

Online Survey Data Collection for SRAE Performance Measures Data

Re-recorded October 3, 2022

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WEBINAR MATERIALS AND RECORDING

- The webinar materials and recording are available for download on the SRAE PAS website.

WELCOME

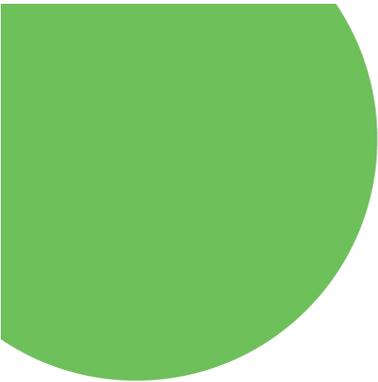


PARTICIPANT ENTRY AND EXIT SURVEYS

- The middle and high school entry and exit survey performance measures are OMB-approved.
- The measures are available at <https://www.sraepas.com/>.
- All grantees now use the same participant entry and exit surveys with revision date of 01/06/2022 and an OMB expiration date of 10/31/2022.
- We are in the process of obtaining an extension from OMB for approval to continue the collection of participant entry and exit survey data. We expect OMB approval (with an updated expiration date) in mid-October.

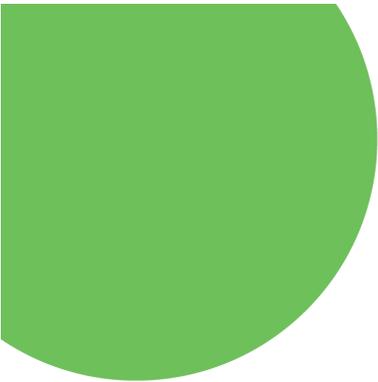
FYSB GUIDANCE ABOUT ONLINE DATA COLLECTION

- This webinar provides guidance to grantees who may want to use 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.

