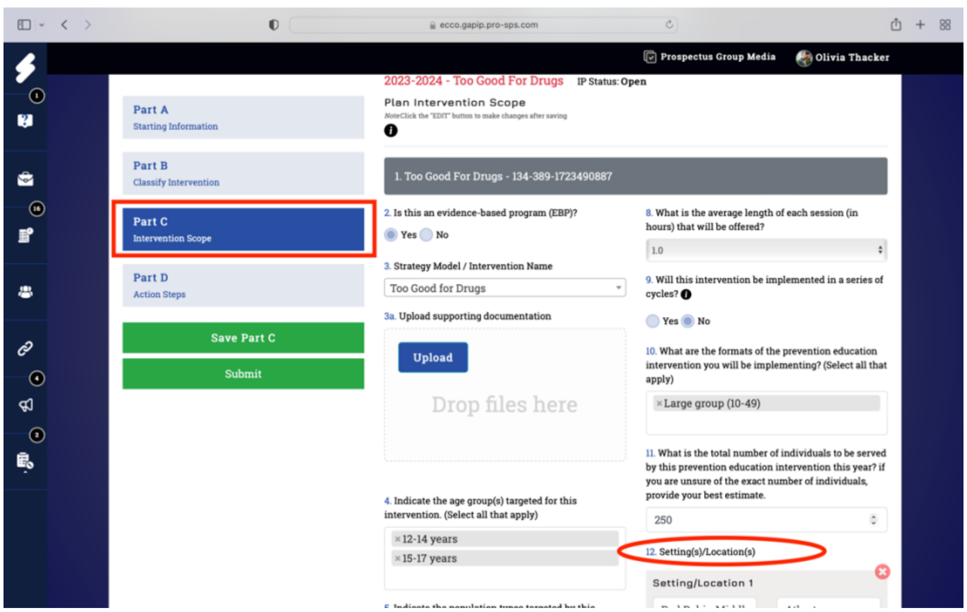
ECCO Outcome Survey - Without Participant IDs

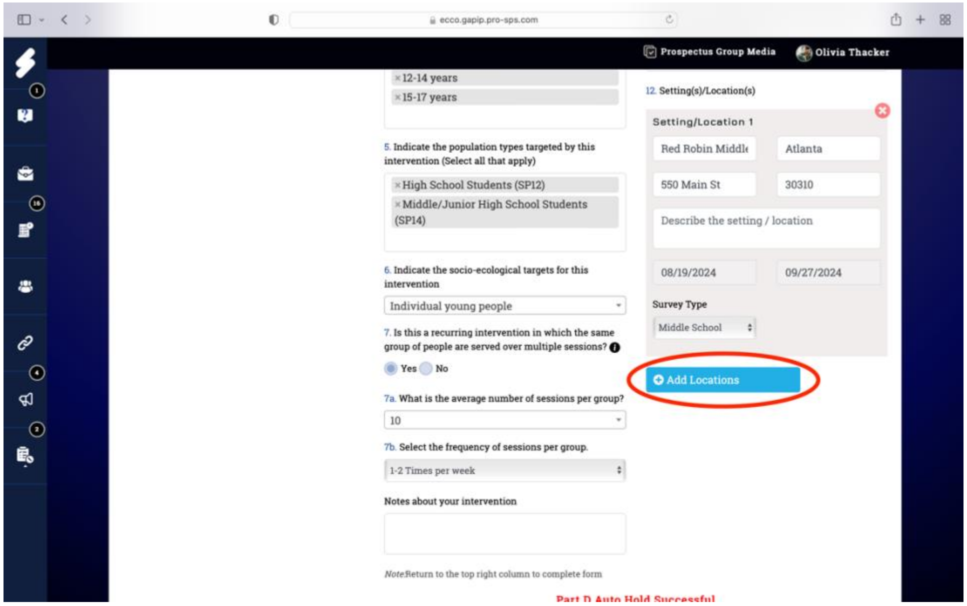
Updated 8.14.2024

Adding Locations to Prevention Education IPs (for providers only)

Before setting up your surveys, you must ensure your locations have been added to your Intervention Profile.

