

**Administration Instructions for TSIP SFS 2005**

**PLEASE READ THESE IN PREPARATION FOR THE SURVEY  
ADMINISTRATION. THESE WILL HELP YOU GET USEFUL INFORMATION  
FOR THE STATEWIDE EVALUATION.**

**To the person(s) administering the survey:**

1. **TIME TO COMPLETE:** Some students may need a bit longer than 40-50 minutes to complete this survey. Please consider issuing a late pass to the next class for a student who needs 10 extra minutes (*if this has been cleared with your principal*).
2. **ENVIRONMENT:** Please do not ask students to complete this survey in a place where they feel they couldn't be honest in answering questions about drug use, where they might feel it could get them in trouble. For example, don't administer this survey while they are in detention, in the presence of their Probation Officer, etc. Please use test administration procedures to ensure that students feel like they have some privacy in answering and are undisturbed as they work. They should not be talking to each other and discussing the questions unless you are leading them in completing a difficult question(s).
3. **TRACKING:** We have to give the student this survey at two different times so we'll have to track them down later. Be sure that you are familiar with and following whatever tracking strategy is being used by your local evaluator. This may involve you or the students themselves completing a tracking information page with student information. It may involve something else. It may involve nothing at all on your part. Just be sure you know, and follow the strategy as best as you can.
4. **THE COVER PAGE:** Please be sure that the information needed to complete the cover page is written on the board so that students can fill in anything that's missing. It's important that this page be entirely completed for both the first and subsequent surveys, and completed correctly so that we can use this information to track students across time.
5. **PROCTORING:** Be sure that you have one or two adults in the room while they complete the survey to answer questions about the survey, to keep it quiet, and to check each page for completion after the student finishes and before they leave. It's best to get community volunteers to proctor this survey if possible so students feel their privacy is protected. In a school, for example, parent volunteers could proctor in a classroom different from their child's classroom. A vice principal or DARE police officer are not good choices for a proctor...
6. **CHECK FOR COMPLETION:** Try to have a relatively anonymous person check for completeness (no principal, no DARE officer). The person who checks for completion should not appear to be reading it—just flip through it quickly. If a page or section is blank, ask them, "Did you mean to leave this blank? Do you mind trying to answer these before you go?" **PLEASE BE SURE THEY TRY TO ANSWER THE DRUG USE QUESTIONS SINCE THESE ARE CRITICAL TO EVALUATING THE PROGRAM.**
7. **ANY PROBLEMS?** Please let your local evaluator know about any problems you encounter or any questions you have. The local evaluator for this project is:

Name of local evaluator \_\_\_\_\_

Phone number \_\_\_\_\_

e-mail \_\_\_\_\_

**To be read aloud to students once they have their survey in hand:**

1. Thanks for participating in this study of our prevention program. This is a survey that will help us see how our prevention program works and it asks you about things you do and how you feel about some different ideas. This is how you can give your program a “grade.” Your feedback is REALLY important so please try your best to complete the survey. This is not a test so there are no right or wrong answers.
2. Please check that your cover sheet is completely filled in. That’s this first page (SHOW THEM). What I have written on the board should be filled in on this first page (GO OVER IT QUICKLY).
3. Your name won’t be anywhere on the survey so you can answer honestly. (IF A TRACKING SHEET IS BEING USED: Take a moment now to check that the tracking sheet with your name on it has been removed and that I have it in this envelope.)
4. If you don’t understand a word, ask me. “Occasions” means the number of times you do something. “Specify” means tell us more information. “WHAT IS IT?” boxes define the different drugs mentioned in the questions. Remember, that no one will see your answers so please try to answer as many of these drug use questions as you can.
5. Some questions have a tricky format, where you have to circle a number to answer each question in a table. Let’s do one together to be sure you understand how to do it. Turn to question number 18. It says,

**18. On how many occasions (if any) have you \_\_\_\_\_ on your own that is, without a doctor telling you to take them...during the last 30 days? (circle an answer for each question a- d in the table below)**

**Number of occasions→    0    1-2    3-5    6-9    10-19    20-39    40**  
 (Number of times) +

a. taken tranquilizers	0	1-2	3-5	6-9	10-19	20-39	40+
b. taken barbiturates	0	1-2	3-5	6-9	10-19	20-39	40 +
c. taken amphetamines	0	1-2	3-5	6-9	10-19	20-39	40 +
d. taken narcotics other than heroin	0	1-2	3-5	6-9	10-19	20-39	40 +

Above the line are the choices you have to circle for each question a through d in the table underneath. So, for a, “taken tranquilizers,” you would circle 0 if you have never used tranquilizers on your own in the last 30 days, “1-2” for using tranquilizers once or twice in the last 30 days, and so on. You would read b through d and answer each question using the same scale 0 through 40+.

6. Please read everything so you know how to answer the questions. If you have a question, raise your hand.
7. When you’re done, you can give (NAME) your survey. If it’s ok with you, (NAME) will flip through it to make sure you didn’t skip anything accidentally. If this isn’t ok with you, we will ask you to flip through it to check for missed sections or pages before you hand it into us.
8. Alright, are there any questions? (Answer any questions; please make a note of these and submit these to your local evaluator) OK, please begin.