**Instructions for Online Version of the DAODAS Standard Survey**

**General Information**

With the assistance of the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS) Prevention Services and Keystone Substance Abuse Prevention & Education, Pacific Institute for Research and Evaluation (PIRE) developed an online version of the DAODAS Standard Survey (middle and high school pre/post surveys). The online version of the survey was developed to support county prevention divisions in the delivery of online or remote curriculum-based prevention education programs in response to COVID-19. More information about the administration of the Standard Survey can be found starting on page 19 in the [South Carolina Prevention Evaluation Handbook](http://ncweb.pire.org/scdocuments/documents/PreventionEvaluationHandbook%202019.pdf), 6th Edition 2019. Users can locate the Handbook on the [South Carolina Prevention/Evaluation Resources](http://ncweb.pire.org/scdocuments/) website.

The online version is to be used instead of the paper version. In other words, if the prevention staff member decides to use the online version of the pre/post survey, the paper version of the survey should not be submitted, too. There are four different links: two for middle school and two for high school surveys. Please make sure to use the correct one. Confirmation for the correct survey (middle school or high school and pre- or post-survey) is found at the top of the screen once the survey is accessed.

Click the link for the [Middle School PRETEST Survey](https://www.surveygizmo.com/s3/5542020/SC-Middle-School-Student-Prevention-PRE-Survey)

Click the link for the [Middle School POSTTEST Survey](https://www.surveygizmo.com/s3/5530576/SC-Middle-School-Student-Prevention-POST-Survey)

Click the link for the [High School PRETEST Survey](https://www.surveygizmo.com/s3/5542081/SC-High-School-Student-Prevention-PRE-Survey)

Click HERE for the [High School POSTTEST Survey](https://www.surveygizmo.com/s3/5531065/SC-High-School-Student-Prevention-POST-Survey)

**Curriculum Information**

* Unless the curriculum developer (e.g., Botkin LifeSkills, All-Stars, ATOD 101) gives express permission to conduct remote classes (not face-to-face), prevention staff should request permission from the developer to present the education material remotely. Contact information can be located on the developer’s website or in the curriculum material.
* Prevention staff using online learning methods must still adhere to curriculum fidelity. If the developer does not provide instructions to ensure fidelity in an online learning environment, ask the developer for instructions specifically about conducting the curriculum online.
* In some cases, schoolteachers facilitate the curriculum in the online learning platform, and in other school districts, prevention staff may be permitted to facilitate the prevention education curriculum.

**Parental Consent**

We strongly advise you to obtain parental consent for the collection of online survey data. Even if you received consent earlier in the year for the paper survey, parents should be informed that you are switching to a digital format. Importantly, the consent form should include language requesting that parents not be present in the room when students complete the surveys. Follow your local policies regarding the use of active written parental consent vs. parental notification (passive consent).

**Survey Administration**

* Facilitators will need to provide each student with a link to the survey. The surveys are programmed in Survey Gizmo, a secure online survey platform.
* The facilitator will need the list of student IDs.
* The facilitator will provide each student with information typically provided to PIRE with the batch mailings, namely, County, Program, Group, and unique Student ID. All these fields, including the Student IDs are required, so the respondent will not advance in the survey if the County, Program, Group, or Student ID are not entered.
* We recommend that facilitators carve out time at the beginning of the first session and the end of the last session for students to complete the survey, just as they do for the paper surveys. Although students could complete the surveys on their own time, response rates will be higher if they complete the surveys as part of program delivery.
* Once the online surveys are submitted, send an email to Mikella Allen at [mallen@pire.org](mailto:mallen@pire.org). Mikella can retrieve the data in the survey database and confirm receipt. It will not be necessary to send batch cover sheets for surveys completed online. Prevention staff can continue to use the paper version of the surveys.
* The deadline for submittal is the same as if submitting the paper surveys. As a reminder, June 5, 2020, is the submittal deadline for programs completed January-May 2019.

**Contact Information**

If there are any questions about administering the surveys online, please feel free to contact Mikella Allen (mallen@pire.org) or Michael George (mgeorge@pire.org) with PIRE.