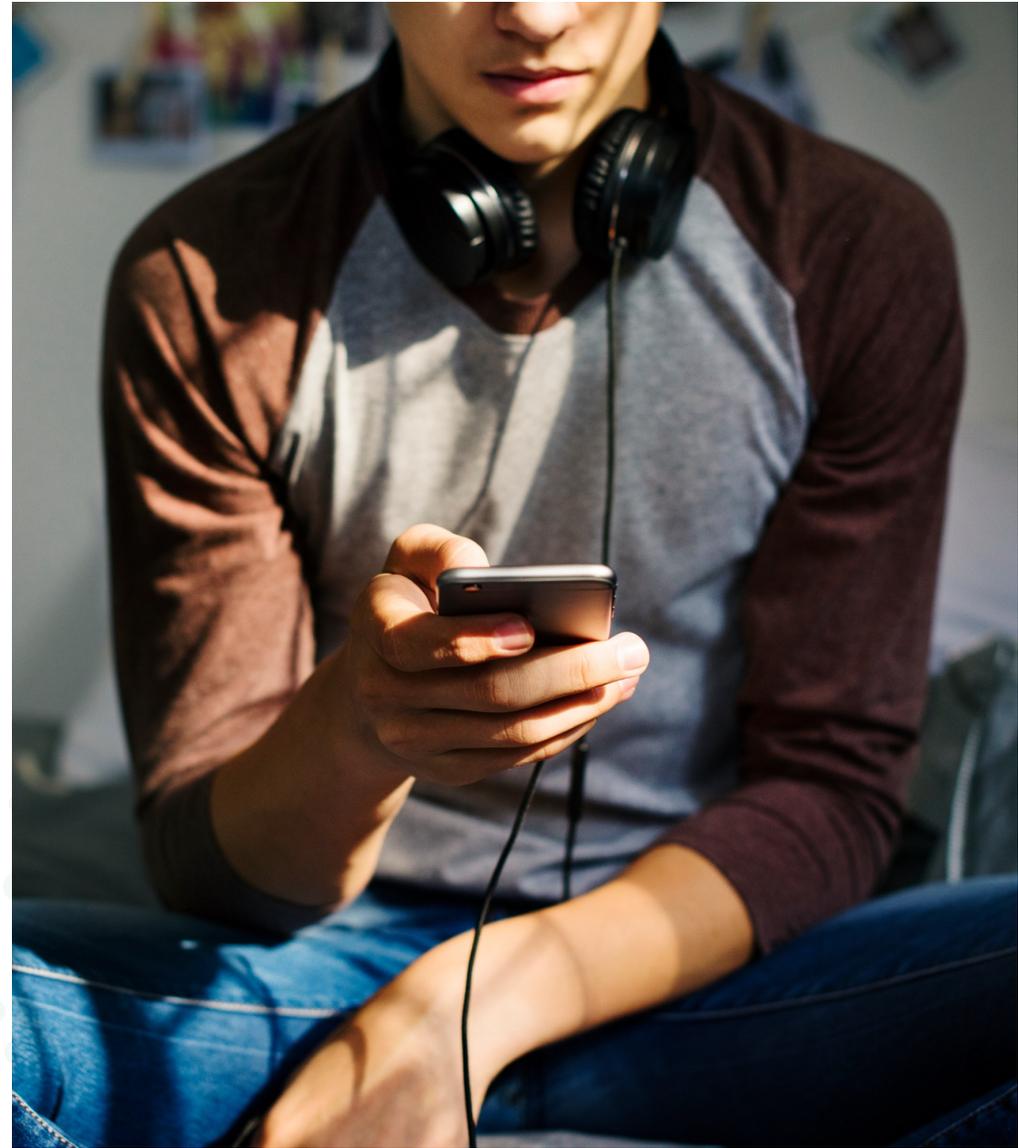


AGENDA

- Information about online data collection
- Guidance for online data collection

WEBINAR OBJECTIVES

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



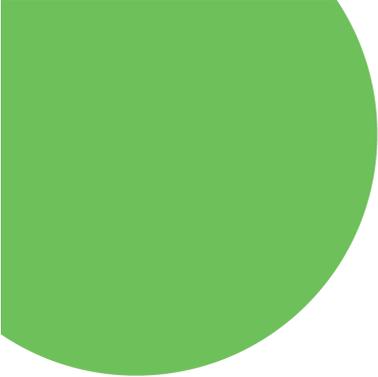
SUMMER 2023 DATA SUBMISSION SUMMARY

Measures to be Collected	Data Collection Period	Data Submission Period
Structure, cost, and support for program implementation	October 1, 2022 – September 30, 2023	July/August 2023
<ul style="list-style-type: none"> • Attendance, reach, and dosage • Participant characteristics, perceptions of program effects, and program experiences (entry and exit surveys) 	January 1 – June 30, 2023	July/August 2023



