

Program Survey Administration Instructions

Table of Contents

Survey Administration for SUPTRS BG Prevention Programs	1
Types of Participant Surveys	2
Who to Survey.....	2
When to Administer the Surveys	2
Obtaining Parental Consent	2
Instructions for Paper-Based Surveys	3
Steps for Administering Paper Surveys.....	3
Administration Scripts for Paper-Based Older Youth & Parent Surveys	4
Guidance for Successful Paper-Based Survey Implementation	5
PRINTING PAPER-BASED SURVEYS.....	5
ADMINISTERING PAPER-BASED SURVEYS.....	6
SHIPPING SURVEYS	6
Instructions for Online Computer-Based Surveys	7
How to Request Online Computer-Based Surveys	7
How to Administer Online Computer-Based Surveys.....	7
Steps for Administering Online Computer-Based Surveys.....	7
Administration Scripts for Online Computer-Based Parent & Older Youth Surveys.....	8
Guidance for Successful Online Computer-Based Survey Implementation.....	9

Survey Administration for SUPTRS BG Prevention Programs

To evaluate the outcomes of substance misuse prevention activities funded via the Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUPTRS BG) for Primary 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 older youth and parent program participants. The retrospective survey assessments aim to measure the substance use-related attitudes and behavioral outcomes for participants of SUPTRS BG-funded evidence-based programs implemented in various settings and demographic groups – with the goal of helping ODP and grantees better understand programmatic outcomes, demonstrate the impact of SUPTRS BG Primary Prevention funding, and guide state- and local-level prevention planning.

Working with TriWest, ODP’s professional evaluation services contractor, ODP developed survey tools to assess program outcomes among two different age groups (older youth in grades 6-12 & parents) as well as survey administration procedures. Participant surveys can be implemented via paper-based or computer-based formats, and the two formats have different implementation procedures. Please read the following guidance for information on the types of surveys, who and when to survey, obtaining parental consent, and detailed instructions on how to properly implement paper-based surveys (pages 3-6) and computer-based surveys (page 79).

- More survey administration resources can be found at prevention.odp.idaho.gov/provider-information
- Questions or concerns on surveys or procedures – contact Jessie Dexter at jessie.dexter@odp.idaho.gov

Types of Participant Surveys

There are two program participant surveys that grantees will utilize during the SFY2026 grant award period (7/1/2025-6/30/2026):

1. Retrospective Older Youth (Grades 6-12) Survey [English & Spanish] – [see example survey template](#)
2. Retrospective Parent Survey [English & Spanish] – [see example survey template](#)

*Please note updates to program participant surveys:

- Since SFY2024, there is no longer a Younger Youth (Grades 4-5) Survey.
- In SFY2025 the Older Youth (Grades 6-12) Survey changed from a pre-post to a retrospective format.
- In SFY2026, the Older Youth and Parent Survey questions and formatting was updated to improve survey clarity and validity.

Who to Survey

Per the SFY2026 SUPTRS BG Grant Agreements, grantees implementing SUPTRS BG-funded direct-service, evidence-based prevention education curriculums are *required* to conduct program surveys with participants. Grantees should survey:

- All **older youth participants in grades 6-12** that receive direct service, evidence-based curriculum programming *and that you have received parental consent to survey* (see “Obtaining Parental Consent” below).
- All **parent participants** that receive direct service, evidence-based curriculum programming (*referring to parent participants in parent-specific programs, not parents of youth in youth programs*).
- Participants in Grades 5 and under are not surveyed.

When to Administer the Surveys

Both the Older Youth and Parent Surveys are retrospective and are only administered with participants once at the very end of the program after participants are exposed to the entire curriculum. The retrospective format allows us to measure program participants’ attitudes and behaviors prior to, and after, being exposed to your prevention program via one survey.

Obtaining Parental Consent

Parental consent must be obtained before the implementation of older 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 programming with older youth in grades 6-12 – and will therefore be administering surveys with older youth program participants – have the option of using passive parental consent or active parental consent procedures, 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).

