

IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

IDPH Prevention Survey Guidelines and Survey Instrument Instructions

Project: Improving Tomorrow: Prevention Focused Mentoring

Contract Period: July 1, 2022 - June 30, 2023

Preface

Iowa Department of Public Health (IDPH) funded contractors are required to use the IDPH Prevention Survey instruments for pre/post surveying in all evidence-based, multi-session prevention programs. Contractors must follow the guidelines listed in this document when conducting each step of the surveying process. Completed surveys are entered into the Qualtrics system, which is the IDPH approved web-based system for collecting and analyzing prevention data. All survey instrument tools and Administrator Consent forms can be found [here](#).

All guidelines have been approved by the Iowa Department of Justice, Office of the Attorney General. Any deviation from these guidelines needs prior review and approval from IDPH before utilization. Submit any guidelines change requests through lowagrants.gov correspondence to the IDPH Project Coordinator.

Surveying Best Practices

Before using the processes noted in this guide, please read through the following items and create a plan for ensuring these best practices:

Survey Administration

- IDPH prevention contractors are responsible for the IDPH Prevention Survey administration processes and maintaining surveys. Prevention service recipients should not take on these processes for the prevention contractor (e.g., disseminating the survey, collecting the surveys and storing surveys for prevention contractors, etc.).
- Do not rely on the IDPH Prevention Surveys to collect all demographic data needed for program reporting. Participants can choose to not answer questions or not participate in the survey. Ensure there is an additional way to collect data in place, such as counts provided by the mentoring staff member, requesting the demographic information from the recipient organization, etc.

Survey Confidentiality

- If possible, do not have the mentoring staff member who facilitates/leads the program/survey process enter the survey data into the Qualtrics Survey data collection system.
- Do not read results of surveys. This is in order to maintain confidentiality of participants.
- Once surveys are collected, they should be appropriately stored and not left in classrooms, vehicles, etc. See the process below for appropriate survey storage.

Survey Storage

- Completed surveys must be sealed in a business-sized envelope and stored in a locked file cabinet separate from the list that matches the ID numbers. Cabinet should be in a locked room with minimal access.
- Retain all data records and paper surveys according to the requirements located in the IDPH General Conditions, Section 3, Accounts and Records Maintained.

- Original paper surveys must be:
 - Stored in a locked file cabinet
 - Maintained for five years after the date of the last claim submitted for the specific grant funding per the IDPH General Conditions requirements
 - Destroyed by shredding, five years after the date the last claim is submitted.

Due Dates

Survey results must be entered into Qualtrics by the 15th calendar day of the month following survey administration. A data entry cutoff date will be established for each project each contract year; this is in place to allow for data processing and reporting for year-end purposes. IDPH will notify contractors of the data entry cutoff date at the beginning of each contract year.

For Improving Tomorrow: Prevention Focused Mentoring (IT:PFM), the data cutoff date for FY23 is June 2, 2023. All agency data must be entered on or before this date.

Extension Requests

A written request for a data entry extension must be sent via Correspondence in IowaGrants.gov to the IDPH Project Coordinator at least **five business days** prior to the data entry or corrections deadline.

The Correspondence must include the reason for the request and the timeframe of the extension being requested. The submission of an extension request does not guarantee approval of the request.

Parental Consent Process

Consent requirements vary and depend on whether the mentoring program is facilitated in a community or school setting. Consent is based on school district policy if the program is facilitated in a school setting and is based on agency policy if the program is facilitated in a community setting. All parents and legally authorized adults must have the opportunity to review the survey instrument before their youth takes the survey if they so choose. There are two different types of consent:

Informed or Active Consent

An active or informed consent procedure provides a method to document permission such as a signed and returned permission slip from a parent or legally authorized adult.

Passive Consent

A passive consent procedure typically involves distributing a letter to the parent or legally authorized adult explaining the nature of the survey and providing a method to retract permission.

