

Comprehensive Substance Abuse Prevention Grant Evaluation Expectations

Parental Consent:

Consent requirements vary and depend on whether the prevention program is facilitated in a community or school setting. Consent is based on school district policy if the program is facilitated in a school setting and is based on agency policy if the program is facilitated in a community setting. All parents should have the opportunity to review the pre/post survey instrument before their youth takes the survey if they so choose. There are two different types of consent:

- **Informed or Active Consent** – An active or informed consent procedure provides a method to document permission such as a signed and returned permission slip from a parent or guardian.
- **Passive Consent** - A passive consent procedure typically involves distributing a letter to the young person’s parents or guardians explaining the nature of the survey and providing a method to retract permission.

IDPH provides an Administrator Consent form that should be signed by an Administrator at the locations where the Comprehensive Prevention surveys will be implemented. These forms should be filled out each Fiscal Year and then kept on file at the prevention agency.

Comprehensive Prevention Surveys

Comprehensive Prevention Survey (aka, “Regular Comp Survey”) -

- This survey is used with youth participating in prevention education programs in grades 6 through 12.

Comprehensive Prevention Younger Youth Survey (aka “YY Survey”)

- This survey is used with youth in grades 4 and 5, and may be used with grade 6 students who are continuing in a multi-year elementary level prevention program from the previous year. Any exceptions need to be pre-approved by Julie Hibben at IDPH.

Agencies are not required to collect data on youth below 4th grade for the Comprehensive Prevention Project. Agencies may use surveys created by the developers of the program being implemented if they wish to collect data from those participants. This would not be entered into Qualtrics and the agency is responsible for analyzing its own data in those cases.

When to Pre Survey Youth:

- Every youth participant in the program needs to take the pre-test **directly before the program is implemented or at the beginning of the first session of the program. In extenuating circumstances, it can be taken before the second session of the program.**
- If a youth participant starts the program after the second session, he/she does not need to be given a pre-test survey.
- **Youth participants in multi-year programs need to take a pre-test each year of the program.**
- **If the second year of a multi-year program consists of only boosters, then no pre-test should be given.**

When to Post Survey Youth:

- Every youth participant in the program needs to take the post-test at the end of the **last session of the program.**
- If the program is multi-year, youth participants need to take the post-test at the end of each year of the program.
- If the second year of a multi-year program consists of only boosters then no post-test should be given.
- If you are adding materials to an evidence based program those materials should be added at the end of the program and every youth participant needs to take the post-test prior to receiving the new materials.
- If a youth participant does not take the pre-test, he/she does not need to take the post-test.
- All post program surveys **need to be entered into Qualtrics by 12/1/18.** Any exceptions need to be pre-approved by Julie Hibben at IDPH.

Please see “Comprehensive Prevention Survey Administration and Participant ID Guidelines” below for additional instructions.

Data Entry Portal

- Each agency has an agency-specific link that only that agency’s staff should have access to. Do not post this link online or anywhere where someone other than agency staff could have access to it. If you cannot remember what your link is, contact your supervisor or Heather Hershberger.
- Your link will take you to a portal where you will choose the grant, contract/coverage area if applicable, survey type, program, and measure for the batch of surveys that you are entering. This will take you to the appropriate survey.
- If any of the answers you chose in your survey do not match the choices you have selected in the portal (for example program, program year or measurement point) you will receive an error message indicating that the choices are different. If the choice you selected in the portal was the incorrect one, just click out of the survey and go back to the portal link and start over. Clicking out of an incomplete survey will not save it.
- Once you are finished with the survey you will hit “Save and Continue.” You will be asked if you want to continue with the same batch or start with a new batch. A batch is a group of surveys that have the same grant, contract/coverage area, survey type, program, and measure. If any of these variables change you will start a new batch.
- Provided below is the link to the data entry webinar for additional instruction on entering data into the survey portal:
<https://www.youtube.com/watch?v=uEQkibARRA0&feature=youtu.be>

Qualtrics Data Summary Report:

- Qualtrics data summary reports will be sent to you every three months or more often if necessary.
- The purpose of the data summary report is to improve the data by catching errors more often and in smaller batches. These reports are for your benefit and it is your responsibility to make sure your data is as accurate as possible.
- The reports will consist of the total number of pre/post-tests entered, duplicates, match counts, and any matching issues between pre-test and post-test surveys.

