Protocol for the Baseline and Posttest Strategies for Success Instrument (BP-SFS): Direct Services

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**Chapter 1: Introduction**

**Background information on the Baseline and Post Test Strategies for Success (BP SFS)**

There is one main module in BP-SFS:

The ATOD Use Tool (Module A): In 2022, we will be using only the middle school version of the survey.

Once IRB approved, you can access all these documents and more at the NM Prevention website ([www.nmprevention.org](http://www.nmprevention.org)) or <http://www.nmprevention.org/Direct-Service.html>.

**The Baseline and Posttest ATOD Use Tool is REQUIRED**

**For OSAP Direct Service prevention providers.**

**Getting Parental Consent**

Before implementing a direct service prevention program with people under 18 years of age, you must have parental consent for the student to participate. This process will require getting consent to participate in the program as well as to participate in data collection. Student participation in the programs and the surveys requires active parental/guardian consent. Parent permission forms for the students’ participation in the evaluation pre/post survey requires a separate consent process from the program participation consent. The survey consent will be given in hard copy to the students. The parents will then sign and return the form back to you. You (the local evaluator) will store these consents in a locked filing cabinet in your locked office and will not allow access to these consent forms by other people. Students for whom their parent/guardian has not consented to the survey may participate in the *Dare to Be You* program (if this specific consent has been signed), but not the survey.

**Getting Student Assent**

Students are not required to participate in the data collection process even if their parent(s) consents for them to do so. They must be informed of their right not to participate and their right to skip questions they do not want to answer on the survey. Later in this document we will provide you with some language to help explain this to your students. You must explain to the students their own rights to participate or not in the data collection process by reading them the student assent.

**When to Conduct the Pre-test**

Because these instruments ask questions about youth use and attitudes about substance use, we recommend that you do not administer the pre-test on the first day of the program. Depending on how often you meet with the students, you want to wait a week or two until some trust has been established between the adult providers and the students before giving the pretest. You will want to discuss with your evaluator about the best time to give the pre-test. This will likely depend, in part, on the program being implemented and the participants.

**When to Conduct the Post-test**

The post-test data ideally will be collected at, or very near the end, of your program. Note that the post-test is nearly identical to the pre-test but includes questions about use behaviors on school campus during the current school year.

**Who Should Conduct Surveys?**

*The local evaluator will be responsible for collecting the data.* This is to ensure that neither the program providers nor any school personnel risk the loss of the confidentiality of the participants’ responses. The local evaluator will emphasize that students should complete the survey in privacy.

The local evaluator will maintain the hard copies of the survey separately from the file linking the ID numbers to the participant names. In each case, both sets of documents will be maintained under double lock and key.

After the administration of the survey, a debriefing should be conducted to assess whether there were any problems encountered while giving the survey such as questions that were unclear, reading comprehensions issues, classroom disruptions, breeches of confidentiality, etc.

**Chapter 2: Detailed Instructions for Administering Surveys**

**Sections of the Strategies for Success Instrument:**

1. BASELINE SFS: ATOD Use - Middle School (REQUIRED)
2. POST SFS: ATOD Use – Middle School (REQUIRED)

**Some Basic Instructions:**

**MAINTAINING THE CONFIDENTIALITY OF THE STUDENTS’ RESPONSES IS CRITICALLY IMPORTANT.** You will need to match pre- & post-intervention data by respondent. **The local evaluator will keep a master list (that is private and not shared with the provider) that assigns each participant a unique ID number.** The local evaluator will put a sticky note with each respondent’s name on their assigned ID number ahead of time. Students will be directed to remove and discard the sticky note before turning in the completed survey. The local evaluator is the only individual who should have access to the list with the names and corresponding ID numbers.

## Basic protocol for all surveys:

1. The Prevention Provider must obtain parental consent and student assent to participate in the data collection process.
2. The local evaluator will explain the rights of the student respondents to not participate or refuse to answer any question. (See text below.)
3. The local evaluator will explain how the student respondents’ confidentiality of responses will be maintained. (See sample text below.)
4. The local evaluator will administer the survey and collect the hard copies. (The provider, prevention staff, and school staff should not administer surveys to help protect the confidentiality of the students’ responses.)
5. The local evaluator will debrief with the student participants. Provide the take home information to the students at both BASELINE and POST data collection.
6. The local evaluator will debrief with the provider about the process. (Ask about translations if appropriate, and questions that came up, concerns, etc. Share with PIRE if corrected are needed to the survey or to the data collection process.)

**Script for Survey Administration:**

*Please read the following:*

You have been given a confidential identification number so only the evaluator knows who you are. This is very important for you to understand. *None of your teachers, your parents or guardians, and no staff person in the program will ever know what you say on this survey. Please let me know if you have any questions about this.*

I now will now read through the following information.

This survey will help us understand the benefits to New Mexico students like you of participating in the *Dare to Be You* program. The survey asks about your attitudes and behaviors concerning alcohol, nicotine and drug use, and the risks of being caught if someone your age is drinking alcohol. The survey should take you approximately 15 minutes to complete.

Your answers to the survey questions are private, and no identifying information about you and your responses will ever be shared with other people, including your teachers, other school staff, and your parents or guardians. PLEASE DO NOT ENTER YOUR NAME ANYWHERE IN THIS SURVEY.

Your parents have consented to your participation in this survey, but your participation is completely up to you and you can still participate in this program even if you decide not to take this survey.  You may choose not to answer any question and you may quit the survey at any time.

There are no right or wrong answers, and please answer the questions as honestly as possible.

If you are willing to complete the survey, please begin to fill it out now. If you have a question, please let me know.

**Points for Survey Administrators:**

1. *Please emphasize that it is important that students feel they can take the survey without others seeing their responses. Move any students who do not feel that they have enough privacy.*
2. *Feel free to explain or clarify for students without giving out hints about how you would wish them to respond. At the end of this document, there is a list of suggested ways to answer survey taker questions. These FAQ should help you guide students so that the spirit of the survey can be maintained.*
3. ***Please make note of all questions that come up from the students, and what the question was. This will help us improve our questions for next time.***
4. *Be very careful to sound non-judgmental. We wish for youth to answer honestly about their use and they may not be honest if they think that an adult is telling them what the “correct” way of responding is.*
5. *If there are students who cannot read well or are having a hard time understanding the questions, you may want to schedule a time to read the questions to them one at a time and they will complete the questionnaire by marking their response.*
6. *The survey is available in Spanish for students who may be more comfortable responding in their native language. If you know that you will have monolingual Spanish speakers taking the survey, arrange for a bilingual survey administrator to be present, especially because literacy can be difficult for young monolingual Spanish speakers.*
7. *Unfortunately, there are no surveys available in other languages. However, we do not expect to encounter any significant number of young Navajo speakers (or other languages) in this setting who do not also read English or understand English. However, if this is the case, be prepared to provide someone who can interpret and alert your evaluator so she can be prepared for this need in the future. If this is an issue, please contact your evaluation team.*

*Have students give the survey to you when they are done. Thank them. Store the surveys in a envelope or folder and keep with you at all times until you can lock as described.*

**Frequently asked questions for survey takers and survey administrators:**

Q - Isn’t this the YRRS survey? How is it different?

A - Some of these questions are similar to the YRRS so you may already be familiar with them. We use some similar questions so we can know how these youth compare to the rest of the state.

Q- How do I answer the question about race or ethnicity?

A- *Try NOT to tell the survey taker what their race or ethnicity is. Tell them:* “How have you heard your family talk about itself? Have you heard any of these words below? You can check more than one answer if you have different kinds of people in your family.”