School and school district grantees should review [Idaho Statute 33-6001 Parental Rights in Education](#) prior to determining which method of parental consent they will utilize.

Providers are responsible for keeping a list of youth whose parents declined their participation in the survey and ensuring that surveys are only administered to youth whose parents have provided consent.

**Important 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 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.

The customized survey 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 or any other aspect of the survey documents.

Only use the SFY2026 surveys – it is critical for grantees to ensure they are using the correct, unaltered SFY26 survey for the program/age group that is participating in the program. If you do not have the SFY26 survey for your program, please contact Jessie Dexter at jessie.dexter@odp.idaho.gov.

Detailed Instructions on how to access and implement the surveys can be found 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 have been provided by ODP and TriWest Group, ODP's evaluation services contractor that is responsible for creating and scanning 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 on the next page** 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! ————

Administration Scripts for Paper-Based Older Youth & Parent Surveys

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

Older Youth Survey Script

You are being asked to complete a survey to measure knowledge and opinions about youth use of alcohol, e-cigarettes, and other drugs. Your participation in this survey is completely voluntary and your responses will be completely anonymous and confidential. There is no penalty for not taking or completing the survey. You do not have to respond to the entire survey and can skip any questions you don't want to answer.

This survey is completely anonymous, do not put your name or any identifiable information on the paper. Once you have completed the survey, place it in this envelope. When the last person has completed their survey, I will seal the envelope and send the surveys to a professional evaluator to be processed. This means that I will not be able to see anyone's responses.

This survey will ask about your thoughts and behaviors prior to the start of this program and after the completion of this program. The survey includes four sections, with each section asking 4-10 questions. The survey will share a statement or question and then ask you to choose how you think you felt about each of the statements or questions BEFORE you participated in the program and then choose how you feel about the statements or questions NOW, after participating in the program. This survey is completely anonymous, so please answer the questions honestly.

Please use a dark colored ballpoint pen or pencil to complete the survey. If you do not have a pen or pencil, let me know and I can provide you with one. All of the survey questions are multiple choice, and you will answer by completely filling-in the related bubble – do not use checks or dashes.

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

Parent Surveys – parent surveys are retrospective, so program participants only need to complete the survey one time at the end of the program. After the completion of the program curriculum (at the end of the final lesson), grantees/facilitators/survey administrators will distribute the paper surveys to parent participants and read the following script:

Parent Survey Script

You are being asked to complete a survey to measure knowledge and opinions related to parenting and youth substance misuse. Your participation in this survey is completely voluntary and your responses will be completely anonymous and confidential. There is no penalty for not taking or completing the survey. You do not have to respond to all of the questions and can skip any questions you do not want to answer.

This survey is completely anonymous, do not put your name or any identifiable information on the paper. Once you have completed the survey, place it in this envelope. When the last person has completed their survey, I will seal the envelope and send the surveys to a professional evaluator to be processed. This means that I will not be able to see anyone's responses.

This survey will ask about your thoughts and behaviors prior to the start of this program and after the completion of this program. The survey includes four sections, with each section asking 3-7 questions. The survey questions will share a statement and ask you to choose how you think you felt about the statement BEFORE you participated in the program and then choose how you feel about the statement NOW, after participating in the program. This survey is completely anonymous, so please answer the questions honestly.

Please use a dark colored ballpoint pen or pencil to complete the survey. If you do not have a pen or pencil, let me know and I can provide you with one. All of the survey questions are multiple choice, and you will answer by completely filling-in the related bubble – do not use checks or dashes

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

Steps for Administering Paper Surveys – Continued

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 easily access it to submit their completed surveys.
9. Check to be sure all participants have completed their survey and then have the last participant to complete their survey **seal the envelope**, or seal it yourself immediately without pulling out or touching the surveys.
10. Send the sealed envelope to ODP. Mail completed paper-based surveys to ODP at:

Idaho Office of Drug Policy
PO Box 83720
Boise, ID 83702

Note: If you are implementing multiple cohorts or programs you do not need to wait until all participant surveys are administered before mailing them to ODP, you can mail surveys as they are completed. Keep the mailing receipts, as you can request reimbursement for shipping costs from ODP. We recommend that grantees track survey shipments to ensure successful delivery.

