

GUIDANCE FOR CAPP PRE-POST SURVEY ADMINISTRATION

ON SITE, BEFORE DISTRIBUTING TABLETS

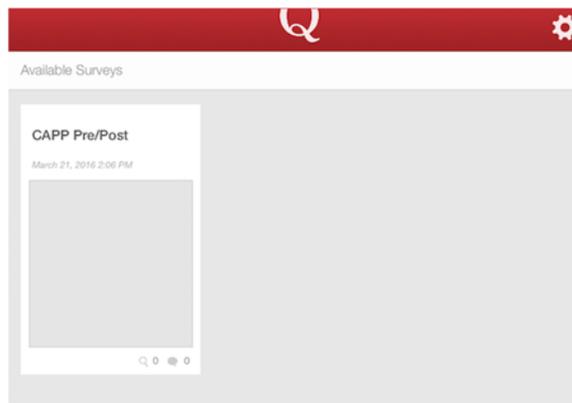
1. Power on and unlock each device – one for each participant.

Kindle Fire: Hold down the power button (top of device, towards the right) to turn the tablet on. Swipe up on the screen to unlock.

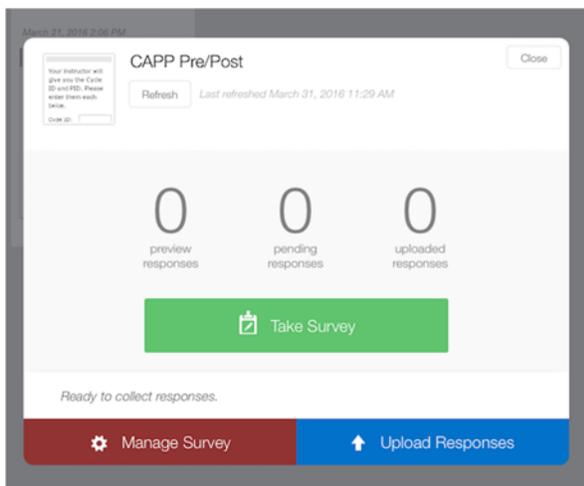
2. Launch the Qualtrics app “Offline Surveys” by clicking on the icon with the large red Q.



3. Select the appropriate survey from the list.

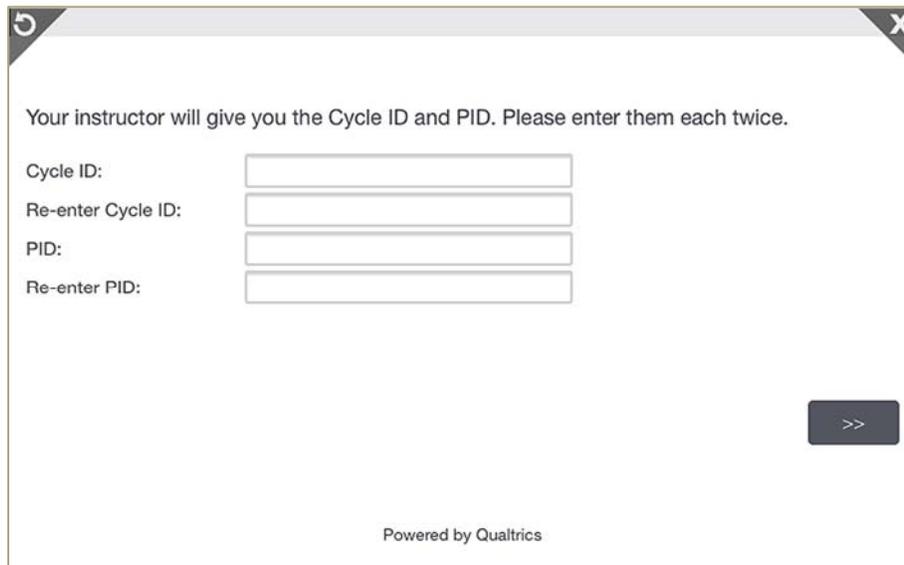


4. Click the green button labeled “Take Survey.”



If it pops up, select “Do NOT enable location services.” (This may pop up on some devices but not on others.)