INFORMATION ABOUT ONLINE DATA COLLECTION



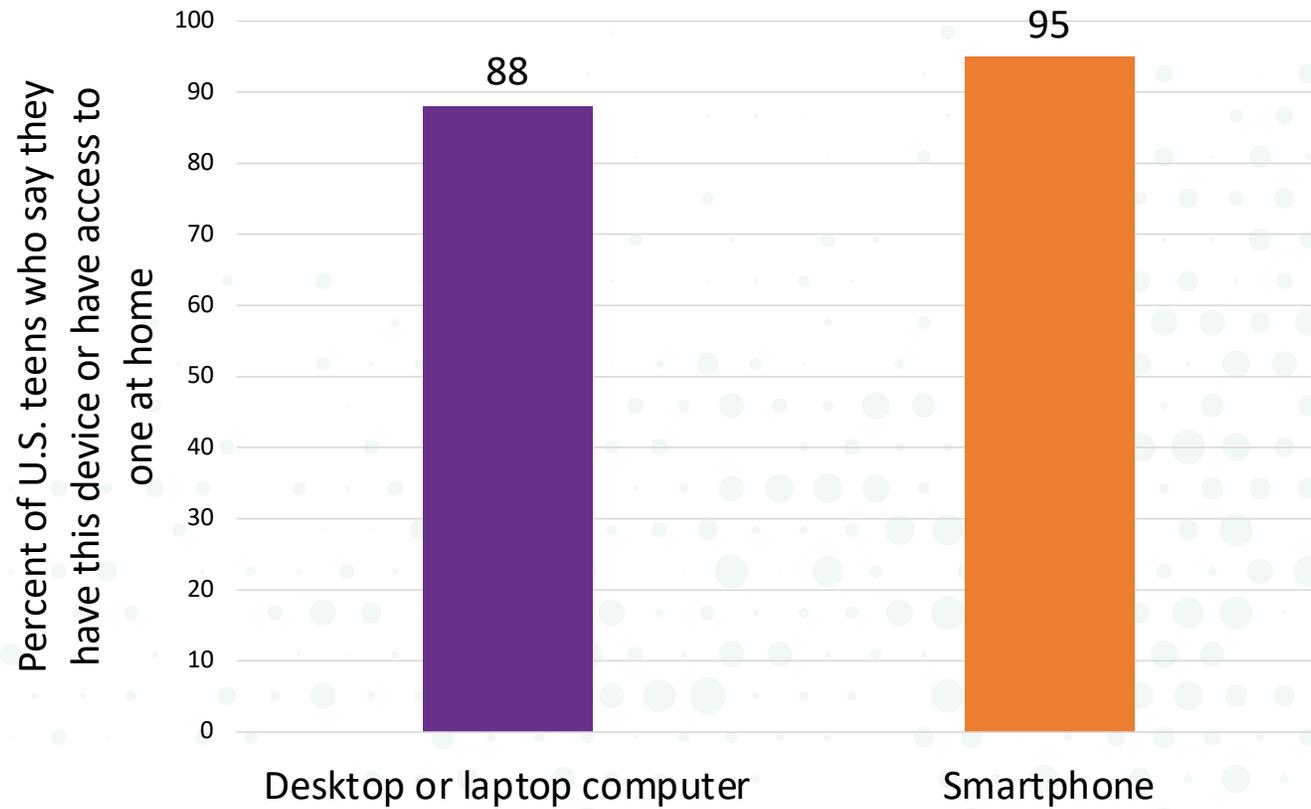


ONLINE TECHNOLOGIES CAN FACILITATE ACCESS TO YOUTH

Reduce or temporarily remove barriers associated with:

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

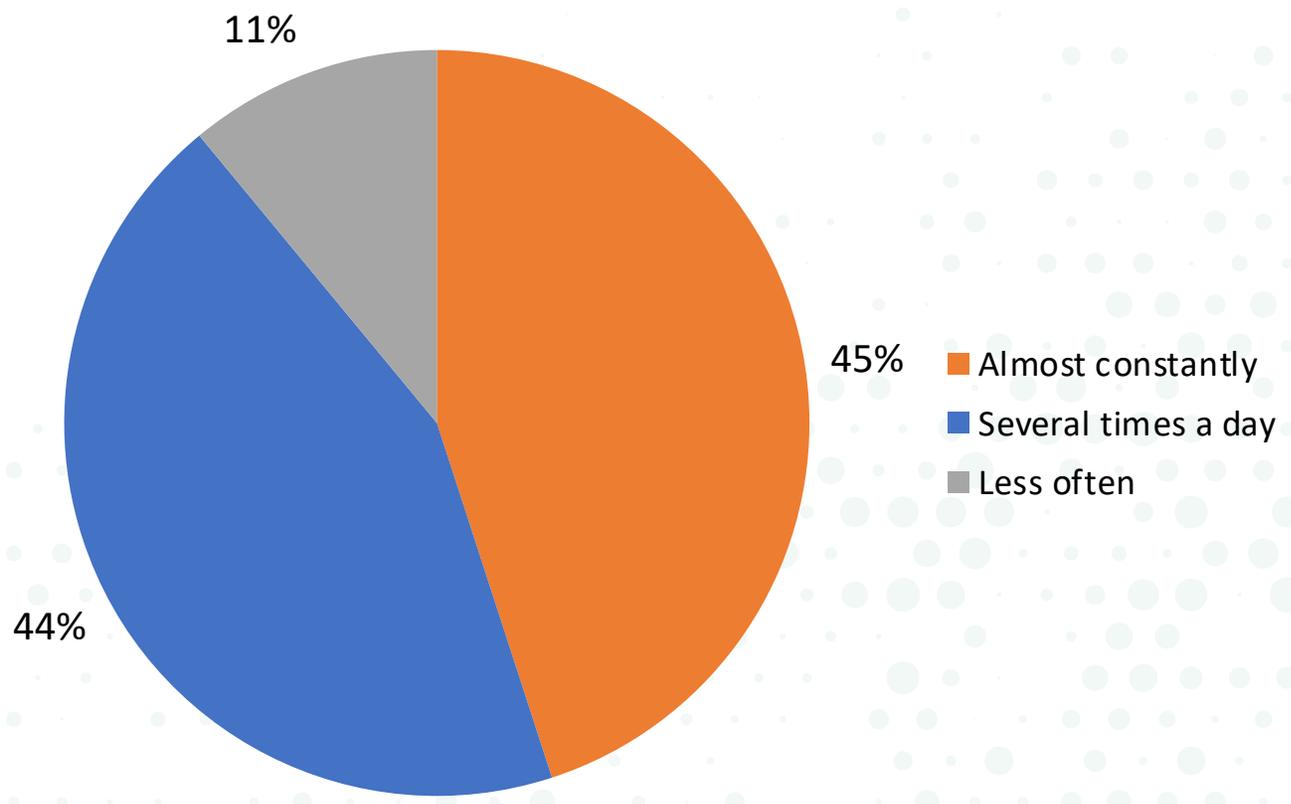
ALMOST ALL TEENS HAVE A SMARTPHONE



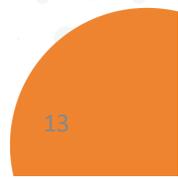
Source: Pew Research Center (2018)



45 PERCENT OF TEENS SAY THEY ARE ONLINE ALMOST CONSTANTLY



Source: Pew Research Center (2018)

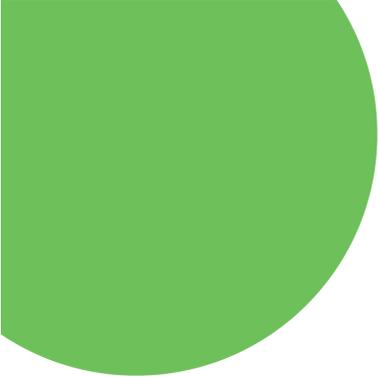


BENEFITS OF WEB-BASED SURVEY DATA COLLECTION

- 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

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

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

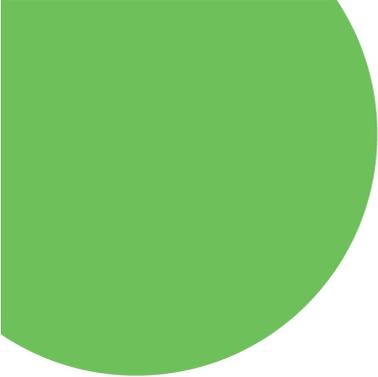
- When adapting for online survey data collection, consider youth with special needs, such as:
 - Low reading comprehension
 - Learning disabilities or cognitive impairments
 - Visual impairments
- Avoid youth relying on parents or other individuals in the home to assist in completing online surveys

DECIDE HOW MISSING RESPONSES WILL BE HANDLED

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

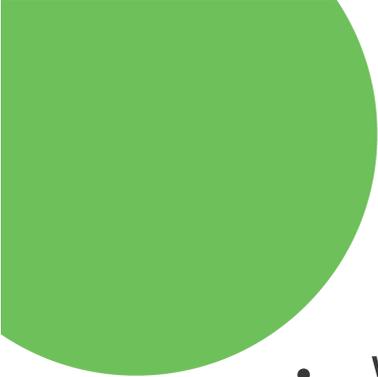
- Note that an item was skipped
- Remind youth that responses are:
 - Anonymous
 - Important for improving program delivery for youth
- Allow youth to leave the item blank and move on

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 November 10, 2021 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)

