kip
KENTUCKY INCENTIVES FOR PREVENTION

KIP Student Survey 2021 Training Manual
ONLINE ADMINISTRATION

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KIP Student Survey 2021
Training Manual

ONLINE ADMINISTRATION

For more information or assistance regarding the KIP survey, please contact:

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Additional copies of the forms, timeline and other resources in this KIP Training Manual can be downloaded and printed from the KIP website at: **www.kipsurvey.com/**

CONTENTS

1   General Project Information

Topic Introduction

OVERVIEW OF THE KIP SURVEY TRAINING MANUAL

Welcome to all KIP Student Survey Project Coordinators in school districts across the Commonwealth. Information that is collected in the KIP Student Survey, from students in grades 6, 8, 10, and 12, plays a key role in helping the state reduce substance use among teenagers and have safe and drug-free schools.

The KIP Survey provides important information about students' use of tobacco, alcohol, and drugs. The survey also tracks how safe or unsafe students feel at school, and where the problem areas might be.

IT'S THROUGH THIS TYPE OF CONFIDENTIAL, FIRST-HAND INFORMATION PROVIDED BY THE KIP SURVEY THAT THESE PROBLEMS CAN BE EFFECTIVELY UNDERSTOOD AND ADDRESSED. THE DATA COLLECTED FROM THE KIP SURVEY CAN BE AN INVALUABLE TOOL FOR:

- School planning
- Program development
- Determining how agency funding and other resources could be allocated most effectively

The purpose of this training manual is to train Project Coordinators how to administer the KIP Survey so that results for each district are as valid and as reliable as possible. **The training manual outlines the necessary procedures for collecting accurate information.** Those requirements include:

- Planning and organization
- Strict adherence to specific research protocols
- Consistency in administration
- Meticulous attention to detail

The manual is designed to:

- Present a practical "big picture" overview of the scope of the project
- Define the KIP Coordinator's responsibilities
- Detail the process from the first day of planning through the final mailing of the surveys for data processing
- Provide the tools, forms, and information needed to succeed

The training manual provides detailed information about the research protocols that must be followed, and includes all forms and tools needed for a successful administration of the survey. All classroom administrators should be familiar with the manual prior to administration. To share the manual with other personnel involved with the survey, you can share the following link (or download additional copies to print) online at **www.kipsurvey.com**

Key Contact Information

Survey Administrators' Technical Assistance
Lisa Crabtree—**lisa@reacheval.com**
Phone—502.585.1911, ext. 2630

KIP Survey Website Address:
www.kipsurvey.com

Here you can access documents related to the KIP survey, including the entire KIP Training Manual and all forms necessary for survey administration. There is a list of KIP survey *Frequently Asked Questions* and contact information for all REACH KIP staff. Statewide results and KIP trends reports for all prior administrations can also be viewed and downloaded.

2 Organization

Topic Introduction

PLAN AHEAD: GRASP THE SCOPE OF THE PROJECT

Preparations for KIP Survey administration need to begin in August, and final preparations need to begin at least a month before the survey date.

In August, your district(s) formally committed to participation in the survey, determined the number of schools, and estimated the number of individual students who will be participating in the survey. It also indicated whether it wants to administer any Spanish-language KIP surveys.

At this time you can determine:

- The number of Parental Consent packets (outlined in Section 3) to prepare and send out
- The number of classrooms needed and the number of survey administrators that must be recruited and trained
- Whether the survey can be administered in standard-sized classrooms or in a large group setting

Student Survey Management Forms

There are two types of Student Survey Management forms:

- *Form I—Summary Form by Grade* (p. 19). This form can be completed for each grade of each school that will participate in the survey.
- *Form II—Summary Form by School* (p.20). This form can be used to summarize information for each school and document basic contact information.

Completing these forms is optional; however, the forms are valuable planning tools for organizing vital information related to the KIP survey, and ensuring that no school or classroom is inadvertently excluded from the administration.

Review the Suggested Timeline and Complete the Schedule of Tasks

The *Suggested Timeline* (p.21) includes key survey activities and the approximate lead times that each activity should have prior to the survey date.

The *Schedule of Tasks* (p. 22) includes a detailed list of specific tasks and activities that must be completed. It is designed to help plan and project the amount of time needed for each task.