- If the reports indicate there are errors, it is your responsibility to correct them. If you have questions about how to correct the errors in Qualtrics, please refer to the Qualtrics editing document or contact the evaluator, Heather Hershberger (319-335-4589 or heather-hershberger@uiowa.edu).

Qualtrics Data Editing/Viewing

Correcting data entry errors is done by logging in to the Qualtrics (not the portal). Each agency has one Qualtrics account with one login name and password. Contact your supervisor if you do not have the login ID and password. If your supervisor does not know the login ID and password contact Heather Hershberger. The email associated with the account can be changed any time at an agency's request. A Qualtrics editing guide should have been sent to everyone, if you did not receive this contact Heather Hershberger.

It is your responsibility to make sure that data entered into Qualtrics is correct.

Errors that often need correcting are incorrect participant IDs, surveys entered into the wrong survey batch (younger youth when they are regular), duplicates, and kids with the same participants ID's. If you are unsure of how to correct the errors after looking at the Qualtrics editing guide contact Heather Hershberger.

Terminology/Definitions

Qualtrics Portal Terms:

- **Batch:** A group of completed surveys for the same grant, contract/coverage area (if your agency has more than one) survey type, prevention program, and measure.
- **Grant:** The state initiative under which your project is funded (Comprehensive Prevention).
- **Measure/Measurement Point (Pre-Test/Post-Test):** The point at which the participant's attitudes, beliefs, etc., are being "measured" or assessed. This includes two factors:
 - 1) Is it a pre-test or a post-test
 - 2) What program year (aka, curriculum year) was the survey administered in. If the prevention program/curriculum only spans one grade or school year (or less), those participants' surveys will always be Year 1 Pre-Test and Year 1 Post-Test.
IMPORTANT: This is not the project or grant year; nor is it how many years the individual student has been in the program. For example, a Year 3 Post-Test is the post-test given at the end of the third curriculum year of a multi-year prevention program (such as LifeSkills Training) regardless of whether that particular student has been in the program one, two, or three years. (See Program Year/Curriculum Year below for another example.)
- **Portal:** The gateway into the area of the Qualtrics system for entering IDPH prevention project survey data. The questions in the portal help ensure you are entering your survey data in the correct place, and separate your data from those of other agencies.
- **Program:** The specific model or evidence-based prevention program/curriculum/intervention you are implementing (e.g., LifeSkills Training Program, Too Good for Drugs, Prime for Life, etc.)
- **Survey Type:** The specific survey instrument you are using for the project – the regular (main survey for participants in grade 6 and above) or Younger Youth (YY 4th and 5th graders).

Other Key Terms:

- **Cutoff** (as in “data entry cutoff”): The data entry deadline; the last day you may enter survey data to be included in the year-end reports.
- **Fiscal Year** (see also Project Year): The funding year of the grant (e.g., the funding year spanning July 1, 2016 to June 30, 2017 is FY17).
- **Program Year/Curriculum Year**: The year of the curriculum of a prevention program; primarily used in relation to multi-year programs – programs whose curriculum spans more than one consecutive school year or grade, and all years of the curriculum must be taken in order to have completed the prevention program.
(IMPORTANT: This is not the project or grant year; nor is it how many years the individual student has been in the program. For example, School District 21 is implementing Project Alert (PA) in grades 7 and 8; the PA curriculum consists of 11 lessons in the first year and 3 lessons in the second year. A student moved into the school district in grade 8 and got the 3-lesson curriculum. This participant was in the 2nd program year, even though it was his first year in the program.
If the prevention program/curriculum only spans one grade or school year (or less), program year will always be Year 1).
- **Project**: The specific state grant under which you are implementing the prevention program/intervention (Comprehensive Prevention).
- **Project Year**: The year of the grant cycle. IDPH prevention grants often run in 4- or 5-year cycles, so project year refers to which year it is in the grant cycle (1, 2, 3, 4, or 5). **NOTE: This information is not asked for on the surveys!**
- **Survey**: The questionnaire/instrument administered to participants to collect data for program/project evaluation. This is also used to refer to the questionnaire in Qualtrics where you enter participants’ responses.