NOVEMBER 10, 2021 WEBINAR INFORMATION

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

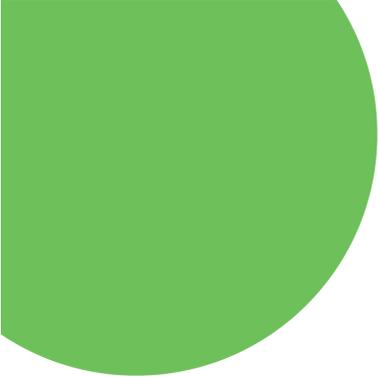
ALL GRANTEES WHO WILL SWITCH TO ONLINE DATA COLLECTION SHOULD INFORM THE IRB

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

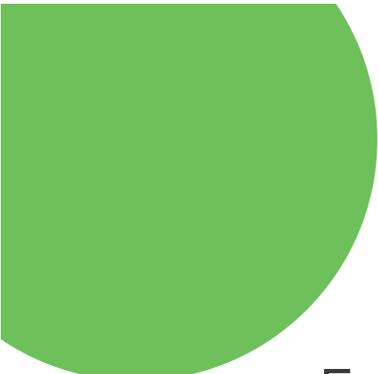


IMPORTANCE OF SUBMITTING THIS INFORMATION

- 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

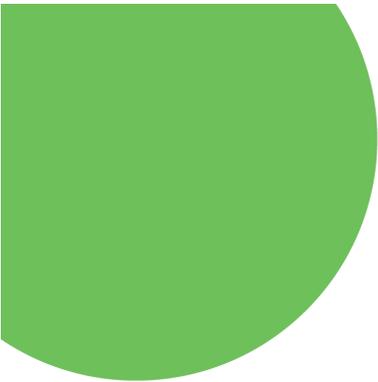
PARENTAL NOTIFICATION/CONSENT AND YOUTH ASSENT

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

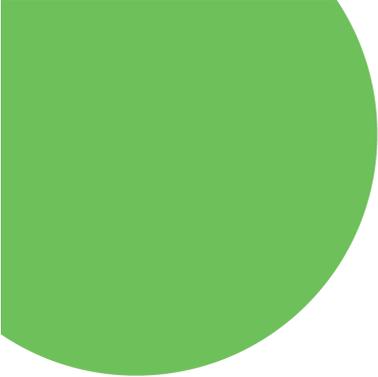
- If grantees previously sought parent consent for paper-and-pencil surveys, they need to determine whether to:
 - Notify parents (using passive consent) or
 - Repeat the consent process
 - In written form or
 - Via telephone (with written documentation sent to parents)
- If the IRB previously required 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



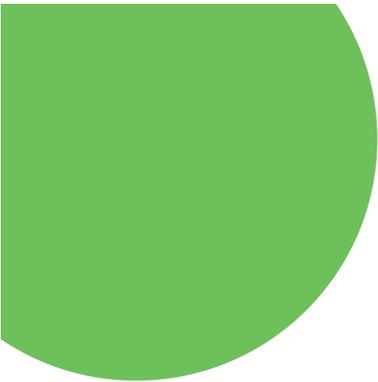
DETERMINE FEASIBILITY AND DESIRABILITY OF ONLINE DATA COLLECTION

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

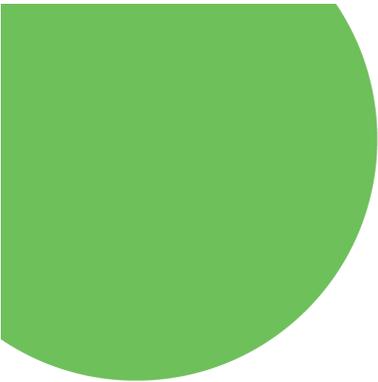
- Text consistency with the specifications document
- Screen layout
- Response selection options
- Navigation within the survey
- Survey exit and reentry
- Skip logic
- Additional pages

UPCOMING TECHNICAL ASSISTANCE EVENTS

- Please refer to the SRAE PAS website for upcoming technical assistance events and dates here: www.sraepas.com

RESOURCES

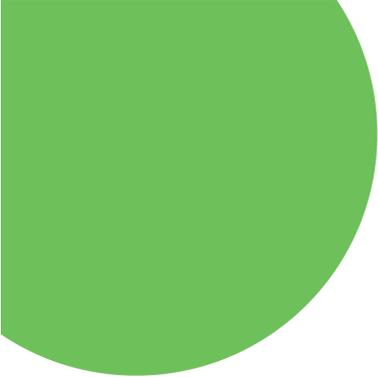
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RESOURCES



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FOR ADDITIONAL INFORMATION ABOUT SRAE PERFORMANCE MEASURES

www.sraepas.com

For further support, contact Public Strategies at
www.sraepas.com/contact/ or call toll-free (833) 797-0166.

SUGGESTED CITATION

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