

Online Survey Data Collection for SRAE Performance Measures Data

**May 27, 2020
3:30–5 p.m. EDT**

Welcome!

The webinar will begin at 3:30 p.m. EDT.

The line will remain silent until the webinar begins.



Online Survey Data Collection for SRAE Performance Measures Data

**May 27, 2020
3:30–5 p.m. EDT**

Olivia Ashley Public Strategies

Jen Read, Public Strategies



QUESTIONS AND ANSWERS

- To pose a question to the presenters, use the chat box and submit your question.
- Please note, your questions will only be seen by our presentation team and will not be viewed by other attendees.

EXPAND WEBINAR WINDOW

- To expand your view, select the “Full Screen” icon button in the top right-hand corner of your window.



- To exit full screen mode, hover your mouse at the top of your screen and select the “Return” button from the drop-down menu that appears.

WEBINAR MATERIALS AND RECORDING

- The webinar materials and recording will be available on the SRAE PAS website about one week after the webinar.
- Handouts for this presentation will be available for download at the end of this webinar.

WEBINAR TECHNICAL ASSISTANCE

- If you experience technical difficulties, please call the Webex customer service number at 1-866-229-3239, Option 1.
- You can also click on the chat box to submit technical questions.

WELCOME



STATUS OF ENTRY AND EXIT SURVEYS

- The final middle and high school entry and exit survey performance measures have been OMB-approved. After they are released, the measures will be available at <https://www.sraepas.com/>.
- The July 1 data collection start date for entry and exit surveys has been postponed until further notice.

FYSB GUIDANCE ABOUT ONLINE DATA COLLECTION

- This webinar provides guidance to grantees who may want to switch to online data collection of SRAE participant entry and exit survey performance measures, particularly if:
 - SRAE programming is being offered online and
 - Completion of paper-and-pencil surveys is no longer possible
- Online data collection is **not** a FYSB requirement.

DISCLAIMER

Mention of trade names, commercial practices, or organizations does not imply endorsement by the U.S. Government.

AGENDA

- 3:30–3:40 Welcome and introductions
- 3:40–3:50 Information about online data collection
- 3:50–4:45 Guidance for online data collection
- 4:45–5:00 Questions and answers

WEBINAR OBJECTIVES

- Provide grantees with information about online data collection
- Share guidance for online data collection
- Answer questions



DATA SUBMISSION SUMMARY

Measures	Frequency of submission	First period covered by data	First submission window
Structure, cost, and support for program implementation	Annually	October 2019 through September 2020 (Federal grant year)	July/August 2020
Attendance, reach, and dosage	Biannually	January through June 2020	July/August 2020
Participant characteristics, perceptions of program effects, and program experiences (entry and exit survey data)	Biannually	Six months TBD	TBD

POLL

Is your grantee organization delivering or planning to deliver SRAE programming online to youth?

- Currently delivering programming online
- Planning to deliver programming online
- Considering delivering programming online
- None of the above

POLL

Have you ever collected data using an online survey?

