

## Alcohol Prevention Project (APP): Data Collection & Submission Procedures for Contract Year 2015-2016

### DATA FORMS & DOCUMENTS to be SUBMITTED

1. **Community Survey State Priority 1 & 2 / Priority 3 – PRE-test & POST-test Surveys (ORIGINAL Forms)**
  - a. **Completed by:** Individual-level strategy recipients/participants
  - b. **Submitted by:** Providers
  - c. **Submitted to:** RTI International – North Carolina location (details below)
  
2. **Intervention Strategy Implementation Report Form (Online Survey)**
  - a. **Completed by:** Providers
  - b. **Submitted by:** Providers
  - c. **Submitted to:** RTI International – North Carolina location, online via REDCap (details below)

### SUBMISSION DETAILS & INSTRUCTIONS

#### Community Surveys (ORIGINAL Pre-test & Post-test Forms)

- **OVERVIEW:** Providers will administer, collect, and mail ORIGINAL completed community survey forms to RTI International's Data Capture Center in Raleigh, North Carolina (address provided below) – where they will be scanned. All scanned surveys will be saved in an electronic file format (PDF) and each provider will be able to access, view or download the PDF survey files *for their site* online using a link sent to each provider via email.  
**\*Note:** *Original hard-copy surveys will ONLY be returned UPON REQUEST by the provider. \*If possible, please send ALL completed surveys to RTI by August 30, 2016.*
  
- **INSTRUCTIONS:**
  1. Print a copy of the **RTI Survey Mailing Cover Sheet** and write legibly to complete **ALL FIELDS** on the **Cover Sheet** – including: **(1)** person/point of contact *name*, **(2)** a point of contact *phone number*, and **(3)** the point of contact *e-mail address* (the person who will receive the link to the PDF survey copies).
  2. Place the **ORIGINAL completed Community Survey forms (not photocopies)** in a shipping container (e.g., box, envelope, etc.) large and sturdy enough to protect them from physical damage during shipment (as wrinkles or tears in the surveys could make scanning/data capture difficult).
  3. Place the completed **Cover Sheet** ON TOP of the completed surveys.
  4. Seal/secure the shipping package, request/attach your receipt confirmation method of choice to the package\*, and mail it to *RTI Data Capture* services at the following address:  

**RTI Data Capture**  
**Project charge code: 0215329.000.002**  
**c/o Sabrina Bethea**  
**5265 Capital Blvd**  
**Raleigh, NC 27616**
  
- **NOTES:**
  - a. **\*PLEASE NOTE:** If providers would like to have confirmation that their community surveys have been received by *RTI Data Capture* services, **providers must apply a tracking sticker to their package OR request a receipt confirmation for their package through the mailing entity of choice** (e.g., USPS, FedEx, UPS, etc.) **BEFORE mailing the package to RTI.**
  - b. **DEADLINE:** If possible **all surveys should be sent to RTI by August 30, 2016.**
  - c. If providers anticipate **administering/collecting surveys after August 30th**, providers should mail their completed surveys to RTI in multiple batches throughout the remainder of the contract.
    - i. **PLEASE AVOID MAILING A LARGE BATCH OF SURVEYS CLOSE TO SEPTEMBER 30<sup>TH</sup>** – as doing so could cause major delays in the data scanning, cleaning, analysis, and reporting process.

- d. **The provider will decide on the shipping service/method and options** (e.g., via USPS, FedEx, UPS, adding package tracking, overnight shipping, etc.). If shipping via USPS, it is advisable to send packages either “Certified Mail” or “Return Receipt Requested” so that providers can track packages and receive instant notification of delivery. FedEx and UPS automatically provide tracking numbers for packages.

### Strategy Implementation Report Form (Online Survey)

- **OVERVIEW:** Providers will respond to the survey form in **REDCap** (an online data collection system) to answer questions about their organization and report on their individual-level and environmental-level strategy implementation during the most recent contract/fiscal year (from Oct. 2015 – Sept. 2016). *\*This online form and its completion process is similar to the online Qualtrics survey form (created by Georgia State University) that providers completed at the end of the previous reporting period (2014-2015).* **\*Providers should try to complete and SUBMIT their online surveys by Sept. 6, 2016.**

- **INFORMATION & SUBMISSION INSTRUCTIONS:**

1. The main point of contact designated for your provider site (e.g., program/project coordinator, site leader, etc.) will be sent a link to the survey form via email.
  - **\*NOTE:** Each survey link is unique to EACH provider site location – **therefore, survey links SHOULD NOT BE FORWARDED TO OTHER PROVIDER SITE LOCATIONS to use** (doing so will delete all previously saved information entered by your provider site).
  - If a provider site location did not receive a survey link, please contact the RTI evaluation team through the ECCO Technical Assistance (TA) system (found on the GASPS website, [www.gasps.org](http://www.gasps.org)) and provide the provider (organization) name & location and the name & email address of the site coordinator in need of a unique survey link and one will be provided for them.
2. Click on the link to open the survey and begin entering information.
3. Once you have *either* completed the survey in full OR reached a stopping point in the survey to return to and complete later, be sure to **click either the “Submit” button** (select this option *only* if you have completed the survey in full) **OR the “Save and Return Later” button at the BOTTOM of the page** to save your survey responses BEFORE navigating away from the survey or closing the browser window.
4. **If you click *Save and Return Later*, a pop-up window containing an alpha-numeric code will appear. WRITE DOWN AND SAVE THIS CODE** – this is your **Survey Return Code** that must be entered in order to re-gain access to your partially completed survey so that it can be finished and submitted on a later date.

**To access your partially completed survey:** [1] Click on the emailed link initially used to access the survey then; [2] When prompted, enter the Return Code and you will be returned to your survey.

*\*Please note that, each time you click *Save and Return Later* to receive your Return Code, the REDCap system will also re-send your survey link to you automatically via email.*

- **NOTES:**

- a. To continue to the next survey page or to go back to a previous page, **use the page navigation buttons (“Next”, “Previous”, etc.) located at the BOTTOM of the each survey page – DO NOT USE THE NAVIGATION BUTTONS IN YOUR INTERNET BROWSER, AS THIS MAY RESULT IN A LOSS OF SURVEY DATA.**
  - Note that clicking “Next” automatically saves the previously entered responses.
- b. The survey can be completed in one sitting or it can be saved and completed at another time.
- c. **To navigate through the survey pages, use the page navigation buttons (“Next Page”, “Previous Page”, etc.) at the bottom of the each survey page – DO NOT USE THE NAVIGATION BUTTONS IN YOUR INTERNET BROWSER, AS THIS MAY RESULT IN A LOSS OF SURVEY DATA.**
- d. **DEADLINE:** If possible **all online surveys should be completed and submitted by Sept. 6, 2016.**