

**GA Strategic Prevention System (GASPS)
Survey Administration Protocol**

Planning Ahead:

- Before administering surveys, make sure you have taken the survey at least once (paper and on-line surveys) so that you are familiar with the questions and response options.
- If an individual or agency other than you will be administering the surveys, make sure all survey administrators (or “proctors”) are properly trained in the GASPS protocols for survey administration and are aware of best practices for survey administration.
- DO NOT print or make additional copies of the survey booklet, as the scanners will not be able to read these copies.
- Make sure to bring enough materials (see checklist below for details).
- Provide a large manila envelope for each survey site with the county name, region code, and agency/provider code clearly marked on the front. This will be used to collect completed surveys at each collection site.
- Bring the Survey Tracking Form in order to record: The number of surveys distributed, number of survey refusals, and number of surveys collected at each site (paper and on-site online surveys).
- Bring several copies of the Survey Participant Information Sheet (Adult consent form) and Assent forms in case participants want their own copy.
- For any location you intend to collect data, make sure to obtain permission from the appropriate individual (e.g. business owner, manager, pastor, etc.) before recruitment or survey administration.
 - Bring a letter of approval from the person from whom you obtained permission and make sure you have their contact information in case there is a problem.
- DO NOT staple consent forms or any other documents to the survey booklets.
- Consider bringing surveys for multiple age groups in case you have the opportunity to survey individuals from more than one target population (e.g. A parent and youth can complete a survey).

Materials Checklist:

- Survey booklets
- Electronic devices for web-based survey
- Online survey invitations
- Blue or black pens
- Clipboards
- Large manila envelopes
- Survey Tracking form
- Consent forms
- Best Practices information sheet
- GASPS Survey Protocol document (this document)
- Survey question guide for each survey (9-17; 18-25; 26+)

Recruitment of Survey Participants:

- Choose sites where you are likely to reach the target population.
- Make sure to select a variety of locations to collect data in your community in order to obtain a diverse sample.
- Be sure to ask potential participants if they are between the ages of interest.
 - If younger or older, encourage them to complete a survey for the appropriate age group.
 - If individuals are not interested in participating, provide them with an online survey invitation card.
- Remember that females and older individuals are more likely to agree to participate in surveys than males or younger individuals. Try to recruit a balanced number of women/men and older/younger individuals.

Administration of Surveys:

- Use the Survey Tracking Form to record the number of surveys distributed, number of survey refusals, and number of surveys collected at each site.
- Use the Participant Survey Information Sheet (Adult Consent form) and Youth Assent Form to give participants a brief summary of the survey before they begin. This document can either be read to participants or given to them to read.
 - Be sure you have enough that a participant who wants a copy can take one.
- Once an individual has agreed to complete the survey, hand them a survey, clipboard, and pen, and inform them:
 - Their responses will be kept confidential (no one will be able to identify them based on their answers)
 - There are no right or wrong answers, you just want their thoughts/opinions
 - You, as the survey administrator, cannot interpret the survey questions for them
- Give the participant an adequate amount of privacy to answer the survey questions.
- When the participant returns the survey booklet to you, ask if they have completed all sides of the booklet and answered all questions to the best of their ability.
- Make sure the completed surveys have the county, region code, and agency/provider code filled out.
 - If survey booklets do not have the county, region code, and agency/provider code filled out they will be returned to you for correction (slowing down your data turnaround).
- Place all completed surveys in the manila envelope.
 - Submit the envelope with the surveys and Tracking Form

Please communicate these instructions before the participant begins the survey:

- Use a blue or black ink pen. DO NOT use a pencil.
- Fill in the bubble of your choice completely.
- If you make a mistake, mark an “X” through the incorrect bubble and then fill in the correct bubble.
- Please read the survey directions carefully. They may change from question to question.

- Please DO NOT write, draw, or doodle on the edges of the survey. Please also DO NOT tear or fold any part of the survey booklet (including the corners).