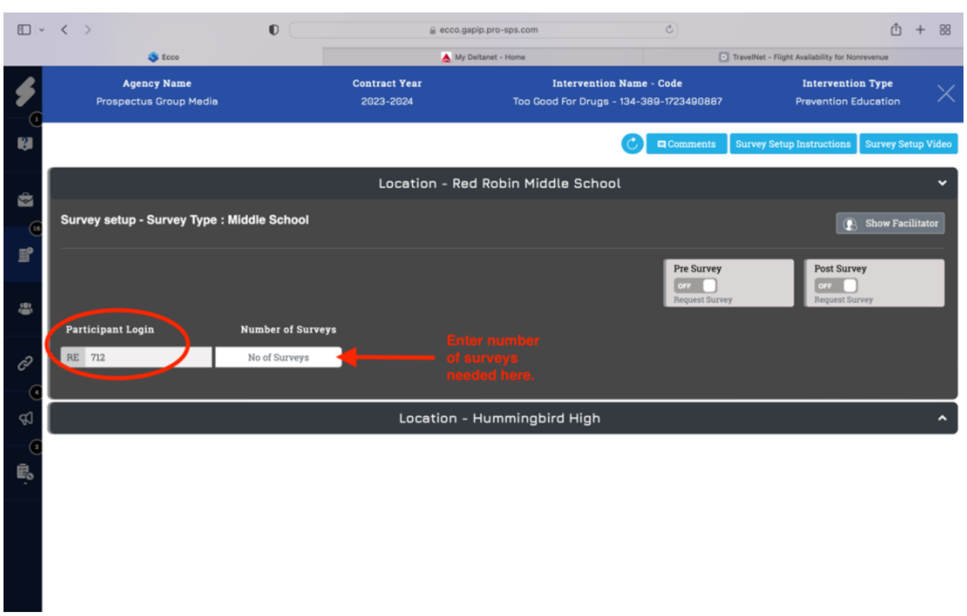
1. From the Intervention Profile page, create or find the IP.
2. Click “View/Edit IP” and then scroll down to view the IP forms.
3. Hit “Part C” to open the section regarding the intervention scope, then click on “Edit.”
4. Under question 12, you can add locations. Select the survey type for each location you add.
5. Please note that how you break down your locations may vary depending on the structure of your population. Suppose you are implementing a prevention education intervention in a school across multiple classrooms with varying start times and facilitators. In that case, you will want to create a separate location for each class or cohort.

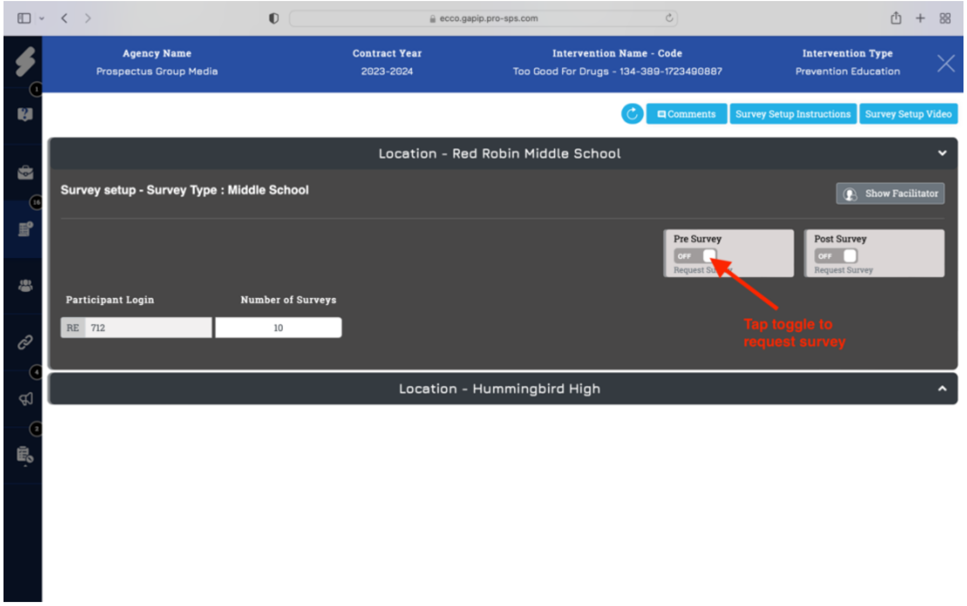




Setting up the Survey

1. From the Survey Setup page, click on the location to reveal the survey setup options.
2. To the far left, you will find the participant login. Participants will use this alphanumeric code to access the survey.
3. To the right of the participant login code, you will enter the number of surveys you need. This will limit the number of online survey entries allowed. If you enter ten, you will be allowed ten pre-survey submissions and ten post-survey submissions.
4. Once you have entered the number of surveys needed, move the toggle under "Pre-Survey" to the "on" position to request the pre-survey.
5. Once the survey has been approved, you will see the note "Survey ready to use."
   - If you have not left the page since requesting the survey, you will need to hit the survey refresh button to see the approval notice.
6. Please look out for comment notifications. Your state-level evaluator may need to correspond with you before approving your survey request.

