Prevention Through Mentoring Grant
Evaluation Expectations

<u>Parental Consent:</u>
Consent requirements vary and depend on whether the prevention program is facilitated in a community or school setting. Consent is based on <u>school district policy</u> if the program is facilitated in a school setting and is based on <u>agency policy</u> 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 a Parental Consent form that should be signed by an administrator at the locations where the Prevention Through Mentoring surveys will be implemented. These forms should be filled out each fiscal year and then kept on file at the prevention agency.

<u>Prevention Through Mentoring Surveys</u>
The following surveys are required for use in the Prevention Through Mentoring Project.
<u>NOTE</u>: Revised surveys were introduced in FY12.
Prevention Through Mentoring Survey (aka "Regular PTM Survey") **-**

- This survey is used with youth in grades 6 through 12. This survey may also be used for fifth graders.

Prevention Through Mentoring Younger Youth Survey (aka "YY Survey") –

- This survey is used with youth grades K-5.

<u>When to Pre Survey Youth:</u>

- Every youth in the mentoring program takes the pre-test at the **<u>beginning of each fiscal year</u>** of the contract. This pre-test must be part of the registration process.
- Every time a new young person starts in the mentoring program s/he should be given a pre-test before meeting with his or her mentor.
- If a young person starts in the mentoring program less than three months before the end of the fiscal year, do not give them a pre-test as they will not have a post-test to match to. Give them a pre-test the next fiscal year if they still remain in the program.

<u>When to Post Survey Youth:</u>

- Every youth in the mentoring program takes the post-test at the **<u>end of each fiscal year</u>** of the contract, allowing sufficient time for data entry prior to the deadline of **<u>June 5th, 2017</u>.**
- If a young person is leaving the mentoring program, s/he need to be given a post-test beforehand, if possible.

- If a young person starts in the mentoring program less than three months before the end of the fiscal year, do not give them a post-test.
- You will receive notification from IDPH about the final date for survey data entry for the project year.

Please see the attached document entitled, "Prevention Through Mentoring Survey Administration and Participant ID Guidelines" on page 5 for additional instructions.

Survey Tracking Form and Match Meeting Information:

- You will no longer required to submit your tracking forms to the evaluator each month, however, at the end of the project year the evaluator, Heather Hershberger, will request the match meeting information collected on your tracking form.
- Match meeting information is located in columns I, J, and K on the survey tracking form.

Qualtrics Data Summary Report:

- Qualtric data summary reports will be sent to you every three months.
- The purpose of the data summary reports are to improve the data by catching errors more often. 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 fix them. If you have questions about how to fix the errors in Qualtrics, please contact the evaluator, Heather Hershberger (319-335-4589 or heather-hershberger@uiowa.edu).

Qualtrics Data Entry/Editing:

1. 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.
2. 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 don't match the choices you've 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 portal:
https://www.youtube.com/watch?v=uEQkibARRA0&feature=youtu.be

3. Editing survey data (correcting data entry errors) is done through logging in to the Qualtrics account that was provided to your agency. Each agency has one Qualtrics account with one login name and password. Contact your supervisor if you do not have the link, login ID and password. The email associated with the account can be changed any time at an agency's request.

4. **It is your responsibility to make sure that data entered into Qualtrics is correct.** By logging onto your account and downloading the data you will be able to see where any errors have occurred and need corrected. If you are unsure of how to correct the errors 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 (Prevention Through Mentoring).

Measure/Measurement Point (Pre-Test/Post-Test): The point at which the participant's attitudes, beliefs, etc., are being "measured" or assessed. This includes whether it is a pre-test or a 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.

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 separates your data from those of other agencies.

Program: The specific model or evidence-based prevention program/curriculum/intervention you are implementing (e.g., LST, 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 (for Prevention Through Mentoring, this is also known as the K-5 survey).

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, 2015 to June 30, 2016 is FY16).

Project: The specific state grant under which you are implementing the prevention program/intervention (Prevention Through Mentoring).

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. Also used to refer to the questionnaire in Qualtrics where you enter participants' responses.

Prevention Through Mentoring Survey Administration and
Participant Identification Number Guidelines

These guidelines delineate the procedures for assigning identification numbers to all youth who participate in mentoring and administering the surveys for these participants. It is imperative that each Prevention Through Mentoring 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).
2. The last 6 digits of the identification number can be determined by you, but **each ID must be unique to each participant.**

Prior to Survey Administration

1. Identify who will be administering the survey. The survey administrator **MUST** not be the mentor. 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 1, check the line indicating whether you are administering a pre-test or a post-test.

4. Generate the list of the youth who will be participating in the mentoring program. This list is a work in progress – as new youth enter, they will need to be added to this list.

5. Assign a unique 8-digit identification number to each participant this year. This ID can be used for that participant for all fiscal years. **The first two digits of the identification number must be the agency code (see the full agency code list below – contact Heather Hershberger or Julie Hibben if you're not sure of your agency code for the project).** The last 6 digits of the identification number can be determined by you, but each ID must be unique to each participant.

6. Record the 8-digit identification number on the list by the participant's name.

7. Write an assigned identification number on the front page of each survey instrument.

8. 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 instrument that is labeled with his/her corresponding identification number.

9. The survey must be administered in a quiet, confidential, non-distracting environment. **Ideally, surveys are administered to groups of participants rather than one by one. It is strongly recommended that you do this at the beginning of each fiscal year and then wait to start new mentoring pairs until at least three youth can be surveyed at the same time.**

10. The individual administering the survey must review the "Script for Survey Administrator" (see page 8) and the survey questions prior to survey administration so that s/he is able to answer any questions that the participants may have.

<u>During Survey Administration</u>

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 individuals who do not wish to complete the survey. If there are, 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; and
   - Ask the non-participating individuals to work on a quiet activity or just sit quietly to wait.

5. Ask the participants not to start on the survey until directed to.

6. 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.

7. Read the "Script for Survey Administrator" to the participants before allowing them to start (see page 8). You may simplify the script if needed.

8. 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.

9. After all survey instruments are turned in, place all instruments (including blank ones) into the envelope provided, seal the envelope, and thank the individuals 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 Matching Participant's Name with a Unique Identification Number

Agency Code: 99

Participant	Identification Number
Ernie Banks	99562351
Andre Dawson	99763400

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 are 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" on the line next to the answer that comes closest to your honest answer. *[For the Younger Youth survey questions 16 – 24, instruct them to circle the answer they want to give.]*

8. *[For regular survey only: For questions 26-34, instruct the students to answer the questions according to the past 30 days, unless you're administering a <u>post</u>-test for a program <u>shorter</u> 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 this envelope. *[NOTE to Survey Administrator: Show participants the envelope, and place the envelope in an easily accessible location away from other participants, the survey administrator, the teacher, and the program implementer.]*

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'd like to reference that.)

THANK YOU VERY M UCH!