

Substance Use Prevention, Treatment, and Recovery Services (SUPTRS)
Block Grant for Primary Prevention Programs

Pre-Post Survey Administration Instructions

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Survey Administration for Prevention Programming

To evaluate its investment in substance misuse prevention programs, the Idaho Office of Drug Policy (ODP) requires prevention programming grantees to conduct assessments on the prevention-related attitudes and behaviors of its program participants. These participants are assessed twice: once in advance of receiving the prevention programming (pre-test) and once after completion of the programming (post-test).

Working with professional evaluators, the staff at ODP developed surveys to assess different populations (younger youth, older youth, and parents) and procedures to administer the surveys consistently. Providers can implement surveys with program participants either on paper or online. Following the general instructions, two sets of procedures follow: one for paper surveys and one for online surveys.

Questions or concerns related to the survey forms or procedures should be directed to Jessie Dexter at jessie.dexter@odp.idaho.gov.

When to Administer the Surveys

- **Pre-Surveys**

Pre-surveys should be administered BEFORE program participants are exposed to ANY programming. This is crucial because it ensures that we are measuring what program participants knew, thought, and believed prior to being exposed to your prevention program. Only youth participants complete pre-surveys.

- **Post-Surveys**

Post-surveys and retrospective surveys (i.e., the Parenting Survey) should be administered AFTER program participants are exposed to ALL programming. This is crucial because it ensures that we are measuring what program participants know, think, and believe after being exposed to your prevention program.

Who to Survey

- If possible, ODP recommends that you survey all participants in curriculum-based programs (both youth and parents).
- If your program serves more than 300 participants and you are not able to survey all of them, notify ODP and we will randomly select cohorts for you to survey. Providers with less than 300 program participants will be asked to administer the survey to *all* participants.
- Participants in Grades 3 and under should not be surveyed.

Obtaining Parental Consent

Parental consent must be obtained before the implementation of youth surveys. Providers utilizing surveys for Younger Youth Grades 4-5 or Older Youth Grades 6-12 must review the document [Parental Consent Policy for Idaho Substance Abuse Prevention Programs Serving Minors.](#)

Prevention providers administering the SUPTRS Block Grant funded student surveys have the option of using passive parental consent or active consent, depending on the preferences of stakeholders.

- Under **passive consent** procedures, parents/guardians inform the program facilitator only if they do not want their child to participate in the survey process (opt out).
- Under **active consent** procedures, parents/guardians inform the program facilitator only if they do want their child to participate (opt in).

Providers are responsible for keeping a list of youth whose parents have declined their participation in the survey and be sure to administer the survey only to youth whose parents have not declined their participation.

Please note: if a parent/guardian does not provide consent for a student to be surveyed the student can still participate in the actual programming unless otherwise specified by the parents, they are just prohibited from partaking in the survey process.

Instructions for Paper-Based Pre-Post Surveys

Each SUPTRS provider will be provided with individualized, program-specific survey documents via their Grantee Portal in Neighborly. These documents have the survey type (Younger Youth Grades 4-5, Older Youth Grades 6-12, or Parent), as well as the region, the provider, and the program name pre-printed at the top of the page. It is important for the survey administrator to ensure they are using the correct survey for the program/age group that is participating in the program. If you do not have a correct survey for your program in your Grantee Portal, please contact Jessie Dexter at jessie.dexter@odp.idaho.gov.

Detailed Instructions on how to access and implement the surveys can be found on below under **Steps for Administering Paper Surveys**. Additional guidance for proper survey implementation can be found under **Reminders and Recommendations** on page two. These tips and tricks have been provided by ODP and CoBro Consulting, LLC, the company that scans and processes the surveys. Please review the entire document before survey implementation.

Steps for Administering Paper Surveys

1. Obtain a large envelope in which participants will place their completed surveys.
2. Go to your Grantee Portal in Neighborly and download the survey documents for your program.
 - a. Login to Neighborly at <https://portal.neighborlysoftware.com/ODPIDAHO/participant>
 - b. Click on the “DOCUMENTS” tab on the lefthand navigation menu.
 - c. Surveys will be identified by type, provider, and program ((i.e., *Younger Youth Grades 4-5 Survey_Organization Name_Program Name*). Click on the survey to download it onto your computer.
3. **Youth Surveys** – youth need to complete a pre-survey prior to program implementation, and a post-survey after program implementation. The pre- and post-surveys are the same, but providers will indicate whether it is the pre- or post-survey via the *Survey Timeframe*. Print off one copy of the survey and identify the *Survey Timeframe* by filling in the bubble next to Pre or Post in the upper right corner of the survey document, then make copies to distribute to program participants.

YOUTH SURVEY: Grades 4-5

Survey Timeframe: Pre Post

REGION <RG> <PROVIDER-----> <PROGRAM----->

This survey is designed to give us information about your health knowledge, attitudes and behaviors. Please answer all of the questions honestly. Your answers are confidential – no one will ever know how you answered. Please bubble in the response that best matches your answer. Do not put your name on this form.

4. **Parent Surveys** – parent surveys are retrospective (asking about thoughts and behaviors “now” versus “before”). Parent participants only need to fill out a survey after the program, so the *Survey Timeframe* does not need to be indicated. Download the parent-specific survey via your Grantee Portal in Neighborly.

5. Read the following script to program participants (youth and parents) prior to distributing the surveys:

You are being asked to complete a survey that will measure your knowledge and opinions related to substance use and abuse. Your participation in this survey is completely voluntary. There is no penalty for not taking the survey and you can continue to participate in the program if you do not take the survey. You do not have to answer all of the survey questions. You may skip any questions you do not want to answer. This survey is completely anonymous. Please do not put your name on the survey. When you are finished completing the survey, place it in this envelope. When the last person has completed their survey, I will ask that person to seal the envelope and the surveys will be sent to a company who will scan them. This means that I will not be able to see anyone's answers to the survey. Please answer the questions honestly. You should use a dark colored ballpoint pen or pencil. Please completely fill in the bubble for your answers and do not make any other marks on the survey.