- Yes
- No

INFORMATION ABOUT ONLINE DATA COLLECTION

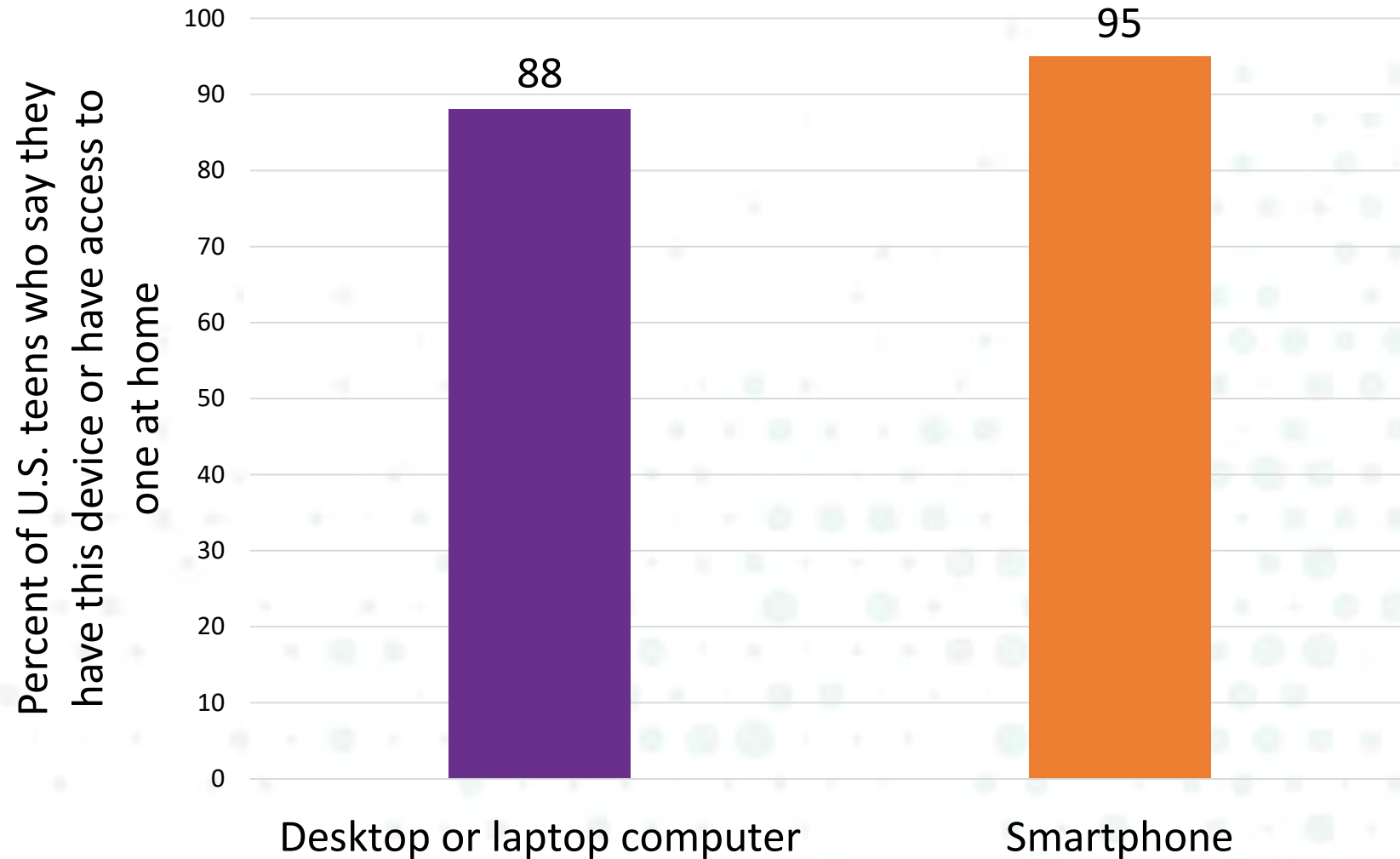


ONLINE TECHNOLOGIES CAN FACILITATE ACCESS TO YOUTH

Reduce or temporarily remove barriers associated with:

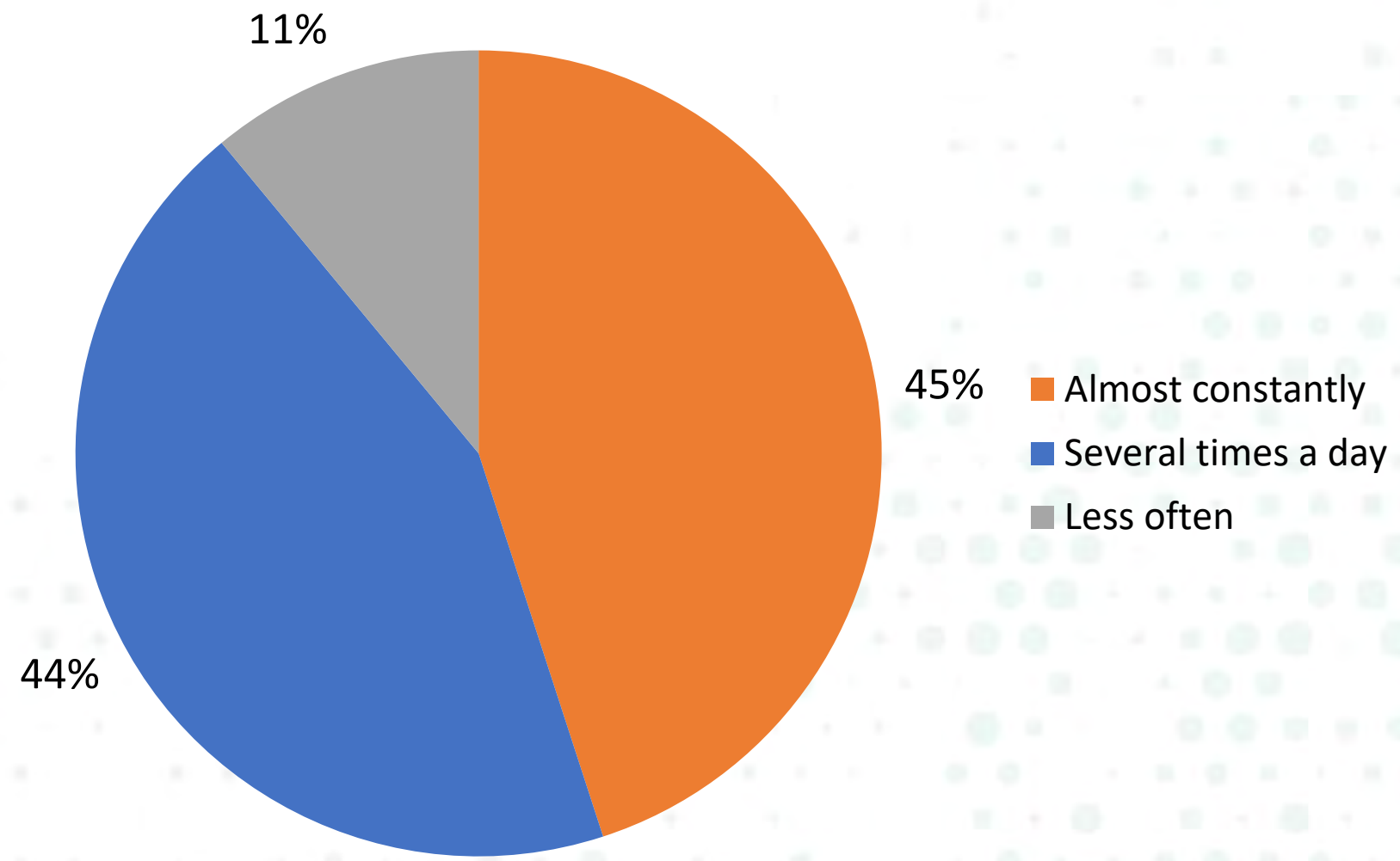
- Geography
- COVID-19
- Classroom time allotted to SRAE programming or academic subjects

ALMOST ALL TEENS HAVE A SMARTPHONE



Source: Pew Research Center (2018)

45 PERCENT OF TEENS SAY THEY ARE ONLINE ALMOST CONSTANTLY



Source: Pew Research Center (2018)

BENEFITS OF WEB-BASED SURVEY DATA COLLECTION

- Improves data accuracy
- Minimizes social desirability bias potentially caused by presence of data collection staff
- Improves speed of survey completion and data set creation
- Can improve data completeness
- Can provide anonymity that is appealing to participants
- Can enable integration of audiovisual components (e.g., reading questions aloud)

GUIDANCE FOR ONLINE DATA COLLECTION



TOPICS WE WILL ADDRESS

- Communication with your Project Officer
- Survey design
- Privacy, confidentiality, and data security
- IRB approval (if needed)
- Parent notification/consent and youth assent
- Partner and other stakeholder involvement
- Survey testing

COMMUNICATION WITH YOUR PROJECT OFFICER

ONLINE DATA COLLECTION TOPICS TO DISCUSS WITH YOUR PROJECT OFFICER

- Share your plans
- Determine how to handle youth without online access
- Request a Word document of the participant entry and exit survey performance measures for online programming (after the measures are released)

SURVEY DESIGN

MODES OF ONLINE DATA COLLECTION

	Web-based survey	Email-based survey
Description	Survey hosted on a website, where respondents enter responses, and grantees access data	Survey emailed directly to participants to be filled out and returned by email
Use for SRAE participant entry and exit survey performance measures	Yes: <ul style="list-style-type: none"> • Security features • Data entry not required 	No: <ul style="list-style-type: none"> • Difficult to ensure data security

CHAT OPPORTUNITY

What (if any) online survey software have you previously used for data collection?