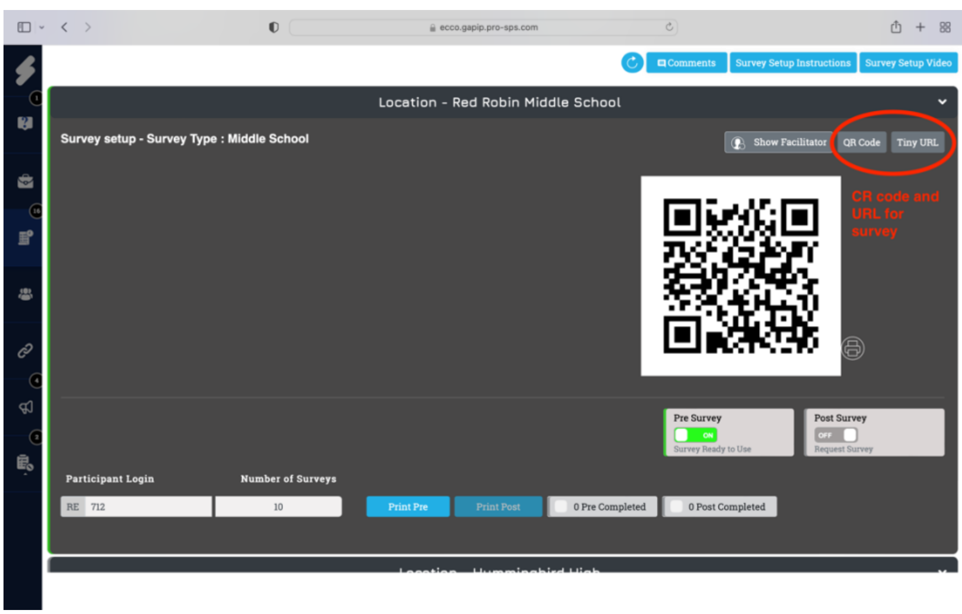


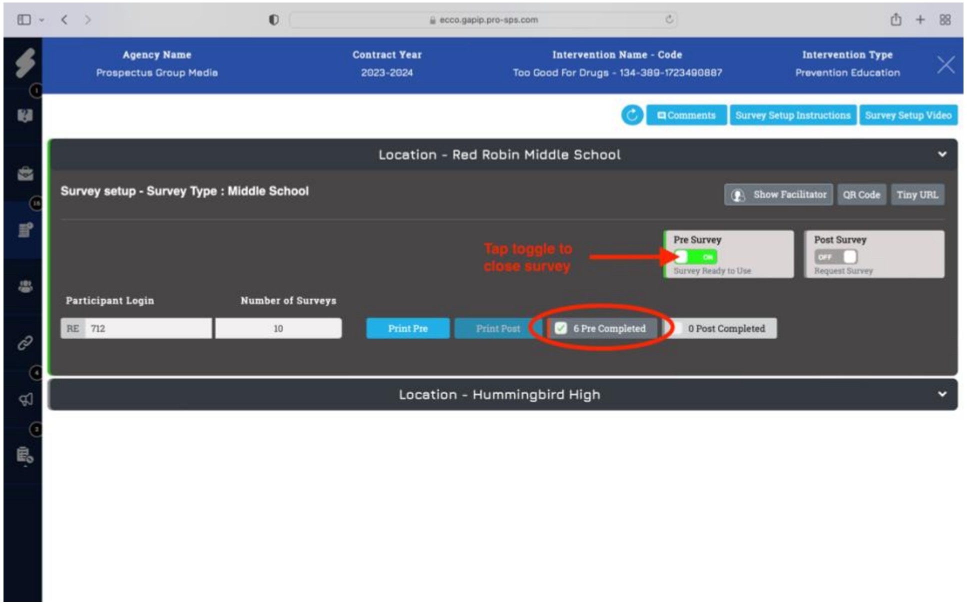


Administering the Survey

Pre-Survey

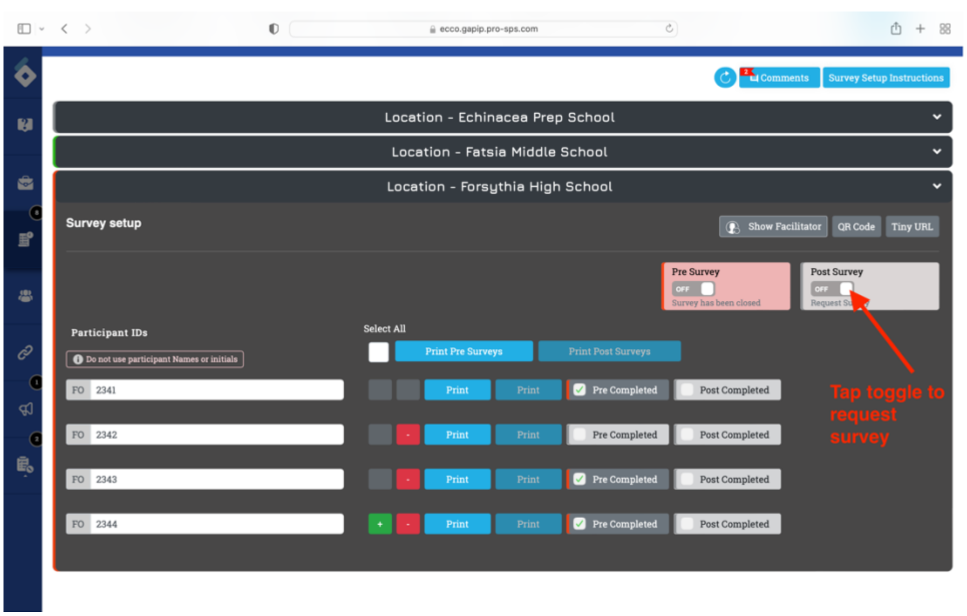
1. Before administering the survey, ensure all participants have the login code.
2. To begin administering the survey, share the survey link or QR code with the survey participants. You will find the link and QR code by clicking the gray buttons labeled “QR Code” and “Tiny URL.”
3. Participants will only need the login code to access the survey page.
4. Refresh the survey setup page to see how many participants have completed the survey.
5. Once all students have completed the survey or the intervention has started, close the pre-survey.
6. <u>Please note: The pre-survey should be administered before the intervention has begun. Please do not administer the pre-survey after implementation has started.</u>