SCHEDULE A SURVEY DATE AND MAKEUP DATE

As early as possible in the planning process, schedule your 2021 KIP survey dates and makeup dates. Schedule the makeup date a full week later (or a day or two more) for students who were absent on their grade level's survey date. This will allow those who may be ill or absent for several days to have a chance to participate. **Although we recommend that districts attempt to administer the survey to students in the same grade on the same date (in order to avoid outside student discussion about the survey and their responses), we understand that this can be difficult or impossible. While keeping our recommendation in mind, please schedule your administration as-needed for your district, and feel free to schedule your surveys on more than one day.**

Remember to consider the following issues when scheduling the survey dates:

- Avoid holidays and other possible conflicts, such as field trips or special events.
- Schedule the survey date during the six-week period beginning **Monday, October 4, and ending Friday, November 12.** (The makeup date, a week later, may take place the week of **November 15-19**.)
- Allow a minimum of a 50-minute time period for survey administration. The survey itself takes about 25 minutes for the average student to complete, but there are always some students who will take longer.

PREPARE A CONTINGENCY PLAN FOR SPECIAL CIRCUMSTANCES

Develop contingency plans to accommodate the following situations:

- Students who will not be participating, either due to parental refusal or student refusal
- Students who will participate but who would have problems completing the survey in the standard classroom environment
- Students who cannot read the survey

PROTOCOLS FOR EACH OF THESE SITUATIONS ARE AS FOLLOWS:

- Some students can read at the fifth grade reading level ability that the survey is written, but are just "slower readers." The plan for this group is simply to allow more time.
- For those who have more severe reading problems (yet are still able to understand the survey content), someone will need to read aloud the survey questions.

- The administrator for the "read aloud" surveys must follow the protocols for this method outlined on p. 23.
- There must be an alternative plan for those students not participating while others are completing the survey, such as going to the library or studying at their desks.
- The alternative plan for non-participants should be perceived neither as more attractive than participating nor as punitive.

PLAN "BACKWARDS": WHAT TASKS NEED TO BE COMPLETED BEFORE EACH ACTIVITY?

For each activity listed, think about what tasks need to be done before that activity can be completed. For example, before the Parental Consent packets can be sent home:

- The letters and forms need to be developed or modified from the sample materials found on pp. 24-25.
- The packets need to be assembled and delivered to each school.
- Coordination with school officials must be worked out so that ALL students who are eligible to take the survey receive the packets in time.

Forms, Timeline, and Other Resources

✓ Student Survey Management Forms (*for each school*)
  Form I – Summary by Grade (*Optional*), p. 19
  Form II – Summary by School (*Optional*), p. 20
✓ Suggested Timeline, p. 21
✓ Schedule of Tasks, p. 22
✓ Protocols for the Read Aloud Administration of the KIP Student Survey, p. 23

NOTE:

Additional copies of the forms, timeline and other resources in this KIP Training Manual can be downloaded and printed from the KIP website at:

www.kipsurvey.com

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3 Parental Notification

Topic Introduction

PARENTAL NOTIFICATION

Parents must be informed of the survey, given information about it, given an opportunity to ask questions about it, and given an opportunity to deny permission for their child to participate in the survey.

The protocols detailed in this manual must be strictly followed to be in compliance with government rules concerning surveys of minors.

PREPARE AND DISTRIBUTE PARENTAL NOTIFICATION SHEETS

Parental notification sheets must be sent out at least two weeks prior to the survey date to allow enough time for them to be returned.

The parental notification sheets must include the following:
- Information concerning the purpose of the study
- A statement that participation in the survey is voluntary, not required
- An explanation of the uses of survey results
- Examples of questions asked on the survey
- A deadline for returning the non-consent form

This training manual includes a sample letter, Parental Notification Form and Student Survey Fact Sheet (pp. 25-26). The forms must be revised/customized for each school district before the notification sheets can be sent. The school superintendent would be the best person to sign the letter, but it could also be from the school principal.

NOTE: **Parental notification documents are now available in Spanish, Arabic, French, Chinese, Swahili, Somali, Kinyarwanda, Vietnamese and Nepali in addition to English.** Word versions of the documents in each of these languages can be downloaded from the KIP website at **www.kipsurvey.com**

DOCUMENT PARENTAL OBJECTION

It is extremely important that no student whose parent has refused consent be allowed to participate, since this would jeopardize the entire project. To keep track of these students, follow these protocols:

- Designate a liaison at each school to be responsible for all parental forms that are sent out and returned.
- Document those students whose parents refused consent on the Parental Notification Final Documentation Form, p. 27.