IDENTIFY ONLINE SURVEY SOFTWARE OPTIONS

- Consult partners, such as evaluators and universities, who may have capabilities and software platforms
- Investigate online survey platform vendors.
 - Commonly used survey platform vendors include:
 - SurveyMonkey
 - Qualtrics
 - REDCap
 - FYSB does not recommend any particular survey platform or data system

CONSIDER THESE ISSUES WHEN CHOOSING ONLINE SURVEY SOFTWARE

- Cost
 - Number of survey items
 - Number of survey respondents
- Customer support access
- Ease of use
- Mobile-friendliness
- Data security
- Format of reports about number and percentage of youth who complete the survey
- Features of dataset received after data collection (e.g., dataset that can be converted to Excel or .csv format for upload to the SRAE PAS portal)

DEVELOP SURVEY SPECIFICATIONS

- Some formatting and instruction changes may be necessary due to the online format, but the content must remain unchanged, including:
 - Item wording
 - Order of items
 - Response categories
 - Skip logic
- OMB clearance information, burden statement, and expiration date must be included

DETERMINE HOW YOUTH WILL BE ABLE TO ACCESS THE SURVEY

- Device(s) may include:
 - Smartphones
 - Laptops
 - Tablets
- Decide whether youth will be able to save their responses and return to complete the survey later

DETERMINE HOW YOUTH WITH SPECIAL NEEDS WILL BE ADDRESSED

- When adapting for online survey data collection, consider youth with special needs, such as:
 - Low reading comprehension
 - Learning disabilities or cognitive impairments
 - Visual impairments
- Avoid youth relying on parents or other individuals in the home to assist in completing online surveys

DECIDE HOW MISSING RESPONSES WILL BE HANDLED

A soft check is recommended, since participant entry and exit survey performance measures are voluntary:

- Note that an item was skipped
- Remind youth that responses are:
 - Anonymous
 - Important for improving program delivery for youth
- Allow youth to leave the item blank and move on

PRIVACY, CONFIDENTIALITY, AND DATA SECURITY

GUIDANCE TO ENSURE PRIVACY, CONFIDENTIALITY, AND DATA SECURITY

- Youth should be instructed to complete the survey in a private place where others cannot see their answers.
- Grantees must follow required SRAE performance measures data security and privacy protocols described in the January 23, 2020 webinar.
 - Grantees should review protocols for local electronic data transmission regarding sending and receiving datasets.
 - Staff with access to data (including a partner or vendor assisting with online data collection) must sign a confidentiality pledge.

DATA SECURITY TOPICS TO DISCUSS WITH A PARTNER OR VENDOR

- What data protections are in place, including for personally identifiable information (PII)?
- Will the data be encrypted when transmitted locally and when at rest?
- Where will data be held and how?
- What happens to the data once data collection is complete?
- Will the vendor keep or destroy the data?
- When and how will the data be destroyed?
- Is there a possibility of sharing the data with another party?
- MOU detailing plans for data management, storage, and destruction

IRB APPROVAL (IF NEEDED)

JANUARY 23, 2020 WEBINAR INFORMATION

- Provides detailed information about:
 - IRB approvals
 - FYSB's recommendation that grantees request a letter that states whether performance measures data collection requires IRB review (if schools and other organizations do not require IRB approval)
- Available at: <https://www.sraepas.com/webinars/>

ALL GRANTEES WHO WILL SWITCH TO ONLINE DATA COLLECTION SHOULD INFORM THE IRB

Previous communication from the IRB	Communication to the IRB
Letter of determination that paper-and-pencil survey administration did not require IRB review	Seek a new letter of determination for online data collection
IRB exemption for paper-and-pencil survey administration	Inform the IRB of the planned change to online data collection
IRB approval for paper-and-pencil survey administration	Submit an amendment to request IRB approval for online data collection