Administrator Consent Form

IDPH provides an Administrator Consent form template that should be signed by an administrator at the locations where the IDPH Prevention Surveys will be implemented. The form must be updated with project specific details for the agency and location where [] is noted in the form template, and printed on agency letterhead. These forms should be filled out each contract year and kept on file at the contracted agency.

Active or Passive Parent Letter

Based on the administrator consent process recorded in the form above, contractors must actively collaborate with the location to ensure parent letters are distributed in a timely manner. The parent letter needs to be provided to the parent or legally authorized adult at least thirty days before the program is to begin. Contractors will utilize the template provided, place on agency letterhead, and include contractor specific information in the letter where noted by []. Contractors must ensure a copy of the survey is available for review by parents/legally authorized adults at least thirty days prior to survey administration; this is met by having a paper copy of the survey available at the location where the program will be offered (it is also met by including a link to the survey in the parent letter).

Prevention Surveys

Prevention Survey (aka, “Regular Survey”)

This survey is used with youth participating in youth mentoring programs in grades 6 through 12. This survey should not be used with adult participants.

Prevention Younger Youth Survey (aka “YY Survey”)

This survey is used with youth in grades 4 and 5. Any exceptions need to be pre-approved by IDPH.

When to Pre Survey

- Every youth in the mentoring program takes the pre-test at the **beginning of each fiscal year of the contract**. This pre-test must be part of the registration process.
- Every time a new young person starts in the mentoring program they should be given a pre-test before meeting with their mentor.
- If a young person starts in the mentoring program less than three months before the data cutoff date (i.e. March 2, 2023), do not give them a pre-test. Give them a pre-survey the next fiscal year if they will still remain in the program.

When to Post Survey

- Every participant in the program needs to take the post-test at the end of each fiscal year of the contract, allowing sufficient time for data entry prior to the annual deadline.
- If a young person is leaving the mentoring program, they need to be given a post-test beforehand, if possible.
- If a young person starts in the mentoring program less than three months before the end of the data cutoff (i.e. March 2, 2023), do not give them a post-test.
- You will receive notification from IDPH about the final date for survey data entry for the project year.

Match Meeting Information | Tracking Form

- Each quarter of the contract year the IT:PFM Project Evaluator, will request the match meeting information collected on your tracking form. Tracking forms will be due on the following dates during FY23.
 - *October 15, 2022 (Quarter 1)*
 - *January 15, 2023 (Quarter 2)*

- April 15, 2023 (Quarter 3)
- June 2, 2023 (Quarter 4 – aligns with data cutoff date)

If you do not have this form, please contact the IDPH Project Coordinator.

- Match meeting information is located in columns I, J, and K on the survey tracking form.

Please see “Prevention Survey Administration and Participant ID Guidelines” below for additional instructions.

Data Entry Portal

- The IDPH Project Evaluator/Coordinator will provide each IT:PFM agency with url based survey links to enter prevention survey data in Qualtrics. Four links will be provided to each agency, one for each survey: Regular Pre-Survey, Regular Post-Survey, YY Pre-Survey, and YY Post-Survey.
- Survey data are entered into Qualtrics (as recorded by participants on the completed paper survey instrument) via the appropriate url based survey links for each mentee’s age (regular or younger youth) and the timing of the survey (pre-survey or post-survey). Additional instructions for entering data may be found [here](#).

Qualtrics Data Summary Report

- Qualtrics data summary reports will be sent to each contracted agency every three months or more often if necessary.
- The purpose of the data summary report is to improve the data by catching errors more often and in smaller batches. These reports are for your agency’s benefit and it is your agency’s responsibility to make sure your data are as accurate as possible.
- The reports will likely consist of the total number of pre/post-tests entered, duplicates, match counts, and any matching issues between pre-test and post-test surveys.
- If the reports indicate there are errors, it is your agency’s responsibility to submit a request for correction via IowaGrants.gov correspondence to the IDPH Program Coordinator.