- Record the names of students who cannot participate as soon as they are received.
- *Make sure that new or absent students do not "fall through the cracks." These students must also receive Parental Notification sheets at least two weeks prior to the survey.*
- *The survey administrator must have a copy of the documentation form and make sure those students DO NOT participate. There is a place for the administrator's signature at the bottom of the form.*

Forms, Timeline, and Other Resources

✓ Sample Letter from School Superintendent, p. 24
✓ Sample Parental Notification Form for Student Survey, p. 25
✓ Student Survey Fact Sheet, p. 26
✓ Parental Notification Final Documentation, p. 27

4 Confidentiality

Topic Introduction

FOLLOW CONFIDENTIALITY AND PROFESSIONAL ETHICS PROTOCOLS

Specific principles and guidelines regarding confidentiality and professional ethics must be rigorously followed by all personnel involved in the KIP Survey project. This is to protect the privacy of the students participating in the survey and to assure the public's confidence that the research has been conducted with the highest ethical standards.

As a condition of participation, anyone involved in the administration of the survey must read the enclosed Statement of Confidentiality and Professional Ethics and must sign the Agreement of Confidentiality and Professional Ethics that is found in this section of the manual. Some of the key principles that must be applied are as follows:

- Each student has a right to privacy with respect to his or her answers.
- Information learned about students, their families, and friends in the course of research must not be discussed with anyone.
- Data and other results of the survey will be presented only in summarized form without any names or identifying information.
- Completed surveys must be stored in areas with limited access and should never be left unattended or must be kept in a locked area.

ALL STAFF AND SURVEY ADMINISTRATORS MUST UNDERSTAND AND SIGN AGREEMENT

It is important that everyone involved in the project read, understand, and apply all of the protocols outlined in the Statement of Confidentiality and Professional Ethics. It is the Project coordinator's responsibility to be sure that all who are associated with the project sign and adhere to the Confidentiality Agreement.

The signed agreement for staff and survey administrators must be in a file maintained by your district's KIP Project Coordinator—these *do not* need to be returned to REACH.

Forms, Timeline, and Other Resources

✓ Statement of Confidentiality and Professional Ethics, p. 28
✓ Agreement of Confidentiality and Professional Ethics, p. 29

5   Preparation of Survey Materials

Topic Introduction

The following is a list of all school tasks that must be completed to be sure all schools are prepared to administer the survey. It includes information regarding how and when teachers or support staff members administering the survey will be trained.

PREPARE MATERIALS FOR KIP SURVEY ADMINISTRATION USING THIS GUIDE

STEP 1:
Count the number of computers/tablets needed for each school.

STEP 2:
At least a week before the survey, count the number of students in each class whose parents refused to allow their child to participate in the survey and subtract this number from the total number of students enrolled in the class. Include a copy of the Script and Administration Instructions, Protocols, and a Classroom Administration Report Form for each classroom/administration site. Confirm that all teachers who will assist in survey administration have received training.

STEP 3:
Two days before the survey administration date, review the survey administration procedures with the liaison and administrators. Record any updated information on parent refusals, new students, and student withdrawals and check to make sure that an adequate number of computers are available for the day of the survey.

STEP 4:
By the morning of the survey, the school liaison should distribute the Script and Administration Instruction and Protocols and a Classroom Administration Report Form to each teacher's classroom/administration site. Record any additional information on parent refusals, new students, and student withdrawals.

*The supplies needed for each classroom include one computer or tablet for each student, copies of the Administrator's Script, Protocols for Classroom Environment, and Classroom Administration Report Forms to record who **did** and **did not** participate in the survey.*

Forms, Timeline, and Other Resources

✓   Script and Administration Instructions, pp. 12-13
✓   Protocols, p. 23
✓   Classroom Administration Report Form, p. 31

6 Survey Administration Procedures

Topic Introduction

TRAIN SURVEY ADMINISTRATORS

The survey administrators must be trained by the project coordinator. The job of administering the survey is not a difficult one. In fact, a single half-hour training session is usually sufficient. What is most important is that survey administrators are fully prepared so that they uniformly follow the outlined procedures. On the day of the survey, the project coordinator must arrive at the school early enough to have time to train substitutes if necessary.

