

Georgia ASAPP Individual Strategy Survey Guidance

Data Collection & Submission Procedures, FY2021 v2

This document guides you through the steps to request, implement, and return Individual Strategy Surveys for your Georgia ASAPP Project.

Step 1. Select Your Survey Type

A. What survey format(s) do you need?

- Printed
- Online

B. What language(s) do you need?

- English
- Spanish

C. Who are your individual strategy participants?

- Middle School students
- High School and older
- Parents

Decide what type of survey you need to collect. RTI offers the above options.

Fill out the **ASAPP Evaluation Survey Request Form**. You can get a copy from the GA-SPS.org website.

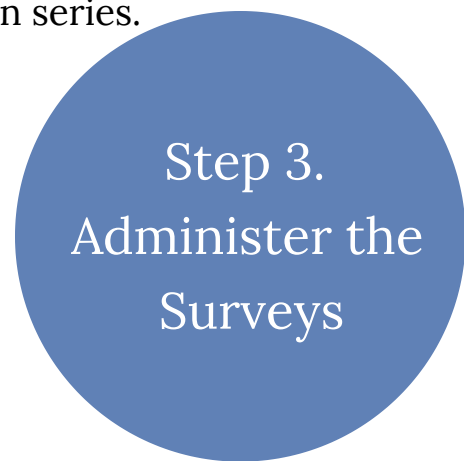
In addition to specifying the Step 1 information, include the *intervention name* and *community* **to be printed on the surveys**. Use this to track your surveys for different implementation sites (e.g., school, grade). If you do not need to track between sites, you can list your broader community (e.g., county). Submit a separate request form for each individual strategy or community. You will receive pre- and posttests for each intervention participant included in the count. For online surveys, also choose if you would like the full URL link or a shortened version (i.e., QR Code, short link).

Step 2. Submit the Survey Request Form via Ecco

Attach the form to a **new Ecco evaluation TA request** at least 3 weeks before you plan to administer the surveys. Order enough surveys to cover the year.

Administer and collect your paper or online surveys at the beginning (pretest) and end (posttest) of each individual strategy implementation series.

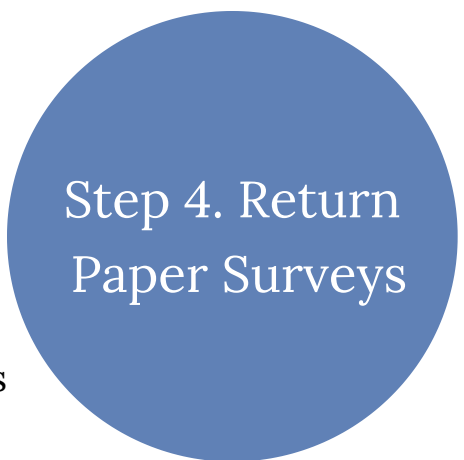
- For online surveys, you will receive test links first. After you confirm these work for you, RTI will send live links for data collection. RTI provides a pretest and posttest link for each community listed. Students in the same community will use the same link.
- For paper surveys, use only the ORIGINAL surveys received from RTI. **Never use a photocopied survey.**



Matching: You can only match pre- and postsurveys on the paper version (online surveys do not include participant ID numbers). RTI does not match surveys at the individual level so you will need to develop your own matching system.

Online surveys are submitted to RTI automatically via REDCap as soon as the participant hits submit.

Paper surveys need to be collected and mailed to RTI in Raleigh, North Carolina where they will be scanned for data extraction.



Mail completed surveys to:
RTI Data Capture
Project charge code:
0215947.004.002
c/o Amie Lynch
5265 Capital Blvd.
Raleigh, NC 27616

Pack the ORIGINAL surveys (not photocopies) in a box or envelope large and sturdy enough to protect them from physical damage during shipment.

Let RTI know you are returning paper surveys!
Complete the **Survey Return Notice** and upload as an Ecco evaluation TA request. This form shares

the number of pre- and posttest surveys of each type being submitted, as well as the shipment tracking number. (RTI will not confirm receipt of individual shipments, so be sure to use a tracked shipping method for your records. We suggest using FedEx or UPS.)

Send in surveys as they are completed. Please do not send all your surveys in one batch at the end of the contract year, as this could delay survey scanning and data delivery.



Step 5. Receive Your Data

If you returned surveys, RTI will email your survey contact person a dataset every quarter with all submitted responses.

Datasets will be sent quarterly in January, April, July, and October.

Individual Strategy Survey Tips:

1. Order Enough Paper Surveys for the Year

Estimate the number of paper surveys you will need for the fiscal year and order 10 more to account for students moving in/out of classes. It is better to have some surveys left over than to not have a survey when needed.

2. Match Paper Surveys on Your End

RTI matches surveys at the provider level, so if you want to track at participant level for your local evaluation, you will need to develop a tracking system. Online surveys cannot be matched.

3. Check and Protect Your Data Before Shipping

To ensure your data reaches RTI, we suggest shipping via a service with tracking (e.g., UPS or FedEx). RTI does not return the hard copy survey but only the scanned data in an Excel document, so be sure to copy any unique information (e.g., local identifiers) you need from the surveys before shipping.

4. Consider Using an Online Survey

If your implementation site supports online surveys, request a survey link. Online requests and data are processed immediately and cut down on costs.

Reference: How to submit your request form to Ecco

A. Login to the Ecco system (<http://ecco.ga-sps.org/>) and click the "Create a Request" link under the Quick Links option.

B. Complete the TA request form with the following information:

- 1) For Inquiry Type, select Technical Assistance from the drop-down;
- 2) For What is the nature of your inquiry, enter "ASAPP Survey Request Form";
- 3) For Regarding, select Evaluation from the drop-down;
- 4) In the Upload Files field, upload (or drag-and-drop) an electronic version (i.e., scanned PDF or saved Word file) of your completed "Individual Strategy Survey Request Form"

C. Click Save to submit the TA Request form.