Data Integrity

Contractors are responsible for ensuring that data entered into Qualtrics are correct. Errors that often need correcting are incorrect participant IDs, surveys entered into the wrong survey batch (younger youth when they are regular), duplicates, and participants with the same participant ID’s. It is your agency’s responsibility to submit a request for correction via IowaGrants.gov correspondence to the IDPH Program Coordinator if errors during entry occur.

Terminology/Definitions

Data Terms

- **Batch:** A group of completed surveys for the same grant, contract/coverage area (if your contractor has more than one) survey type, mentoring program, and measure.
- **Grant:** The state initiative under which your project is funded.
- **Measure/Measurement Point (Pre-Test/Post-Test):** The point at which the participant’s attitudes, beliefs, etc. are being “measured” or assessed. This includes two factors:

- 1) Is it a pre-test or a post-test
 - 2) What program year (aka, curriculum year) was the survey administered in. If the prevention program/curriculum only spans one grade or school year (or less), those participants' surveys will always be Year 1 Pre-Test and Year 1 Post-Test.
- **Survey Type:** The specific survey instrument you are using for the project – the regular (main survey for participants in grade 6 and above) or Younger Youth (YY 4th and 5th graders).

Other Key Terms

- **Cutoff** (as in “data entry cutoff”): The data entry deadline; the last day you may enter survey data to be included in the year-end reports.
- **Fiscal Year** (see also Project Year): The funding year of the grant (e.g., the funding year spanning July 1, 2022 to June 30, 2023 is FY23).
- **Project:** The specific state grant under which you are implementing the prevention program/intervention.
- **Program Year:** For mentees in which this is the first year participating in the mentoring program through this grant, select Year 1 pre-test and Year 1 post-test. For mentees in which this is the second or more years participating in the mentoring program through this grant select Year 2 pre-test and Year 2 post-test.
- **Project Year:** The year of the grant cycle. IDPH prevention grants often run in 4- or 5-year cycles, so project year refers to which year it is in the grant cycle (1, 2, 3, 4, or 5). NOTE: This information is not asked for on the surveys.
- **Survey:** The questionnaire/instrument administered to participants to collect data for program/project evaluation. This is also used to refer to the questionnaire in Qualtrics where you enter participants' responses.

Prevention Survey Administration and Participant Identification Number Guidelines

These guidelines delineate the procedures for assigning identification numbers to all people who participate in mentoring and administering the surveys for these prevention programs. It is imperative that each prevention contractor follow this protocol to ensure consistency across all projects.

Participant ID Requirements

1. **Participant ID numbers (or “codes”) must be 8 digits long. The first two digits of the identification number must be the agency/contractor code used for this project as established by IDPH.** If your contractor's code is 9 or below, you must use 0 (numerical zero) as the first digit (e.g., if your contractor code is 5 or 05, your participant IDs will be 05xxxxxx). (Note that contractors with multiple service area contracts will use the service area code designated for use in the Prevention Project – contact IDPH if you have questions).
2. The last 6 digits of the identification number can be determined by you, but each ID must be unique to each participant.
3. Participants can keep the same ID from the previous year or receive a different ID.
4. **Participants at different locations cannot have the same ID.**

5. Participant ID numbers are unique to the individual for a program and must not be re-used from year to year for different participants within a project.
 - A. Example: If an individual is participating in more than one IDPH approved program, he/she must have a different participant ID number assigned.