TYPES OF INFORMATION IRBs TYPICALLY REQUIRE FOR A CHANGE TO ONLINE DATA COLLECTION

- Updated consent and assent procedures and documents (if applicable)
- Method or frequency of contacts
- Data collection mode and procedures
- Procedures to minimize and address distress
- Secure data transmission and storage protocols

Contact information, such as email addresses, is PII that must be protected

IMPORTANCE OF SUBMITTING THIS INFORMATION

- May increase risks for youth, particularly when:
 - Contacting youth by email or text
 - Working with a partner or vendor with access to data
- May affect previous IRB approval status or conditions
 - Grantees may be required to submit additional materials for approval of online data collection.
 - Documentation or storage of PII (such as email addresses) may affect an IRB's determination about whether approval and/or parental consent is required.

HOW TO COMMUNICATE CHANGES TO THE IRB

- Check the IRB's website or reach out via email or phone to discuss specifics
- Submit an Amendment Form, Change of Protocol Form, or Amendment Memo

ADDITIONAL INFORMATION SOME IRBs REQUIRE

- Emails, texts, or other outreach materials you plan to send to youth related to online data collection
- Screen shots of online surveys
- Documents related to the use of a contractor or third party involvement for data collection, such as:
 - Confidentiality agreements
 - IRB-specific form regarding work with an outside organization
 - MOUs
- Procedures to address parental monitoring software

PARENTAL NOTIFICATION/CONSENT AND YOUTH ASSENT

GRANTEES SHOULD WORK WITH THEIR IRB AND/OR PARTNERS

- Determine the following:
 - How parents will be informed about online data collection
 - How youth assent will be obtained and refusals will be handled
- Provide contact information for parents and youth to ask questions about online data collection
- Consider programming a screen before the survey begins for youth to:
 - Decide whether they want to participate
 - Indicate their decision

GRANTEES WHO PREVIOUSLY SOUGHT PARENT CONSENT

- If grantees previously sought parent consent for paper-and-pencil surveys, they need to determine whether to:
 - Notify parents (using passive consent) or
 - Repeat the consent process
 - In written form or
 - Via telephone (with written documentation sent to parents)
- If the IRB previously required parent consent, consent materials must be revised to address online data collection and resubmitted to the IRB.

GRANTEES WHO PREVIOUSLY USED PARENTAL NOTIFICATION (PASSIVE CONSENT)

If grantees previously used parental notification (passive consent) for paper-and-pencil data collection, parents must be notified about the change to online data collection to allow parents to opt out of allowing their youth to participate.

PARTNER AND OTHER STAKEHOLDER INVOLVEMENT

DETERMINE FEASIBILITY AND DESIRABILITY OF ONLINE DATA COLLECTION

Work with stakeholders to determine whether online data collection will be feasible and desirable.

INVOLVE STAKEHOLDERS TO FACILITATE ADOPTION OF ONLINE DATA COLLECTION

If possible, involve stakeholders in decisions, planning, and communication about online data collection, including:

- Youth
- Parents of youth
- School staff and leaders
- Staff who will assist in online data collection
- Key leaders in your organization, coalition, or community

ADDRESS STAFF CAPACITY AND RESOURCES

- IT or evaluation staff as a point person to coordinate online data collection and management
- Person with substantive knowledge to respond to questions from parents and youth. This person should be trained in identifying and responding to distress if youth are upset.
- Survey programmer
- Survey administrator
- Technical support to answer questions about the online survey administration

SURVEY TESTING

RECOMMENDATIONS FOR TESTING AN ONLINE SURVEY

- General testing of any online mode should be done before administering the survey to youth
- Grantees should test all versions of surveys:
 - Middle school
 - High school
 - Entry survey
 - Exit survey
 - Any translated versions
 - Revised versions after issues identified during testing are addressed

BEST PRACTICES FOR SURVEY TESTING

- Creating a testing plan ensures a systematic and thorough approach to testing all aspects of an online survey.
- Testing on different computers, tablets, phones, and browsers helps to ensure there are no issues.
- Using specifications when testing online surveys helps with quality assurance (i.e., survey content and functionality should match the specifications).
- Tracking issues documents what has been tested and what requires refinement.