FOLLOW PROTOCOLS FOR CREATING AN ORDERLY, CONFIDENTIAL SURVEY ADMINISTRATION

The goal for the survey day is to collect data in an orderly and confidential manner with as little disruption as possible to the school organization.

Plan to arrive approximately forty-five minutes to an hour before the scheduled survey time to allow time to address any coordination issues that may need to be resolved.

It is the coordinator's responsibility to train staff and survey administrators to ensure the following:
- The survey is administered in a proper classroom environment.
- Confidentiality and privacy issues are protected.
- The administrator's script and survey instructions are read verbatim.
- Parental consent documentation has been checked.
- Documentation of student participation is correct.

CHECK THE ENVIRONMENT AND PUT CONTINGENCY PLANS IN PLACE

The survey must be administered to students in an environment that allows them to think seriously about the questions and to respond in a sincere and confidential manner. This is accomplished by:

- Enhancing the students' perceptions of privacy and comfort by spacing students throughout the classroom so that they cannot see each other's responses
- Not allowing students to wander around the room

Students not participating in the survey may remain at their desks or go to the library and read a book or do homework. The activity should not be construed as either a punishment for non-participation, or as a more desirable alternative to taking the survey.

READ SCRIPT AND SURVEY INSTRUCTIONS VERBATIM

Strict protocols must be followed by each survey administrator. **Before instructing the students to log in to the survey, the survey administrator must read the administrator's script, p. 12 exactly as written and in the order presented. The survey administrator must also read the instructions sheet which can be found on p. 10,** and each administrator should be given a copy of it.

CONTROL LARGE GROUP ADMINISTRATION

The best administration environment is typically a class of thirty students. But, under some circumstances, you may have to combine several classes and administer the survey in the cafeteria or gym. For large group administration:

- Keep in mind that the larger the group, the harder it will be to control.
- A maximum of 75 students should be surveyed at one time.
- More monitors are required and they must be respected by the students to maintain an orderly environment.

DOCUMENT STUDENT PARTICIPATION AND NON-PARTICIPATION

The survey administrator must complete the Classroom Administration Report Form (p. 31) to document the number of students who participate or who do not participate for each class. The form documents the following:

- Total classroom enrollment
- The number of absent students
- The number of students who do not have their parents' permission to participate
- The number of students who refuse to participate on the day of the survey
- The number of students who do not participate on the day of the survey due to other reasons

It is important that the Classroom Administration Report Form be completed accurately because these figures are also used to confirm response rates.

The accuracy of the information provided on these forms is an important part of documenting your district's survey administration. **Please keep Classroom Administration Report Forms for each grade separate even if the administration is in a combined setting.**

Forms, Timeline, and Other Resources

✓ 2021 KIP Online Survey Instructions for Survey Administrators, p. 10

✓ Survey Administrator's Script and Administration Instructions, pp. 12-13

✓ Instructions For (Completing) the Classroom Administration Report Form, p. 30

✓ Classroom Administration Report Form, p. 31

✓ Protocols for Setting Up a Confidential and Orderly Environment for Administering the Student Survey, p. 32

2021 KIP Online Survey Instructions for Survey Administrators

Technical Support—If you experience any technical difficulties when you are attempting to administer the KIP online survey, please immediately email Lisa Crabtree at **lisa@reacheval.com** or Daniel Sanders at **Daniel@reacheval.com**

Estimated Completion Time—It is estimated that the KIP Online Survey will take no longer than 50 minutes for most students to complete.

Logging in to the Survey

Have each student open an Internet browser and enter the following address: **KIPsurvey.com/2021**. *Alternately, to save time and avoid errors, you can have the survey open and ready on each computer before your students enter the classroom.* Once the correct web address has been entered, students will be presented with a LOGIN SCREEN similar to the following.

PLEASE NOTE: Spanish, Arabic, French, and Chinese translations of the KIP Survey are now available. Administrators may offer students who speak one of these languages the option to choose; otherwise, *the default language to complete the survey is English.*

To access the KIP Survey in Spanish, Arabic, French, or Chinese, simply click on the globe icon in the top right-hand corner of the screen next to the word "English." A drop down menu will appear, and students may then choose and click on the language they would prefer.

At this point, all students will proceed to enter their school-specific password, as instructed below.