Comprehensive Prevention Survey Administration and Participant Identification Number Guidelines

These guidelines delineate the procedures for assigning identification numbers to all people who participate in prevention programs and administering the surveys for these prevention programs. It is imperative that each Comprehensive Prevention contractor follow this protocol as closely as possible to ensure consistency across all projects. If you have any questions, please contact the evaluator, Heather Hershberger (319-335-4589 or heather-hershberger@uiowa.edu).

Participant ID Requirements

1. **Participant ID numbers (or “codes”) must be 8 digits long. The first two digits of the identification number must be the agency code used for this project. If your agency’s code is 9 or below, you must use 0 (numerical zero) as the first digit (e.g., if your agency code is 5 or 05, your participant IDs will be 05xxxxxx).** (Note that agencies with multiple service area contracts will use the service area code designated for use in the Comprehensive Prevention Project – contact Heather Hershberger or Julie Hibben if you have questions).
2. The last 6 digits of the identification number can be determined by you, but each ID must be unique to each participant.
3. Kids can keep the same ID from the previous year or receive a different ID.
4. **Kids at different locations cannot have the same ID**

Prior to Survey Administration

1. Identify who will be administering the survey. The survey administrator should not be the classroom teacher, nor should it be the individual who will teach/present the program. Ideally, the survey administrator should be a member of the project team not directly involved in program delivery within that school or location.
2. Keep an original copy of the blank survey instrument. Save the blank survey instrument in your e-mail and on your hard drive.
3. On a copy of the original survey instrument, complete the Administrative questions. For Question 1a, check the line indicating whether you are administering a pre-test or a post-test. For Question 1b, circle the number indicating the year of the program (See “Terminology/Definitions” above) this pre- or post-test survey is covering: select “1” if this is survey is for a single-year (or shorter) program, or if it is the first year of a multi-year program; “2” if it is the second year of the multi-year program, etc. For Question 7, indicate how many weeks long the program will be/was for the class group being surveyed. For Question 10, select the IOM population category (Universal, Selective, or Indicated) that best fits the group of students you are targeting with the program.
4. Copy the survey instrument. Make enough copies to correspond to the anticipated number of participants.
5. Obtain the list of the people who will participate in the prevention program. In a school setting, this list may be obtained from the principal or registrar’s office. In a community setting, you will need to compile a list of people who are registered or recruited to participate in the program.

6. Arrange the list of participants into alphabetical order by last name. Assign a unique 8-digit identification number to each participant. (See “Participant ID Requirements” above, and example below.) This ID will be used only for that participant for the duration of the project year.
7. Record the 8-digit identification number on the list by the participant’s name.
8. Write an assigned identification number on the front page of each survey instrument.
9. Organize the stack of survey instruments so that they are in the same order as the list that matches each participant’s name with his/her identification number.
10. The list of participant names and corresponding identification numbers must be stored in a locked file cabinet and accessed only by the project director (or project coordinator) and the individual who administers the surveys. On the day of survey administration, the individual administering the survey must use this list to match each participant with the survey form that is labeled with his/her corresponding identification number.
11. The survey must be administered in a quiet, confidential, non-distracting environment.
12. The individual administering the survey must review the “Script for Survey Administrator” (see below) and the survey questions prior to survey administration so that he/she is able to answer any questions that the participants may have.
13. Ask the teacher or program implementer to determine a quiet activity (homework or reading) for people who do not wish to complete the survey.

During Survey Administration

1. Wait for all participants to get settled in their places before beginning.
2. Introduce yourself to the participants and explain the purpose of the survey.
3. Explain that the survey is voluntary and that it will take approximately 10 minutes to complete.
4. Ask if there are any people who do not wish to complete the survey. If there are people who do not want to take the survey, then:
 - Cross their names off of the list that matches each participant’s name with his/her identification number;
 - Remove their survey instruments from the stack of instruments to be handed out to participating people, and do not distribute the survey instruments to the non-participating people;
 - Ask the non-participating people to work on the quiet activity that was assigned by the teacher or program implementer.
5. Ask the participants not to start on the survey until directed to.