Surveys Administered in a Language Other Than English:

In addition to following the protocols mentioned above, additional tasks are needed when administering surveys that are in a language other than English (i.e. Spanish, Mandarin, ect):

- Obtain consent using a consent form translated in the respondent’s appropriate language.
- Administer the survey to the respondent in their appropriate language.
- Any completed surveys that are not in English must be transferred to an English survey because the scanners cannot read a survey in another language besides English. Once surveys have been completed by respondents someone from the agency needs to transfer the responses to an English survey.
- Only send the completed English surveys to your RPS.

Best Practices when Administering Surveys:

- Administer the survey consistently across all sites and with all respondents.
- If you go to a location where you may know many people, approach everyone, not just people you know. Remember that participant responses may be biased if they know the individual administering the survey because they may not believe their responses will be truly confidential.
- If there are literacy issues and participants are unable to read the survey for themselves, a proctor may read the survey to them. However, take care not to do so in such a way that you bias their responses. Be sure to make this process as private as possible so that the participant will feel more comfortable.
- If a web-based survey is completed in your presence, ask to make sure the closing message appeared on the screen indicating the participant had completed the survey in its entirety.
- Be polite and remember to thank participants for their time.

Practices to Avoid when Administering Surveys:

- When participants are completing the survey, do not hover or stand so close as to make them uncomfortable. Participants’ answers should be unbiased and independent.
- Do not speak loudly while participants are completing the survey. If individuals have questions, answer them either privately or without the intrusion of other participants.
- DO NOT interpret or rephrase any survey questions. If a participant is unsure of how to answer a question or does not understand, you may:
 - Assure them there are no right or wrong answers
 - Read the question to them
 - Instruct them to choose the response option that most closely matches their intended answer
- Do not ask a potential participant’s age directly (e.g. Ask, “Are you between the ages of 9-17?” as opposed to, “Are you 9 years old?”).
- If you are providing incentives for participation in the survey, do not give the participant the incentive until he/she has returned the finished form to you.
- Do not incentivize proctors (those administering the survey), as it may result in unintended negative consequences.

Additional Protocols for Online Survey Administration

Recruitment of Survey Participants:

- Choose sites where you are likely to have either a tech-savvy target population or where there is easy access to a computer and the internet. Some examples include: library, Starbucks or other coffee shops, or university and college campuses.
- Make sure to select a variety of locations to pass out the online survey invitations in order to obtain a diverse sample.

Administration of Surveys:

- Direct potential survey respondents to the right survey for their age group:

Poll	Action
Alcohol 18-25	Go To Survey
Alcohol 9-17	Go To Survey
Alcohol Older	Go To Survey

- Provide participants with the base invitation code, or provider code, for the online survey. If an invitation code does not work, inform participants that they may contact you for further instruction, or with further questions.
- If you want to use a supplemental code, to determine a specific area of a community, direct participants to answer the following questions with a number between 0-9. *“If the person who invited you to take this survey gave you a number to indicate a subgroup of survey takers, please select this number.”*
 - For example, use 2210 as your invitation code and when asked for a supplemental area code, please select the number 2.
 - If not given a supplemental number select zero or N.
- You should notify the respondent that they will be asked about a Subgroup that they belong to. The subgroups (such as a particular city, school, or zip code are organized by provider, so tell the respondent to look for their subgroup under your provider name.

Best Practices when Administering Online Surveys:

- If a web survey is completed in your presence, make sure the closing message appears on the screen, indicating the participant has completed the survey in its entirety.
- For the 18-25 survey, participants will be given this prompt halfway through the survey, “*If you are 21 years or older, stop here and Exit the Poll If you are 20 years old or younger, please continue the survey.*” If a web survey is completed in your presence, be sure that participants read this carefully.
- If a web survey is completed in your presence, inform participants that the two zip code questions are different. One asks “*What Community/Zip Code do you live in? (Please Select from list organized by Prevention Agency)*”, and the other asks “*What is your zip code?*” For the second question, inform participants to list their residential zip code.
- Inform participants that if don’t know an answer or do not wish to answer, they may skip the question or enter NA.