SURVEY LOGIN SCREEN

As you read through the Administrator's Script (pgs 12-13), students will be instructed to enter their school-specific login code. Prior to your survey date, you will be emailed a list of <u>school-specific</u> login codes for your district. **It is EXTREMELY important that each school utilize the correct login code.** Once students have entered the login code, their school's name will automatically appear in the next box. At this point, you will **ask students to verify that the correct school name has appeared.** Next, ask students to enter their zip code. After entering their zip code, the following screen with survey instructions will appear (see below).

SURVEY INSTRUCTIONS

PLEASE NOTE: *If an incorrect login code was entered, an error message will appear instructing the student to enter a correct code. Instruct any students who may have received an error message to try entering the code again. If the error message continues to appear or the school name is incorrect, individual students may need assistance.*

After the correct login code is entered and the correct school name has been verified, students can begin answering questions on the KIP survey. Please note that question #2, "What grade are you in?", is a **required question**. If this question is not answered, an error message will appear, and students will be unable to click through the survey. (All remaining survey questions are technically optional.)

⚠ There was an error on your page. Please correct any required fields and submit again. Go to the first error

Please mark the most accurate response(s) for each question. We hope that you will answer all questions, but if you find you cannot answer a question honestly, please leave it blank. In the cases where you have no experience, please mark the circle, "None," "Never Have," or "0." *Remember that your answers will be kept confidential and will never be connected to your name or class. You cannot get in trouble for answering these questions honestly.*

1. How old are you?

○ 10   ◉ 11   ○ 12   ○ 13   ○ 14   ○ 15   ○ 16   ○ 17   ○ 18+

⚠ This question is required

2. What grade are you in? *

○ 6   ○ 8   ○ 10   ○ 12

There is a yellow tab at the bottom of each page indicating the progress made on completing the survey. The last page of the survey will indicate that there are two questions remaining. Once students answer the final two questions, #61 and #62, **it is very important that students click the "Submit" button to complete the survey.** *If the "submit" button is not clicked, the survey will not count.*

109. Did you drink more alcohol during the COVID-19 pandemic than before it started?

○ Yes   ○ No   ○ I'm not sure   ○ I did not drink alcohol during or before COVID

110. Did you use drugs more during the COVID-19 pandemic than before it started? (Count using marijuana, synthetic marijuana, cocaine, prescription pain medicine without a doctor's prescription, and other illegal drugs.)

○ Yes   ○ No   ○ I'm not sure   ○ I did not use drugs during or before COVID

111. Did you vape, smoke cigarettes or use smokeless tobacco more during the COVID-19 pandemic than before it started?

○ Yes   ○ No   ○ I'm not sure

○ I did not vape, smoke cigarettes or use smokeless tobacco during or before COVID

Submit

95%

HIT THE "SUBMIT" BUTTON TO COMPLETE THE SURVEY

The KIP survey has been completed when the following "Thank you! message appears (see screen shot below).

Thank You for your participation!

If, after completing the survey, you have any personal concerns, you should contact your school counselor. He or she can direct you to resources for help.

This document was prepared through a contract awarded by the Kentucky Division of Behavioral Health with the support of the Kentucky Governor's Office of Drug Control Policy and the Center for Substance Abuse Prevention.

100%

THANK YOU PAGE - 100% COMPLETE

Survey Administrator's Script
and Administration Instructions

[Before allowing students to log in to the survey, read the following script. Please read the script exactly as written, and in the order presented.]

Good morning (afternoon). Today, as you know, we will be participating in a survey along with other students throughout the Commonwealth. The survey is to find out how students feel about alcohol, tobacco, drugs, and other youth issues. It is being used for research purposes only. The responses of all students are added together, so no individual can be identified in the results.

This survey is completely confidential. You will not use your name on the survey. Your answers will be seen only by the researchers, not by anyone at all in our school district.

Do NOT close the browser window containing the survey until the survey is complete. At the end of the survey, you will receive a confirmation window. When you get to this window, simply press "Submit."

If you find a question that you really don't want to answer, you may skip it. However, you are required to answer the question: "What grade are you in?"

Once you have completed the survey, please sit quietly at your computer.

If, after completing the survey, you have any personal concerns, you should contact [INSERT NAME OF YOUR SCHOOL'S COUNSELOR] who can direct you to appropriate resources for help.

It is important that all students think seriously about the questions and respond in a sincere and honest manner. We have been given some instructions for administering the survey. Let me read them to you now.