Prior to Survey Administration

1. Identify who will be administering the survey. The survey administrator **MUST** not be the mentor. Ideally, the survey administrator should be a member of the project team not directly involved in program delivery within that school or location.
2. Keep an original copy of the blank survey instrument. Save the blank survey instrument on your hard drive or in your system.
3. On a copy of the original survey instrument, complete the Administrative questions. For Question 1a, check the line indicating whether you are administering a pre-test or a post-test. (See Appendix A)
4. Print the survey instrument. Make enough copies to correspond to the anticipated number of participants.
5. Obtain the list of the people who will participate in the mentoring program. This list is a work in progress – as new youth enter, they will need to be added to this list. In a school setting, this list may be obtained from the principal, teacher, or registrar's office. In a community setting, you will need to compile a list of people who are registered or recruited to participate in the program.
6. Arrange the list of participants into alphabetical order by last name.
7. Assign a unique 8-digit identification number to each participant. **The first two digits of the identification number must be the agency code – contact the Project Coordinator/Evaluator if you are not sure of your agency code for the project.** (See "Participant ID Requirements" above, and example below.) This ID will be used only for that participant for the duration of the project.
8. Record the 8-digit identification number on the list by the participant's name.
9. Write an assigned identification number on the front page of each survey instrument.
10. Organize the stack of survey instruments so that they are in the same order as the list that matches each participant's name with his/her identification number.
11. **The list of participant names and corresponding identification numbers must be stored in a locked file cabinet** and accessed only by the project director (or project coordinator) and the individual who administers the surveys. On the day of survey administration, the individual administering the survey must use this list to match each participant with the survey form that is labeled with his/her corresponding identification number.
12. Prepare a large envelope (10x13) which will be used to collect completed surveys following the Survey Administration process.
13. The survey must be administered in a quiet, confidential, non-distracting environment. **Ideally, surveys are administered to groups of participants rather than one by one. It is strongly recommended that you do this at the beginning of each fiscal year and then wait to start new mentoring pairs until at least three youth can be surveyed at the same time.**
14. The individual administering the survey must review the "Script for Survey Administrator" (see below) and the survey questions prior to survey administration so that he/she is able to answer any questions that the participants may have.
15. Ask the teacher or program implementer to determine a quiet activity (homework or reading) for individuals who do not wish to or who do not have consent to complete the survey.

During Survey Administration

1. Wait for all participants to get settled in their places before beginning.
2. Introduce yourself to the participants and explain the purpose of the survey.
3. Explain that the survey is voluntary and that it will take approximately 10 minutes to complete.
4. Ask if there are any people who do not wish to complete the survey. This same process must be followed for those without guardian consent if active consent is being utilized or whose guardian withdrew consent if passive consent is being utilized. If there are people who do not want to take the survey, then:
 - Cross their names off of the list that matches each participant's name with his/her identification number;
 - Remove their survey instruments from the stack of instruments to be handed out to participating people, and do not distribute the survey instruments to the non-participating people;
 - Ask the non-participating individuals to work on the quiet activity that was assigned by the teacher or program implementer.
5. Ask the participants not to start on the survey until directed to do so.
6. Place the envelope for completed surveys in an easily accessible location in the room, but away from other participants, the survey administrator, the teacher, and the program implementer. This is to help participants feel confident you and others will not see/read their answers.
7. Distribute the survey instruments to the participants. It is recommended that the individual administering the survey read the participant's name from the list that matches each participant's name with his/her identification number and then hand the participant the survey instrument that is labeled with his/her respective identification number.
8. Read the "Script for Survey Administrator" to the participants before allowing them to start (see below).
9. If a participant does not recognize a word, other participants may also have the same difficulty. Say the word aloud for all participants to hear without providing any additional information. If a participant does not understand a question, remind them of the directions to skip any questions they do not understand.
10. After all survey instruments are turned in, place all instruments (including blank ones) into the envelope provided, seal the envelope, and thank the participants.

After Survey Administration

1. Deliver the sealed envelope to the data entry person, or to a secure location to await data entry. The survey administrator must take the completed surveys from the location and not leave them in the location where the service was provided. The survey administrator must take the surveys and deliver them to the location where data entry will occur, keeping them secure during the entire process, and placed in a safe and secure location on the same day the survey was collected.
2. Completed survey instruments must be stored in a locked file cabinet *separate from* the list that matches each participant's name with his/her identification number.
3. Survey data are entered into Qualtrics via the appropriate url based survey links provided to the agency (Regular Pre-Survey, Regular Post-Survey, YY Pre-Survey, or YY Post-Survey). All responses must be entered into Qualtrics as provided by the participant. If a response is unclear (i.e. multiple responses selected, an X between response options, etc.), a "Missing" response should be submitted. The data entry staff must not review the list matching participant name to the identification number, especially during data entry.

