



About the Paper Surveys

Each provider will receive individualized survey documents. These documents have the survey title, region, the provider, and the program name pre-printed at the top. It is important for the survey administrator to ensure they are using the correct survey for the program/age group they are teaching. If you do not have a correct survey for your program, please contact Cheryl Foster at ODP so she can work with CoBro to develop one for you ASAP.

The survey administrator is also responsible for indicating on the survey whether it is a pre-test or a post-test. Fill in the Pre or Post bubble at the top prior to making copies of the survey form to distribute.

Detailed Instructions on how to properly duplicate the survey prior to administration and how respondents should complete the survey (e.g., type of pen) can be found on the next page. These are provided by CoBro Consulting, LLC, the company that scans and processes the surveys.

Administering the Paper Surveys

1. Obtain a large envelope in which participants will place their completed surveys.
2. Select the appropriate survey (Grades 4-5, Grades 6-12, and/or Parents) for your program.
3. For youth surveys, fill in the bubble next to **Pre** or **Post** FIRST, then make copies to distribute.
4. Read the following script to program participants 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.

4. If necessary, provide pens (dark colored ballpoint) or pencils to participants.
5. Distribute the appropriate surveys to the participants.
6. Place the large, unsealed envelope in an area where participants can access it to place their surveys in.
7. Check to be sure all participants have completed their survey.
8. Ask the last person to complete their survey to seal the envelope.
9. Send the sealed envelopes to ODP once surveys are completed.

Paper Survey Preparation Instructions

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. We have provided the following guidelines in order to ensure a smooth process.

Survey Duplication

- 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 adjustments.
- For youth surveys, print a blank copy of the survey, complete the administrative section, and then duplicate the surveys for respondents to complete the rest. In order to duplicate surveys so that they can be read by our scanner, **make all copies for a site/cohort from one original print-out.** Please do not make 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.

Shipping Surveys

Please return all surveys to the Office of Drug Policy. Because we process surveys in batches, you do not need to wait until all surveys have been collected, but can send them in batches. We recommend that programs **track delivery of all packages** and email your counts of the number of surveys sent, so we can corroborate them.

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

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