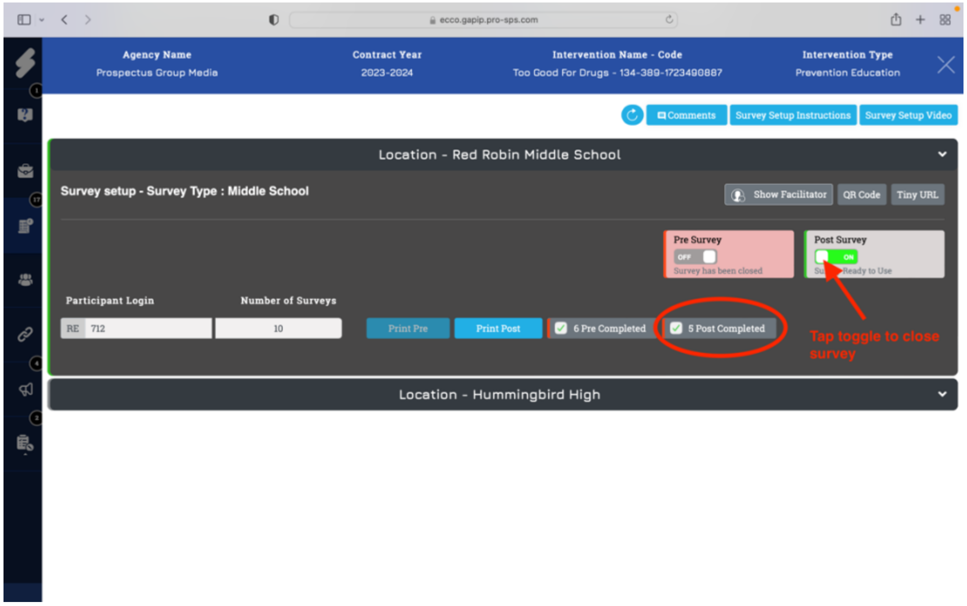




Post-Survey

7. To request the post-survey, move the toggle under “Post-Survey” to the “on” position.
8. Once the survey has been approved, you will see the note “Survey ready to use.”
   - If you have not left the page since requesting the survey, you will need to hit the survey refresh button to see the approval notice.
9. Please look out for comment notifications. Your state-level evaluator may need to correspond with you before approving your survey request.
10. Participants will use the same login code they used for the pre-survey to take the post-survey.
11. You will administer the post-survey in the same manner you administered the pre-survey.
12. Once students have completed the survey, close the post-survey.
13. <u>Please note: The post-survey should be administered only after the last session of the intervention has been completed.</u>