- Once the data from the completed survey instruments are entered into Qualtrics, the original paper instruments must be stored in a locked file cabinet for a period of **five (5) years** from the day the Contractor submits its final expenditure report. After this period, the original paper instruments must be destroyed by shredding.

Example:

List Matching Each Participant Name with a Unique Identification Number

Contractor Code: 23

<u>Participant</u>	<u>Identification Number</u>
Janet Carpenter	23562351
Katie Smith	23763400
Pat McDonald	23581009
Julie Diesel	23218865
(etc.)	

Script for Survey Administrator

NOTE: Words in italics and brackets are notes for the administrator – not to be read to participants.

- You are being asked to fill out a survey at the beginning and at the end of the program so we can find out whether this program is useful for participants like you.
- Do not put your name on the survey. Your survey form will only have an identification number on it, and only the project coordinator and I [*only mention yourself if you have access to the list*] will see the list of names that match the ID numbers.
- Please read the entire survey carefully.
- There are no “right” or “wrong” answers, but it is very important that you provide an honest answer to each question.
- For each question, choose the one answer that comes closest to your honest answer. Your answers should be based on what you think is really true, not what you think is the “right” answer.
- If you do not understand a question or an answer, please do not answer that question and go to the next question. [NOTE for survey administrators: Demographic questions listed in the survey align with the US Census.] “I want to explain two questions on the survey that often confuse people. They are questions about your race and your ethnicity. Some people see race and ethnicity as the same, but for the purposes of this survey please try to answer both questions. The question, ‘Are you Hispanic or Latino?’ is asking whether or not you belong to one of those ethnic groups...yes or no. Whether you do or you don’t, you also belong to a race, which is based on where your ancestors were from. The question, ‘Which of the following best describes you?’ asks about your

race...for instance, do you consider yourself White, African American, something else, or more than one race?"

7. Record your answer to each question by writing an "X" or a check mark on the line next to the answer that comes closest to your honest answer. *[**For the Younger Youth survey Q. 16-26, instruct them to circle the answer they want to give.]*
8. *[For regular survey only: For questions 32-44, instruct the participants to answer the questions according to the past 30 days, unless you are administering a post-test for a program shorter than 30 days. In that case, instruct them to answer the question according to the time since they started this program.]*
9. Once you are finished, please turn in your survey by placing it in the envelope *[indicate where the envelope is located]*.
10. After you have turned in your survey, please wait quietly at your desk until everyone is finished.
11. Once all surveys are turned in and before I leave this room, I will seal this envelope.
12. Please begin.

Conclusion

These guidelines are provided to standardize data collection, address commonly identified issues, and help your agency meet funder expectations. These guidelines will help collect meaningful data that will inform future prevention efforts. Agency staff, stakeholders, parents, and the general public may email BSAprevention@idph.iowa.gov with any general questions or concerns about these guidelines. Specific questions regarding the IT:PFM project, evaluation, or data may be emailed to the IDPH Program Coordinator.

Appendix A

IDPH Prevention Survey Guidelines and Survey Instrument Instructions – Addendum

Effective: February 2021

The following guidance is for Improving Tomorrow: Prevention Focused Mentoring contractors to utilize when completing the Administrative Section of the IDPH Prevention Program Survey (Regular and Younger Youth).

