

Program Survey Administration Instructions

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Survey Administration for Prevention Programming

To evaluate the investment in substance misuse prevention programs the Idaho Office of Drug Policy (ODP) requires grantees that implement direct service, evidence-based programs and curriculums to conduct retrospective survey assessments with program participants. The goal of the retrospective survey assessments is to measure the substance use-related attitude and behavioral outcomes for the various evidence-based programs.

Working with professional evaluators, ODP developed surveys to assess program outcomes among two different age groups (older youth & parents) as well as survey administration procedures. Participant surveys can be implemented via a paper-based or computer-based format and the two formats have different implementation procedures. Please read the following guidance for detailed instructions on how to properly implement paper-based surveys (pages 3-6) and computer-based surveys (page 7).

Questions or concerns related to the survey forms or procedures should be directed to Grace Tucker at grace.tucker@odp.idaho.gov

Types of Participant Surveys

For the SFY2025 grant award period (7/1/2024-6/30/2025) there are two participant surveys:

1. Retrospective Older Youth (Grades 6-12) Survey
2. Retrospective Parent Survey

*Please note two significant changes in the program participant surveys for SFY2025: there is no Younger Youth (Grades 4-5) Survey and the Older Youth (Grades 6-12) Survey is now retrospective rather than pre-post.

When to Administer the Surveys

Older Youth & Parent Retrospective Surveys

Both the Older Youth (Grades 6-12) and Parent Surveys are retrospective and only need to be administered one time at the very end of the program AFTER program participants are exposed to ALL programming. The retrospective format allows us to measure what program participants attitudes and behaviors prior to, and after, being exposed to your prevention program via one survey.

Who to Survey

- ODP grantees should survey all parent and older youth participants in grades 6-12 that receive direct-service, evidence-based curriculum programs. *Note: you will only survey older youth for whom you receive parental consent to survey – see “Obtaining Parental Consent” below.*
- 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 5 and under should not be surveyed.

Obtaining Parental Consent

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

ODP grant recipients – that received funding to implement direct-service, evidence-based program curriculums with older youth in grades 6-12 – that will be administering surveys with older youth program participants have the option of using passive parental consent or active consent, depending on the preferences of the involved 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 ensuring that surveys are only administered 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 is only prohibited from partaking in the survey process, the student can still participate in the actual programming unless otherwise specified by the parent.*

Instructions for Paper-Based Surveys

Each ODP grantee that is implementing direct-service evidence-based programs and curriculums will be provided with individualized, program-specific survey documents. The survey documents will be provided via email and uploaded under the *documents* tab in your Grantee Portal in Neighborly. These documents have the survey type (Older Youth Grades 6-12 or Parent), grantee/provider organization name, and the program name identified at the top of the page – please do not alter this information. 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, please contact Grace Tucker at grace.tucker@odp.idaho.gov.

Detailed Instructions on how to access and implement the surveys can be found on below under **Steps for Administering Paper-Based Surveys**. Additional guidance for proper survey implementation can be found under **Reminders and Recommendations** on page 5 of this document. These implementation instructions and 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 parental consent for youth participants in grades 6-12** (see “Obtaining Parental Consent” on page 2).
2. **Download paper survey documents** from your email or grantee portal in Neighborly. Steps to access the surveys through your grantee portal:
 - a. Login to Neighborly at <https://portal.neighborlysoftware.com/ODPIDAHO/participant>
 - b. Select your grantee portal on the Neighborly dashboard.
 - c. Click on the “DOCUMENTS” tab on the lefthand navigation menu.
 - d. Surveys will be labeled by type, provider, and program (i.e., *Older Youth Survey_Organization Name_Program Name*). Click on the survey to download it.
3. **Print paper survey documents – and print them correctly.** Surveys need to be printed on white paper. Surveys need to be printed on one page, front and back – when printing, you will select the option to print doubled sided and flip on the short edge.
4. **Obtain a large envelope** in which participants will place their completed surveys.
5. **Follow the youth and/or parent survey-specific instructions below** to read the correct script and distribute the surveys to participants.

———— **The following instructions are different for youth and parent participants, so please read closely!** ————

Older Youth & Parent Survey Administration Scripts

Older Youth Surveys – older youth surveys are now retrospective and program participants only need to complete the survey one time after the completion of the program. At the completion of the program curriculum, after the end of the final lesson, grantees/survey administrators will read the following script and distribute the paper surveys to youth that have parental consent to be surveyed.