Guidance for Successful Paper-Based Survey Implementation

In order to process large numbers of surveys as accurately and expeditiously as possible, TriWest uses an optical mark recognition software to scan and process surveys.

Please review the following guidelines provided by ODP and TriWest to ensure that we will be able to properly scan your surveys to successfully collect and evaluate your participant survey response data.

PRINTING PAPER-BASED SURVEYS

- Make sure to **only use the SFY2026 surveys provided by ODP**. Do not use surveys from past grant years (i.e., SFY2025 or SFY2024).
- Paper-based survey documents are provided to grantees in a finalized PDF file format. **Please DO NOT alter, edit, or attempt to make any changes to the document formatting, header, or questions/content.** Contact ODP immediately if you think there are errors or necessary changes for your paper-based survey document and/or if you experience any issues with surveys printing correctly (e.g., if a one-page form spills over onto a second page due to font inconsistencies between computers) – the TriWest team can make necessary adjustments.
- **Print all survey copies on regular WHITE copy/printer paper.** Please do not use colored paper, it will cause the scanning software to misread survey responses.
 - **Keep the receipts for printing expenses**, ODP reimburses grantees for the costs of printing program participant surveys.
- If using a copier, **make all copies from one original print-out**. Do not make copies of copies.
- Both the older youth and parent surveys are two pages but formatted to fit on one page, printed double sided on the front and back. **Print surveys as one page, double-sided** so that the entire survey questionnaire fits on one piece of paper. When printing, we recommend selecting the option to print double sided and flip on the short edge.

If you are unable to print your surveys double sided on one piece of paper, please notify ODP – we can print surveys for you to use. Contact Jessie Dexter at jessie.dexter@odp.idaho.gov

ADMINISTERING PAPER-BASED SURVEYS

- Respondents should fill in bubbles using a **pencil or dark-colored ballpoint pen**. We recommend avoiding the use of 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) can potentially jam in the scanner and prevent proper survey scanning.
This includes white-out – participants should not use white-out to correct a response. If an error is made, participants should cross out the incorrect response and mark their intended response.
- Make sure that the surveys remain **anonymous** and participants **do not** write their names on their surveys.
- When mailing surveys – 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.
 - **Keep the receipts for the shipping expenses**, ODP will reimburse grantees for the costs of mailing program participant surveys.
- We recommend that grantees track survey shipments to ensure successful delivery.

SHIPPING SURVEYS

Please mail all paper surveys to ODP. If you are implementing multiple cohorts or programs, you do not need to wait until all program cohorts have been completed, and all participant surveys have been administered, before mailing them to ODP – you can mail surveys as they are completed and collected throughout the SFY2026 award period.

Grantees should keep the receipts for the shipping expenses, ODP will reimburse grantees for the costs of mailing program participant surveys. Lastly, we recommend that grantees track the shipment of survey packages to ensure they are successfully delivered.

ODP Mailing Address:

**Idaho Office of Drug Policy
PO Box 83720
Boise, ID 83702**

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

Instructions for Online Computer-Based Surveys

How to Request Online Computer-Based Surveys

Some grantees find online surveys to be a useful, necessary, or more efficient alternative when administering surveys with participants in their virtual or in-person programs, so ODP offers a computer-based Older Youth and Parent Survey option for all of our grantees upon request.

TriWest, ODPs evaluation services contractor, creates online computer-based surveys for grantees on Qualtrics, a secure cloud-based data collection platform. If you need online surveys, please request them from ODP – do not use the paper-based survey to create an online survey on your own. If you create your own online survey for program participants, the response data will not be usable.

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

→ **Please complete this form to request online, computer-based participant surveys:**

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

How to Administer Online Computer-Based Surveys

Both the Parent and Older Youth Surveys are retrospective, so program participants only need to complete the survey one time at the end of the program. After the completion of the program curriculum (at the end of the final lesson), grantees/facilitators/survey administrators will share the survey link with Parent participants or Older Youth participants that you have parental consent to survey.