1. **a. Is this a pre-test or a post-test?** Check the line indicating whether you are administering a pre-test or a post-test
b. What program year is this survey for? (For single-year programs, circle “1”. For multi-year programs, circle the year of the program.) For mentees in which this is the first year participating in the mentoring program through this grant, select Year 1 pre-test and Year 1 post-test. For mentees in which this is the second or more years participating in the mentoring program through this grant select Year 2 pre-test and Year 2 post-test.
2. **What month is it?** Identify the month in which the pre-test or post-test was administered
3. **What day of the month is it?** Identify the day of the month in which the pre-test or post-test was administered
4. **What year is it?** Identify the year in which the pre-test or post-test was administered
5. **What is your agency/service area?** Identify the contracted agencies name
6. **What is the prevention program?** Identify the name of the youth mentoring program. If no program name exists, then include the contracted agency name
7. **How long is this program running for this group (in weeks)?** Enter “0”
8. **What is this program’s curriculum level? (Please select the school level that the curriculum being taught to this student is designed for, regardless of what grade this student is in school)** Check the line indicating the grade level in which the mentee best represents.
9. **What is the location of implementation? (Numerical code)** A code created by each contractor to track the location where school based mentoring took place. Contractors are responsible for maintaining this list of codes. Contractors can enter “0” for community based mentoring.
10. **What IOM population category is this program group?** IOM stands for Institute of Medicine and includes three separate and distinct categories. Select the IOM category that best fits the population the youth mentoring program serves.
 - **Universal** - The general public or a whole population group that has not been identified based on individual risk.
 - **Selective** - Individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average.
 - **Indicated** - Individuals in high-risk environments who have minimal but detectable signs or symptoms foreshadowing a disorder or have biological markers indicating predispositions for disorder but do not

Appendix B

IDPH Prevention Survey Guidelines and Survey Instrument Instructions (Virtual) – Addendum

Effective: January 2021

The guidelines below delineate the procedure for virtual administration of IDPH prevention program pre/post surveys. In the event that IDPH funded prevention contractors provide virtual programming to program participants who are attending school in the classroom or other in-person settings, the following pre/post survey administration process will be utilized to ensure outcome data are collected and program participant confidentiality is maintained.

Guidance for Teacher/School Staff and/or Community Partner

Prior to Pre/Post Survey Administration

- Teacher/school staff/community partner will coordinate and meet in-person with IDPH funded prevention contractor in order to complete the following:
 - Each paper copy of the pre/post survey will include a Participant ID number on the upper right hand corner, which is pre-assigned by the IDPH funded prevention contractor. Once completed, the IDPH funded prevention contractor will place each paper survey in an individual secure/sealed envelope.
 - The IDPH funded prevention contractor will have placed a sticky note containing the program participants name on the front of the secure/sealed envelope containing the individual pre/post survey.
 - Receive paper copies of the pre/post survey, in individually assigned secure/sealed envelopes, and the collection envelope they shall be gathered in from the IDPH funded prevention contractor.
 - Schedule the time and location for turning in the filled collection envelope after survey administration to the IDPH funded prevention contractor. This must occur the same day the pre/post surveys are administered.
 - Review the virtual pre/post survey administration process, including specific roles and responsibilities, discussing any and all questions that either party has.
- Teacher/school staff/community partner will ensure a web conferencing system with a web camera facing the program participants is functional prior to the date of programming.

Guidance for IDPH Funded Prevention Contractors

Prior to Pre/Post Survey Administration

- IDPH funded prevention contractor will coordinate and meet in-person with teacher/school staff/community partner in order to complete the following:
 - Each paper copy of the pre/post survey will include a Participant ID number on the upper right hand corner, which is pre-assigned by the IDPH funded prevention contractor. Once completed, the IDPH funded Iowa Department of Public Health prevention contractor will place each paper pre/post survey in an individual secure/sealed envelope.
 - The IDPH funded prevention contractor will have placed a sticky note containing the program participants name on the front of the secure/sealed envelope containing the individual pre/post survey.

- Deliver paper copies of the pre/post survey, in individually assigned secure/sealed envelopes, and the collection envelope they shall be collected in to the teacher/school staff/community partner.
- Schedule the time and location for receiving the filled collection envelope after pre/post survey administration. This must occur the same day the pre/post surveys are administered.
- Review the virtual pre/post survey administration process, including specific roles/responsibilities, discussing any and all questions that either party has.
- IDPH funded prevention contractor will ensure a web conferencing system with a web camera viewing all program participants is functional prior to the date of programming.

