

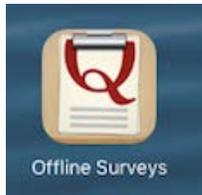
GUIDANCE FOR PREP ENTRY AND EXIT SURVEY ADMINISTRATION

ON SITE, BEFORE DISTRIBUTING TABLETS

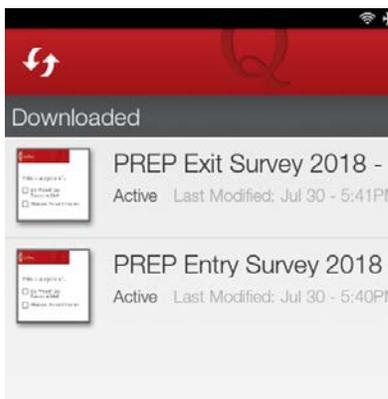
1. Power on and unlock each device – one for each participant.

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.

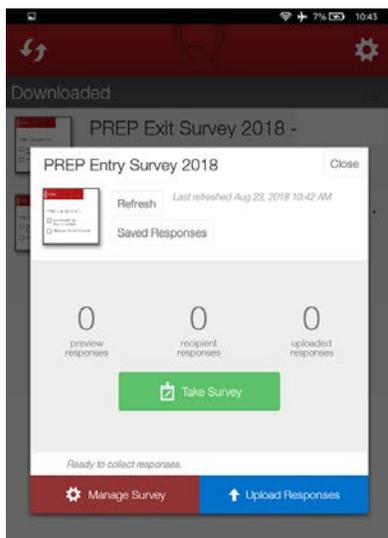
2. Launch the Qualtrics app “Offline Surveys” by clicking on the icon with the large red Q.



3. Select “PREP Entry” or “PREP Exit” from the survey 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. **Informed Consent:** Let 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.

I'll ask you to take a short survey now and again on the last day of the program. You'll be asked for demographic information: your age, grade, the language you speak, race, the sex marked on your birth certificate, and your living situation. The survey you take on the last day also has some questions about your experience with the program. Both surveys will take just a few minutes.

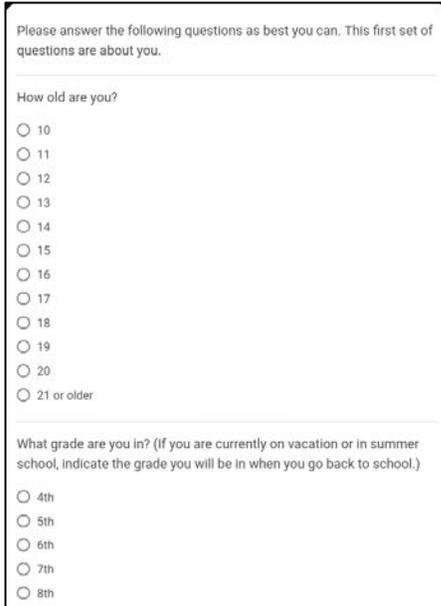
Both surveys are ANONYMOUS. That means your name DOES NOT go on the surveys and we will NEVER be able to link your answers to YOU. I will not know which answers are yours, and your teacher/program leader and parents will NEVER see your responses. Your answers will be combined with those from other young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

AFTER DISTRIBUTING THE TABLETS

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



Please answer the following questions as best you can. This first set of questions are about you.

How old are you?

10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21 or older

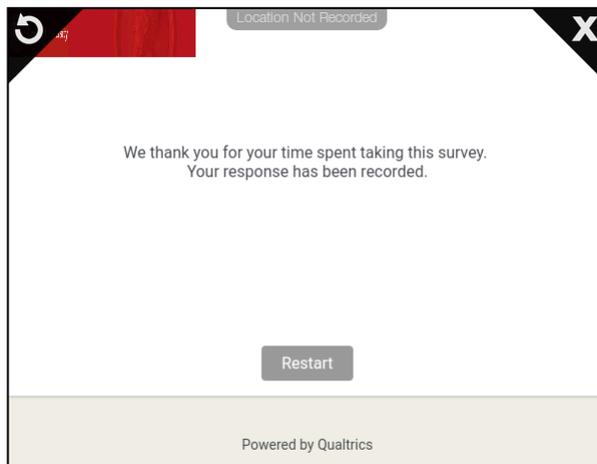
What grade are you in? (If you are currently on vacation or in summer school, indicate the grade you will be in when you go back to school.)

4th
 5th
 6th
 7th
 8th

If applicable, be sure they select the appropriate EBP in the first question.

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.
- Make sure participants reach the final screen of the survey, with the “Restart” button near the bottom, before handing in the tablet, even if some questions were skipped.



Location Not Recorded

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

Restart

Powered by Qualtrics

Use the same process when administering exit surveys.