When participants complete and submit online surveys the responses will be sent directly to TriWest. Grantees do not need to worry about gathering or printing off online survey responses to mail to ODP.

Unfortunately, grantees will not receive notification when participants submit online surveys. If providers would like to know how many online surveys have been submitted to try and ensure participants are actually completing the surveys as requested, you can email Jessie Dexter at jessie.dexter@odp.idaho.gov with the program and survey information (i.e., older youth, parent) and we can work with TriWest to provide you with a survey count.

Steps for Administering Online Computer-Based Surveys

1. **Share the designated online survey link (that was provided by ODP) with program participants** via chat, email, or other virtual communication method used to connect with participants.
2. **Read the Older Youth or Parent Survey-specific scripts** (located on the next page) to participants.

The following scripts are different for youth and parent participants, so please read closely!

Administration Scripts for Online Computer-Based Parent & Older Youth Surveys

Older Youth Survey Script

You are being asked to complete a survey to measure knowledge and opinions about youth use of alcohol, e-cigarettes, and other drugs. Your participation in this survey is completely voluntary and your responses will be completely anonymous and confidential. There is no penalty for not taking or completing the survey. You do not have to respond to the entire survey and can skip any questions you don't want to answer.

This survey is completely anonymous, you will not share your name or any identifiable information. Once you have completed the survey the responses will be sent directly to a professional evaluator to be processed. This means that I will not be able to see anyone's responses.

This survey will ask about your thoughts and behaviors prior to the start of this program and after the completion of this program. The survey includes four sections, with each section asking 4-10 questions. The survey will share a statement or question and then ask you to choose how you think you felt about each of the statements or questions BEFORE you participated in the program and then choose how you feel about the statements or questions NOW, after participating in the program. Again, this survey is completely anonymous, so please answer the questions honestly.

You will use the survey link that we have shared with you to open, complete, and submit the survey. Take your time to read through the survey and respond to the questions, and make sure the survey is fully submitted before closing out of it.

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

Parent Survey Script

You are being asked to complete a survey to measure knowledge and opinions related to parenting and youth substance misuse. Your participation in this survey is completely voluntary and your responses will be completely anonymous and confidential. There is no penalty for not taking or completing the survey. You do not have to respond to all of the questions and can skip any questions you do not want to answer.

This survey is completely anonymous, you will not share your name or any identifiable information. Once you have completed the survey the responses will be sent directly to a professional evaluator to be processed. This means that I will not be able to see anyone's responses.

This survey will ask about your thoughts and behaviors prior to the start of this program and after the completion of this program. The survey includes four sections, with each section asking 3-7 questions. The survey questions will share a statement and ask you to choose how you think you felt about the statement BEFORE you participated in the program and then choose how you feel about the statement NOW, after participating in the program. Again, this survey is completely anonymous, so please answer the questions honestly.

You will use the survey link that we have shared with you to open, complete, and submit the survey. Take your time to read through the survey and respond to the questions, and make sure the survey is fully submitted before closing out of it.

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

Guidance for successful implementation of online computer-based surveys is on the next page...

Guidance for Successful Online Computer-Based Survey Implementation

- Make sure to only use the **SFY2026 surveys and online survey links** provided by ODP. Do not use survey links from past grant years (i.e., SFY2025 or SFY2024).
- ODP provides online computer/tech-based surveys to grantees upon request. The online computer/tech-based surveys are created by TriWest (ODP's evaluation services contractor) on Qualtrics, a secure cloud-based data collection platform.

If your organization wants to utilize online computer/tech-based surveys, please **request online surveys from ODP** – do not use the paper-based survey to create your own online survey.

- Please complete this form to request online computer-based surveys:
<https://form.jotform.com/IdahoODP/survey-request-form>

More survey administration resources can be found at prevention.odp.idaho.gov/provider-information

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

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