5. **We recommend that educators** take an additional step before handing the tablets out to the youth participants: **enter the Cycle ID and the PID (participant ID).**



Your instructor will give you the Cycle ID and PID. Please enter them each twice.

Cycle ID:

Re-enter Cycle ID:

PID:

Re-enter PID:

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- The **Cycle ID** is the code assigned to this particular group of participants and their surveys. This will be the same for all participants (and their surveys) in this group but different from all other Cycle IDs. We recommend you use only numbers for the Cycle ID.

You will record the Cycle ID entered on these surveys in the Online Reporting System when you submit implementation information for this cycle. This allows us to connect the cycle implementation information (recorded in the Online Reporting System) with the survey data.

- The **PID** is the unique ID number given to each youth participant. This should correspond to the participant number assigned to each participant in the Online Reporting System. The PID is unique for each youth participant in a cycle, but will repeat *across* cycles. (That is, each cycle will have a PID 1, 2, 3, 4, ...) Remember, you will need to track participant names and their associated PIDs in a separate place. One optional tool for keeping track of names and PIDs is the Attendance Log, a Word document that you can download here:
<http://www.actforyouth.net/resources/capp/attendance-log.doc>

Alternatively, Cycle IDs and PIDs can be distributed to youth participants and they can enter this information into the surveys. If you use this approach, we recommend you display or post the Cycle ID number so that it is visible to all participants (such as written on the board or projected on a slide) and that the unique PID is marked on each tablet. (This could be the tablet ID number, which should be applied with a label or permanent marker, or could be stuck to each tablet with a Post-It note. Again, just remember that **each youth should have only one PID – the PID that is used both for reporting attendance and for the surveys.**)

6. **Informed Consent:** Let youth program participants know why you are asking them to complete this survey. Be sure to verbally state this information (see sample script below), and check to see if anyone has questions.

“We want to learn more about how well this program works, and that means we need to ask you, the experts, about how your thoughts and opinions may have changed from the beginning to the end of this program.

I’ll ask you to take a short survey now and again on the last day of the program. We want to learn how your thoughts and behaviors may be different at the end of the program. Both surveys will take just a few minutes.

Both surveys are ANONYMOUS. That means your name DOES NOT go on the surveys and we will NEVER be able to link your answers to YOU. I will not know which answers are yours, and your teacher/program leader and parents will NEVER see your responses. Your answers will be combined with those from other young people.

Both surveys are VOLUNTARY. While we hope you will finish both of them, you do not have to participate. You can skip any question you do not want to answer.

The information you tell us will be used to help make this program better in the future.”

AFTER DISTRIBUTING THE TABLETS

7. Read the directions for completing the survey aloud.
8. Participants complete the survey.

Thank you very much for taking this survey. Please answer all the questions as honestly as you can. Your responses will be kept totally confidential. There are no right or wrong answers!

How likely are you to do each of the following?

	Very Unlikely	Unlikely	Likely	Very Likely
Have sex in the next 3 months?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a condom (if you have sex in the next 3 months)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use birth control (other than a condom) (if you have sex in the next 3 months)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the future how EASY OR HARD will it be for you to do each of the following:

	Very Hard	Hard	Easy	Very Easy
Say "no" to sex?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a condom when you have sex?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use birth control (other than a condom) when you have sex?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Find a place to get tested for STD/HIV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Get tested for STD/HIV?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Get your partner to not have	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Facilitate participants completing and returning the survey in ways that ensure their responses remain anonymous.

- Consider setting the space up like a testing environment: chairs/desks should be spaced appropriately.
- If you circulate around the room, be sure to avoid walking between seats as much as possible – give participants space to honestly answer the survey, away from even your eyes.
- When answering a question from an individual participant, be sure to walk away before he/she records a response.
- Ensure participants reach the final screen of the survey before handing in the tablet, even if some questions were skipped.

We thank you for your time spent taking this survey.
Your response has been recorded.

Restart

Use the same process when administering post surveys.