Guidance for Teacher/School Staff and/or Community Partner

During Pre/Post Survey Administration

- Teacher/school staff/community partner will disseminate the paper copies of the pre/post surveys as follows:
 - Teacher/school staff/community partner will disseminate the appropriate pre/post survey to each program participant, on camera through the web conferencing system, for the IDPH funded prevention contractor to observe.
 - Teacher/school staff/community partner will immediately remove the sticky note, which includes the program participant's name, when the pre/post survey within the sealed envelope is delivered to each program participant.
 - All sticky notes will be thrown away promptly following pre/post survey dissemination.
 - Program participants may dispose of their individually used envelopes similar to how they dispose of other classroom and/or local settings paper waste.
- Teacher/school staff/community partner will refrain from answering pre/post survey questions, as this will be the responsibility of the IDPH funded prevention contractor.
- Teacher/school staff/community partner shall not walk amongst program participants during the pre/post surveying process.
- A collection envelope will be located within the classroom or other setting where program participants will put their completed pre/post survey. Program participants shall insert their completed pre/post survey into the collection envelope themselves whenever they feel they are done with the pre/post survey or at the end of the time period. Program participants who have not completed all pre/post survey questions by the end of the time allotted shall place their pre/post Iowa Department of Public Health survey in the designated collection envelope. Program participants are not required to stay longer to complete pre/post survey responses.
- In instances where a program participant is sick, unavailable, or refuses to complete the pre/post survey, their copy shall be placed in the collection envelope for completed surveys and the IDPH funded prevention contractor shall note any missing program participants.
- When all pre/post surveys are completed and placed in the collection envelope, the teacher/school staff/community partner shall seal the collection envelope on camera through the web conference system and in front of the program participants, for the IDPH funded prevention contractor to observe.

- Teacher/school staff/community partner will place the sealed collection envelope containing completed pre/post surveys in a locked file cabinet, which is only accessible by the teacher/school staff/community partner until the pre/post surveys can be safely delivered to the IDPH funded prevention contractor.
- Teacher/school staff/community partner will meet with IDPH funded prevention contractor as scheduled to deliver the sealed collection envelope containing completed pre/post surveys. Teacher/school staff/community member will write the date/location/and name of the person administering pre/post surveys on the top of the sealed collection envelope.
- Pre/post survey pickup must occur on the same day the pre/post surveys were administered.

Guidance for IDPH Funded Prevention Contractors

During Pre/Post Survey Administration

- The IDPH funded prevention contractor will verbally deliver the survey script provided by the Department virtually through the web conferencing system in view of all program participants.
- IDPH funded prevention contractor will monitor on camera, through the web conferencing system, the teacher/school staff/community partner disseminate all paper copies of the pre/post surveys as follows:
 - View the teacher/school staff/community partner disseminate the appropriate pre/post survey to each program participant.
 - View the teacher/school staff/community partner remove the sticky note containing the program participants name immediately after the sealed envelope is provided to the appropriate program participant.
 - View that all sticky notes are thrown away promptly following pre/post survey dissemination.
- Any pre/post survey questions asked during the pre/post surveying process shall be directed to the IDPH funded prevention contractor.
- Ensure the teacher/school staff/community partner does not walk amongst program participants during the pre/post surveying process.
- A collection envelope will be located within the classroom/community setting where program participants will put their completed pre/post survey. IDPH funded prevention contractor will view said collection envelope being sealed by the teacher/school staff/community partner on-site in front of the program participants and done on web camera, through the web conferencing system.
Iowa Department of Public Health
- In instances where a program participant is sick, unavailable, or refuses to complete the survey, the IDPH prevention funded contractor will watch the teacher/school staff/community partner place the copy in the collection envelope for completed pre/post surveys and will note any missing program participants.
- IDPH funded prevention contractor will meet with teacher/school staff/community partner as scheduled to receive the sealed collection envelope containing completed pre/post surveys. Teacher/school staff/community member will have written the date/location/and name of person administering pre/post surveys on the top of the sealed collection envelope.
- Pre/post survey pickup must occur on the same day the pre/post surveys were administered.