AN ORIENTATION TO THE DAODAS STANDARD SURVEY

Updated September 2019
MAIN AREAS TO ADDRESS

• Preparing the surveys
• Proctoring the surveys
• Reviewing/handling the surveys
• Returning the surveys
PREPARING THE SURVEYS

- Print each survey (from a printer), rather than copying
  - Ensure your printer is not on a “light” setting
  - Verify that all the surveys you printed have a high print quality (check the first few and last few)
  - Blank surveys can be found on the SC Documents website (http://ncweb.pire.org/scdocuments/) under the “Evaluation Documents” heading

- Do NOT print front and back
TO STAPLE OR NOT TO STAPLE

- DAODAS needs to receive NON-stapled surveys
- So, you can never staple and avoid that issue (give out loose pages)
  - But, you must ensure DAODAS receives surveys back that have each student’s pages in order
- Or, you can staple the surveys before distribution then pull the staples out after administration
  - Do NOT staple over the 4 black boxes or bar code
  - Be very careful when you remove the staples to ensure the page will still run through the scanner correctly
PROCTORING THE SURVEYS

The Student ID code
▶ This is the way we match pre- and post-tests
▶ The code must be written (and bubbled) on the first page AND written at the top of each page
  ▶ New Pre survey now has 3 pages.
▶ This allows us to “bring together” a student’s survey pages if they ever get scattered
PROCTORING THE SURVEYS—CODING

- Use recommended participant confidentiality procedures
  - See pages 7-8 of the Confidentiality Packet on the SC Prevention Documents website
- Each student should have a unique 6-digit code
- The code must be the same at pre and post
- The first 3 digits will be given to your county by PIRE
- The last 3 digits should be unique to each student
  - Example: Your county is assigned 444. Your surveys could be numbered 444001, 444002, etc.
- Do NOT give the same code to 2 different students during the year (even in different groups or programs)
PROCTORING THE SURVEYS

- We recommend that you pre-bubble and write in the codes on all the pages of the survey before you distribute the surveys to the students.
  - Students often write messily and bubble incorrectly.
The Pen Is Mightier Than the . . . Pencil

- Have students use pens with dark ink
  - Suggest you bring a box of pens
- We know students make mistakes. That's OK.
- The scanner does a good job of flagging items with odd marks, including having a mark crossed out and another filled in
- During “correction,” we can almost always tell what the student wanted when they mark one out
HANDLING THE SURVEYS

- Try to keep the surveys from being bent or folded as much as possible

- Do not keep the student code sheet with the surveys at any time
REVIEWING THE SURVEYS

• If you didn’t pre-bubble and write in the codes (we suggest you do), flip through the surveys to ensure the private code is written well on each page

• Make any other helpful corrections that do not change a student’s response

• Remove the staples carefully if you stapled

• Surveys do not need to be in student code numerical order when you return to us,

• BUT each student’s survey must be in page order (page 1, 2, 3)
RETURNING THE SURVEYS—COVER SHEETS

- Any surveys returned to DAODAS must be grouped and have a DAODAS Standard Survey Batch Cover Sheet for each group.
- You can decide how you will batch your surveys.
- PIRE can only analyze your data by implementation group according to the group names you use with your batches.
  - If you send in a whole school as one batch, we would be unable to ever give you classroom-level data.
  - If you send in batches by classroom, we could “roll it up” to create school-level data with some information from you.
BATCH COVER SHEET

- County
- Program
- Group Name
- Pre or Post
- # of Surveys
- Date of Survey
- Number of sessions delivered to group (report at post)

- Have you checked the page order?
- Have you looked the batch?
- Do you want a report now?
- Staff contact info
Currently, DAODAS has only two deadlines for returning completed surveys to DAODAS
  ▶ January 31, 2020 for programs completed July-December 2018
  ▶ June 5, 2020 for programs completed January-May 2019

You may submit surveys earlier than the deadlines!
  ▶ You can mail them to DAODAS (attention: Mikella Allen)
    ▶ If your package is in a box, please send to DAODAS physical address.
    ▶ If your package can fit in a manila envelope, please send to DAODAS post office Box.
  ▶ You can “deliver” them when you or a fellow agency staff person are in Columbia or plan to see a DAODAS/PIRE staff member somewhere
RETURNING THE SURVEYS

• Late Submissions
  • Deadlines for FY20 have been modified to better accommodate school schedules and to give the field a bit more time to prepare surveys for submission. If you are unable to adhere to the deadline, please contact Mikella Allen immediately! Waiting until the last minute may mean lost data.
EVALUATION REPORTS

- You can receive 2 outcome reports per program per year
  - 1 year-end report
  - 1 any other time at your request (indicate on batch cover sheet)

- Demographic Breakdowns
  - Will only present gender or race data breakdowns if two or more groups have >25
QUESTIONS??

Please ask them.
Surveying done incorrectly may mean lost data.

DAODAS mailing address:
PO Box 8268
Columbia, SC 29202

DAODAS physical address:
1801 Main Street, 4th Floor
Columbia, SC 29201

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