6. If necessary, provide pens (dark colored ballpoint) or pencils to participants.
7. Distribute the appropriate surveys to the participants.
8. Place the large, unsealed envelope in an area where participants can access it to place their surveys in.
9. Check to be sure all participants have completed their survey.
10. Send the sealed envelopes to ODP once surveys are completed.
 - a. Mail completed surveys to ODP at:
Jessie Dexter
Idaho Office of Drug Policy
304 N 8th St, STE 455
Boise, ID 83720
 - b. Surveys are processed in batches so you do not need to wait until all surveys have been collected to send them to ODP - you can send them in chunks as they are completed. We recommend that programs track delivery of all packages and email your counts of the number of surveys sent to Jessie Dexter at jessie.dexter@odp.idaho.gov, so ODP can corroborate them.

Reminders and Recommendations for Proper Survey Implementation

In order to process large numbers of surveys as accurately and expeditiously as possible, CoBro Consulting uses optical mark recognition software and a high-speed scanner. ODP and CoBro have provided the following guidelines in order to ensure a smooth process.

Survey Duplication

- Make sure to only use the FY2023 surveys provided by ODP via your Grantee Portal.
- Survey forms are provided in PDF format so that they cannot be altered, in order to ensure as much consistency in printing as possible. **Please do not attempt to make any changes to the document.** Contact your ODP contact immediately if forms do not print out well (e.g., if a one-page form spills over onto a second page due to font inconsistencies between computers) so that CoBro Consulting staff can make necessary adjustments.
- For youth surveys, print a blank copy of the survey, fill in the *Survey Timeframe* at the top (*Pre* at the beginning of the program, or *Post* at the end), and then duplicate the surveys for respondents to complete the rest. If using a copier, we recommend making all copies for a site/cohort **from one original print-out**, not copies of copies.
- Please use the automatic document feeder on the copier to feed the original into the machine because this typically provides the best alignment; alternately, place the original carefully to ensure straight aligned copies and avoid skewed forms. **Ensure all text and margins appear similar to the original.** It is best to make all copies at one time, and on one copier. You may want to overestimate the number of copies you will need in order to avoid making additional batches of copies.
- **Make all copies on regular WHITE copy paper.** Please do not use colored paper, as it will cause the scanner to read all responses as marked.
- We ask that you **copy all two-page forms as double-sided** (so that two pages fit on one piece of paper). However, if you do not have this capability and must create surveys on two pieces of paper, please ensure that any staples are placed within the top left margin of the survey, in the margins, away from any text.

Survey Completion

- Respondents may fill in bubbles using a **dark-colored ballpoint pen or pencil**. We do not recommend using markers or felt-tip pens (which bleed through the paper, potentially causing errors to responses on the opposite side), crayons (which can jam the scanner), or highlighters (which are too light to be recognized by the software).
- **We do not recommend that respondents complete surveys while eating or immediately after an art project, or on surfaces which may have food or art supplies that can get on the survey.** Anything that sticks to the paper (e.g., food smudges, bits of paint) will cause the survey to jam in the scanner, potentially destroying the survey

and/or scanner. This includes **no white-out** to correct a response. If an error is made, respondents can cross out the incorrect response and mark their intended response.

- Make sure that the surveys remain **anonymous** and that participants **do not** write their names on their surveys.

Shipping Surveys

Please return all surveys to ODP. Surveys are processed in batches so you do not need to wait until all surveys have been collected to send them to ODP - you can send them in chunks as they are completed. We recommend that programs **track delivery of all packages** and email your counts of the number of surveys sent, so we can corroborate them.

ODP Mailing Address:

Jessie Dexter
Office of Drug Policy
304 N 8th St. STE 455
Boise, ID 83720

Instructions for Online Computer-Based Pre-Post Surveys

How to Request Online Computer Based Surveys

ODP began offering grantees the option of utilizing online, computer-based surveys during the onset of the COVID-19 pandemic when lockdowns and social distancing disrupted the ability for grantees to implement in-person programming and have participants complete paper-based surveys. Some grantees have found the online surveys to be a useful option for their ongoing virtual programs so ODP has decided to continue offering an online survey option for all of our grantees that are implementing curriculum-based direct service programs upon request.

Please complete this form to request online pre-post surveys:

<https://form.jotform.com/IdahoODP/survey-request-form>

Once grantees submit the Survey Request Form ODP will work with CoBro, our contracted survey developer, to create and share the online pre-post survey links with you within 1-2 one weeks.

How to Administer Online Computer-Based Surveys



Please note that each provider has been designated different links for the pre- and post-surveys for each individual program they are implementing.

Since online survey links are specific to the provider, the program, and the pre/post surveys, it is very important that providers use the correct link when administering online surveys.

Since there are different links for the pre- and post-surveys for each program, online surveys will **not** ask participants to identify the provider, the program, or whether they are completing the pre- or post-survey.

To administer the online surveys providers will share the designated online survey link with program participants via the chat, email, or other virtual communication method used to communicate with participants.

If providers would like to know how many program participants completed an online survey, email Jessie Dexter at jessie.dexter@odp.idaho.gov with the program, survey form (i.e., younger youth, older youth, parent), and survey type (pre or post) and we can let you know. This information is easy to gather, so please do not worry about being an inconvenience.

Please contact Jessie Dexter at jessie.dexter@odp.idaho.gov with any questions.

Thank you for your help in ensuring an effective survey process!