ISSUES TO TEST

- Text consistency with the specifications document
- Screen layout
- Response selection options
- Navigation within the survey
- Survey exit and reentry
- Skip logic
- Additional pages

QUIZ

When adapting existing survey instruments for online survey data collection, the survey programmer can change the order in which demographics questions are asked.

- True
- False
- Not sure

ANSWER

False.

When adapting instruments for online data collection, grantees should not change the wording of questions, the response categories, or skip logic on the approved surveys.

UPCOMING WEBINARS

Webinar	Timeline	Content
Guidance for Obtaining Partnership Buy-In and Approval for SRAE Performance Measures	June 10, 2020 3:30 – 5 p.m. EDT	<ul style="list-style-type: none"> Onboarding partners and stakeholders for approval of new participant entry and exit surveys OMB-approved participant entry and exit survey performance measures
Submitting Data to the SRAE Performance Measures Portal in Summer 2020	June 24, 2020 3 – 4:30 p.m. EDT	<ul style="list-style-type: none"> Review of measures to be submitted in July/August 2020 Demonstration of SRAE Performance Measures Portal
SRAE Participant Entry and Exit Performance Measures Surveys	TBD Recording to be distributed to grantees	<ul style="list-style-type: none"> Review of final participant entry and exit SRAE performance measures surveys, highlighting updates

QUESTIONS AND COMMENTS



RESOURCES

Alessi, E. J., & Martin, J. I. (2010). Conducting an internet-based survey: Benefits, pitfalls, and lessons learned. *Social Work Research, 34*(2), 122-128.

Ashley, O. S., & Read, J. G. (2020). *Human subjects and privacy protections for SRAE performance measures data*. Public Strategies webinar presented to State, Competitive, and Departmental SRAE Grantees. Available at: <https://www.sraepas.com/webinars/>

Center for Behavioral Health Statistics and Quality. (2012). *Comparing and evaluating youth substance use estimates from the National Survey on Drug Use and Health and other surveys*. HHS Publication No. SMA 12-4727, Methodology Series M-9. Rockville, MD: Substance Abuse and Mental Health Services Administration. Available at: <https://www.ncbi.nlm.nih.gov/books/NBK533887/?report=reader>

Collopy, R. (2020). *Educating students with disabilities during the time of COVID-19*. Available at: <https://schoolchoiceweek.com/educating-students-with-disabilities-during-the-time-of-covid-19/>

RESOURCES

Denissen, J. J. A., Neumann, L., & van Zalk, M. (2010). How the internet is changing the implementation of traditional research methods, people's daily lives, and the way in which developmental scientists conduct research. *International Journal of Behavioral Development, 34*, 564-575.

Dillworth, S., & Chakravarty, D. (2018). *To Qualtrics or to REDCap...that is the question! An overview of two UCSF-offered data collection software packages*. Available at:
https://prevention.ucsf.edu/sites/prevention.ucsf.edu/files/inline-files/Qualtrics%20or%20REDCap-final_0.pdf

McInroy, L. B. (2016). Pitfalls, potentials, and ethics of online survey research: LGBTQ and other marginalized and hard-to-access youths. *Social Work Research, 40*(2), 83-93.

Pew Research Center. (2018). *Teens, social media & technology 2018*. Washington, DC: Author. Available at:
<https://www.pewresearch.org/internet/2018/05/31/teens-social-media-technology-2018/>

FOR ADDITIONAL INFORMATION ABOUT SRAE PERFORMANCE MEASURES

SRAEPAS.com

SRAEperformancemeasures@publicstrategies.com

or

Toll-free 833-797-0166

SUGGESTED CITATION

Ashley, O. S., Thomas, M., & Read, J. G. (2020). *Online survey data collection for SRAE performance measures data*. Public Strategies webinar presented to State, Competitive, and Departmental SRAE Grantees.