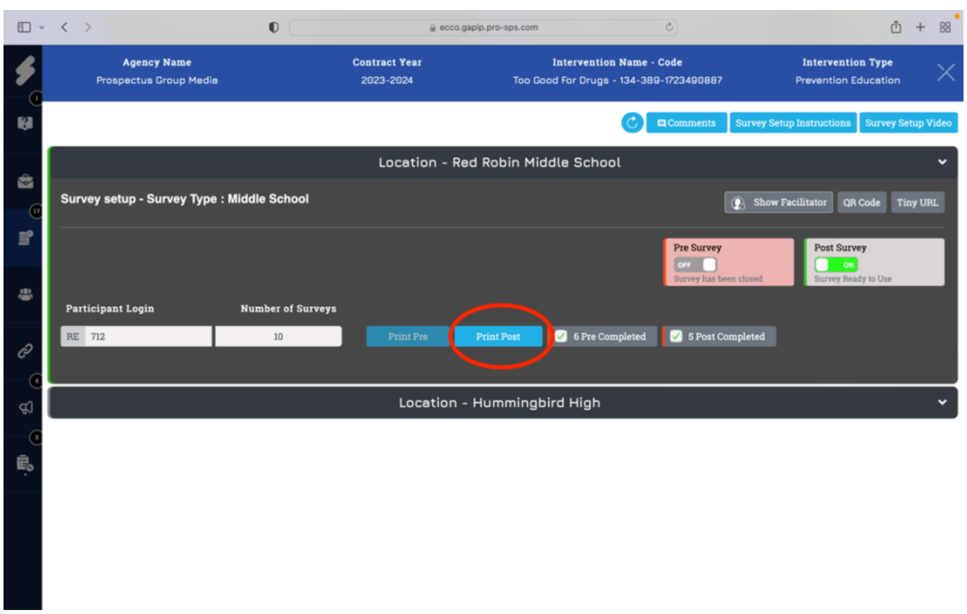


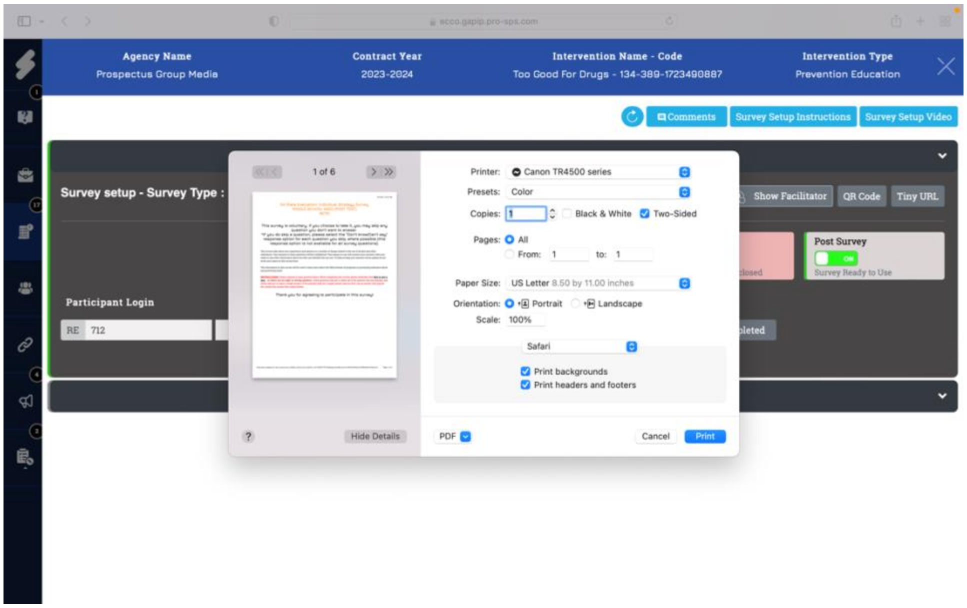


Printing Surveys

Providers and facilitators who need access to paper surveys can use the print option that is made available after the survey request has been approved.

1. If the pre-survey is open, you will select "Print Pre." Likewise, you will select the "Print Post" button if the post-survey is open.
2. Select your settings and the number of copies, and print.





Having a technical issue with the survey system?

Contact:

Marcus Bouligny

mbouligny@progroup.us

Ted Mulherin

ted@progroup.us