d	3.2	2.8		5.0				1	3e	2.8			4.0			-1.2		1
Trust	12e 12f	2.5 2.6	2.0		5.0 3.0					50	2.0			4.0			112		4
	12g	2.9			4.0			-1.1											-
	12h	3.2			4.0			-0.8							•				
	13a	2.9		2.8	4.0		3.8	-1.1		-1.0									
	13b	3.1		2.0	5.0		3.0	-1.9		"."									
Timing	13c	2.8	2.9		2.0	3.6		0.8	-0.7										
	13d	2.9			4.0			-1.1											
	13e	2.8		-	4.0		-	-1.2		4									
Engagement	14a 14b	2.8 3.3	3.1		5.0 3.0	4.2		-2.2 0.3	-1.1										
Engagement	14b	3.3	3.1		5.0	4.2		-1.7	-1.1										
	15a	3.4			5.0			-1.6		1									
	15b	2.6			5.0			-2.4						Inc	lex Sco	ores			
	15c	3.3			5.0			-1.7								. 00			
	15d 15e	3.4 3.5			3.0 5.0			0.4 -1.5						C	,				
Accessibility	15e 16a	3.5	3.0		5.0	4.2		-1.5 -1.1	-1.1			(	Jverall	pertorr	nance of	the Pl	progran	n	
	16b	2.8			4.0			-1.1						1			. )		
	16c	2.4			2.0			0.4											
	16d	2.6			5.0			-2.4											
	16e	2.9			l –			l –											

## Understanding What Scores Mean



### **Indicator Scores**

Performance in one area of PI

		Pı	ublic Score	es	Ą	gency Scor	es	Discrepancy between Public and Agency Scores			
Indicator	Question Number	ltem	Indicator	Index	ltem	Indicator	Index	Item	Indicator	Index	
Influence and Impact	10a 10b 10c 10d 11a 11b 11c 11d 11d 11e	3.9 2.9 3.2 3.1 2.5 2.1 2.4 2.2 2.2 2.5	2.7		5.0 5.0 2.0 3.0 2.0 2.0 2.0 5.0 3.0	3.0		-1.1 -2.1 1.2 0.1 0.5 0.1 0.4 -2.8 -0.8	-0.3		

## Understanding What Scores Mean



## Item Scores

Performance on one survey question

		Pu	ıblic Score	es	Ag	ency Sco	res	Discrepancy between Public and Agency Scores				
Indicator	Question Number	ltem	Indicator	Index	ltem	Indicator	Index	ltem	Indicator	Index		
Influence and Impact	10a 10b 10c 10d 11a 11b 11c 11d 11e 11f	3.9 2.9 3.2 3.1 2.5 2.1 2.4 2.2 2.2 2.5	2.7		5.0 5.0 2.0 3.0 2.0 2.0 2.0 5.0 3.0	3.0		-1.1 -2.1 1.2 0.1 0.5 0.1 0.4 -2.8 -0.8 -0.5	-0.3			

## DIVING DEEPER INTO INTERPRETATION

## Identifying Patterns, Adjustments, and Gaps



Consistent patterns in scores



Performance within communities



Assess demographic reach, adjust strategies as needed

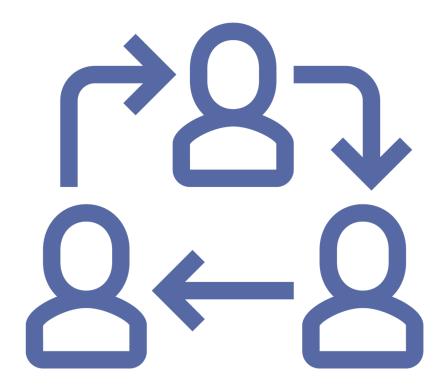


Gap between public and agency perceptions

## **COMMUNICATING NUANCE**



Use project dashboards to show results over time, actions to course-correct



Adapt outreach and demonstrate commitment to continuous improvement

## Conclusions

## **CONCLUSIONS**

- User-friendly surveys and scoring tool to measure the effectiveness of public involvement
- Detailed guidelines for using and scoring the survey available from TRB
- Benefits:
  - Adapt outreach
  - Pinpoint issues
  - Improve program
  - Demonstrate outcomes

## Questions?

# For the toolkit, go online: <a href="http://www.trb.org/Main/Blurbs/179069.aspx">http://www.trb.org/Main/Blurbs/179069.aspx</a>

For more information contact:
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bbrown@prrbiz.com

## **Today's Participants**

- Bruce Brown, PRR, <a href="mailto:bbrown@prrbiz.com">bbrown@prrbiz.com</a>
- Anne Frugé, PRR, afruge@prrbiz.com



- Shaun Glaze, PRR, sglaze@prrbiz.com
- Jamie Strausz-Clark, PRR, jstrausz-clark@prrbiz.com
- Kate Gunby, PRR, kgunby@prrbiz.com

## **Panelists Presentations**

http://onlinepubs.trb.org/onlinepubs/webinars/190730.pdf

After the webinar, you will receive a follow-up email containing a link to the recording

## Get Involved with TRB

- Getting involved is free!
- Join a Standing Committee (<a href="http://bit.ly/2jYRrF6">http://bit.ly/2jYRrF6</a>)
- Become a Friend of a Committee (<u>http://bit.ly/TRBcommittees</u>)
  - Networking opportunities
  - May provide a path to become a Standing Committee member
- For more information: <u>www.mytrb.org</u>
  - Create your account
  - Update your profile

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