6. Place the envelope for completed surveys in an easily accessible location in the room, but away from other participants, the survey administrator, the teacher, and the program implementer. This is to help participants feel confident you and others will not see/read their answers.
7. Distribute the survey instruments to the participants. It is recommended that the individual administering the survey read the participant's name from the list that matches each participant's name with his/her identification number and then hand the participant the survey instrument that is labeled with his/her respective identification number.
8. Read the "Script for Survey Administrator" to the participants before allowing them to start (see below). You may simplify the script wording if needed.
9. If a participant has difficulty understanding a question or answer, other participants may also have the same difficulty. Explain the meaning of the question or answer to all participants.
10. After all survey instruments are turned in, place all instruments (including blank ones) into the envelope provided, seal the envelope, and thank the people for participating.

After Survey Administration

1. Deliver the sealed envelope to the data entry person, or to a secure location to await data entry.
2. Completed survey instruments must be stored in a locked file cabinet *separate from* the list that matches each participant's name with his/her identification number.
3. Once the data from the completed survey instruments are entered into the Qualtrics, the original paper instruments must be stored in a locked file cabinet for a period of five (5) years from the day the Contractor submits its final expenditure report. After this period, the original paper instruments must be destroyed by shredding.

Example:

List that Matches each Participant's Name with a Unique Identification Number

Agency Code: 23

<u>Participant</u>	<u>Identification Number</u>
Ernie Banks.....	23562351
Starlin Castro.....	23763400
Mark Grace.....	23581009

Greg Maddux.....23218865

(etc.)

Script for Survey Administrator

NOTE: Words in italics and brackets are notes for the administrator – not to be read to participants.

1. You are being asked to fill out a survey now and at the end of the program so we can find out whether this program is useful for students like you.
2. Do not put your name on the survey. Your survey form will only have an identification number on it, and only the project coordinator and I [*only mention yourself if you have access to the list*] will see the list of names that match the ID numbers.
3. Please read the entire survey carefully.
4. There is no “right” or “wrong” answers, but it is very important that you provide an honest answer to each question.
5. For each question, choose the one answer that comes closest to your honest answer. Your answers should be based on what you think is really true, not what you think is the “right” answer.
6. If you do not understand a question or an answer, please raise your hand and I will help you. [*If there are questions about the race and ethnicity questions on the survey, please see the next page of this document.*]
7. Record your answer to each question by writing an “X” or a check mark on the line next to the answer that comes closest to your honest answer. [***For the Younger Youth survey Q. 16-24, instruct them to circle the answer they want to give.*]
8. [*For regular survey only: For questions 28-36, instruct the students to answer the questions according to the past 30 days, unless you’re administering a post-test for a program shorter than 30 days. In that case, instruct them to answer the question according to the time since they started this program.*]
9. Once you are finished, please turn in your survey by placing it in the envelope [*indicate where the envelope is located*].
10. After you have turned in your survey, please wait quietly at your desk until everyone is finished.
11. Once all surveys are turned in and before I leave this room, I will seal this envelope.
12. Please begin.

Explanation of Race/Ethnicity Questions for Prevention Survey Administration

For questions about why there is a separate question asking if the student is Hispanic or Latino, and asking about their race, we suggest the following (which you may simplify for younger students):

“I want to explain two questions on the survey that often confuse people. They are questions about your race and your ethnicity. Some people see race and ethnicity as the same, but for the purposes of this survey please try to answer both questions. The question, ‘Are you Hispanic or Latino?’ is asking whether or not you belong to one of those ethnic groups...yes or no. Whether you do or you don’t, you also belong to a race, which is based on where your ancestors were from. The question, ‘Which of the following best describes you?’ asks about your race...for instance, do you consider yourself White, African American, something else, or more than one race? So, please answer both questions, and if you aren’t sure how to answer them, please ask me.”

NOTE for survey administrators: Hispanics/Latinos can be of any race, depending on their ancestral origins. For instance, according to 2000 Census definitions, people whose ancestry is from the original peoples of Europe (including Italy and Spain), the Middle East, or North Africa are considered White; those whose ancestry is from the native peoples of North, Central, or South America are considered Native American or American Indian; those whose ancestry is from Central or Sub-Saharan Africa are considered African-American. (Your school district or building administrators may have a complete list of race definitions, if you would like to reference that.)

THANK YOU VERY MUCH!