Older Youth Survey Script:

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, so please answer the questions honestly. Do not put your name on the survey. Once you have completed 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 to be scanned. This means that I will not be able to see anyone's responses.

You should use a dark colored ballpoint pen or pencil to complete the survey. All of the questions are multiple choice and you will select your response by completely filling-in the related bubble, please do not use checks or dashes. This survey asks about your thoughts and behaviors prior to the start of this program and after the completion of this program. The lefthand side of the survey will ask about your thoughts and behaviors BEFORE the program, and the righthand side of the survey will ask about your thoughts and behaviors NOW that you've participated in the program.

You can get started, please let me know if you have any questions.

Parent Surveys – parent surveys are retrospective and program participants only need to complete the survey one time after the completion of the program. At the completion of the program curriculum, after the end of the final lesson, grantees/survey administrators will read the following script and distribute the paper surveys to parent participants.

Parent Survey Script:

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, so please answer the questions honestly. Do not put your name on the survey. Once you have completed 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 to be scanned. This means that I will not be able to see anyone's responses.

You should use a dark colored ballpoint pen or pencil to complete the survey. All of the questions are multiple choice and you will select your response by completely filling-in the related bubble, please do not use checks or dashes. This survey asks about your thoughts and behaviors prior to the start of this program and after the completion of this program. The lefthand side of the survey will ask about your thoughts and behaviors NOW that you've participated in the program, and the righthand side of the survey will ask about your thoughts and behaviors BEFORE you participated in the program.

You can get started, please let me know if you have any questions.

6. Distribute surveys to the participants.

7. If necessary, provide pencils or pens (dark colored ballpoint) to participants.

8. **Place the large, unsealed envelope** in an area where participants can access it to submit their completed surveys.
9. Check to be sure all participants have completed their survey. Have the last participant to complete their survey, or another program participant, **seal the envelope**.
10. Send the sealed envelope to ODP.
 - a. Mail completed surveys to ODP at:
Idaho Office of Drug Policy
304 N 8th St, STE 455
Boise, ID 83702
 - b. If you are implementing multiple cohorts or programs you do not need to wait until all participant surveys have been administered to mail them to ODP – you can send them as they are completed and collected. We recommend that grantees track delivery of all packages to ensure they are successfully delivered.

Reminders and Recommendations for Proper Survey Implementation

In order to process large numbers of surveys as accurately and expeditiously as possible, CoBro Consulting, ODP's survey scanning contractor, uses optical mark recognition software and a high-speed scanner. Please review the following guidelines provided by ODP and CoBro to ensure that your surveys will be successfully scanned.

PRINTING SURVEYS

- Make sure to only use the SFY2025 surveys provided by ODP.
- 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.
- **Print all survey copies on regular WHITE copy/printer paper.** Please do not use colored paper, it will cause the scanner to read all responses as marked.
- Both the older youth and parent surveys are one page, front and back. We ask that you **print all surveys as one page, double-sided** (so that two pages fit on one piece of paper). For best results, when printing select the option to print double sided and flip on the short edge.
Please notify ODP if you are unable to print your surveys double sided on one piece of paper – we will print and mail survey documents to you. Contact Grace at grace.tucker@odp.idaho.gov

ADMINISTERING SURVEYS

- 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 recommend that respondents avoid completing the surveys while eating, immediately after an art project, or on surfaces which may have food, liquids, or art supplies on them that could 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 mail all surveys to ODP. Surveys are processed in batches, so if you are implementing multiple cohorts or programs, you do not need to wait until all participant surveys have been administered to mail them to ODP – you can send them as they are completed and collected. We recommend that grantees **track delivery of all packages** to ensure they are successfully delivered.

ODP Mailing Address:

**Office of Drug Policy
304 N 8th St. STE 455
Boise, ID 83702**

Instructions for requesting and administering online, computer-based surveys are on the next page.

Instructions for Online Computer-Based 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, computer-based participant surveys:**

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

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

How to Administer Online Computer-Based Surveys

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 Grace Tucker at grace.tucker@odp.idaho.gov with the program and survey form (i.e., older youth, parent) 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 or Grace Tucker at grace.tucker@odp.idaho.gov with any questions.

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