1. Keep your eyes focused on your computer and do not look at other students' answers.

2. Please do not talk or wander around the room while others are completing the survey.

3. Please do not open other websites during or after the survey.

4. Please mark only one answer per question unless there are specific instructions to mark more than one answer.

5. I am not allowed to answer questions concerning the meaning of questions or words within questions. This is vital to the survey's validity and reliability.

Now, please go to **Kipsurvey.com/2021** *and enter in the following Login Code:*

_____.

Once you have logged in, on the next screen you will see the "KIP Online Survey Instructions."

Is everyone logged in?

[When everyone is...]

Does everyone see the instructions?

[When everyone does...]

Now we will confrm that our correct school name appears in the "School" box below the instructions. Does everyone see our school's name in the box? If not, please raise your hand.

[When everyone sees the correct school name...]

Now we will review the survey instructions together.

[Read the instructions page.]

Is everyone ready to begin the survey?

[When everyone is...]

You may begin.

7   Survey Completion

Topic Introduction

After each student completes his or her survey by pressing the "Submit" button, the survey is automatically exported to a data file and sent to REACH Evaluation. The Survey Administrator should then simply instruct the students to log off of their computer.

Forms to completed by KIP Survey Administrator:

I.   KIP Survey Completion Form <u>Online</u>

When **all schools in your district** have completed the KIP Survey administration, please let us know by completing the KIP Survey Completion Form at:

KIP Survey Completion Form

II.   KIP Survey Classroom Administration Report Form, **p. 31**

Administrators should then mail (or scan and email) the completed Classroom Administration Report Forms,   p. 31, to:

Lisa Crabtree
c/o REACH Evaluation
501 Park Avenue
Louisville, KY 40208
lisa@reacheval.com

8 Survey Results

Topic Introduction

Description of the KIP Survey Results

Within a few months of returning completed surveys, an e-mail will be sent to the KIP Coordinator and District Superintendent containing preliminary KIP survey results by grade in tabular form for your individual school district.

Soon after, you will receive a hard copy, an e-mailed pdf, and instructions for how to access your district's complete and final summary KIP survey results report through our password-protected KIP data website.

This comprehensive report will include the following:

* A description of the methodology that was used to collect and analyze the KIP Survey data.
* An explanation of the objectives of the Kentucky Incentives for Prevention (KIP) project (i.e., delay onset of use of drugs, reduce smokeless tobacco and cigarette use, reduce alcohol use) and identifies the survey result tables that address these objectives.
* Color graphs showing your district's averages for a selection of key variables.
* Color graphs that report the frequency of alcohol, tobacco, marijuana and other drug use broken out by grade level.
* Color graphs that provide the frequency of student responses to every other survey question by grade.
* Comparison of the responses of students in your school district to those of other students throughout the state. Comparisons with your region, most of Kentucky (the other participating school districts), and (when available) a national score (e.g., from the Monitoring the Future national survey which uses the same items) are shown on these graphs.

Additional Report Requests/Further Analyses

Additional reports can be ordered for:
* Groups of districts
* Groups of schools
* Individual schools (if there is a sufficient number of students who completed the survey to ensure the protection of confidentiality).

To order additional reports, contact Lisa Crabtree (lisa@ reacheval.com) at REACH Evaluation. *Please note that there are required fees associated with the creation of supplementary reports.*

Utilizing your KIP Survey Results

The results of the survey can be very useful to individual schools and the community. Survey results can:

* Indicate how much and how often students are smoking, drinking alcohol, or using drugs.
* Indicate at what age and grade level students are likely to begin using substances.
* Provide information that schools and community groups can use to identify prevention programming needs.
* Help the school and community and planners make decisions about funding substance prevention initiatives.
* Help school systems meet Title IV eligibility requirements.
* Provide needs assessment baseline data that can help school systems and community groups obtain grants for substance abuse prevention programs.

Assurance of Confidentiality: District or school level reports are never published or released to persons beyond the Superintendent and the district's designated KIP Coordinator. However, under the Freedom of Information Act, any outside agency can request district reports. When these requests are received, we recommend to requesting parties that they contact school district representatives directly, and we inform the KIP Coordinator of all such requests.

Before announcing any results to the media or community groups, you may find it helpful to contact REACH Evaluation staff with any questions regarding clarification and interpretation.

2.3 Cigarettes

Table 2.3.1 Cigarettes - Lifetime Use

| | | Q2. What grade are you in? | | | |
		6th	8th	10th	12th
Q26. Have you ever smoked cigarettes?	Never	69%	45%	30%	27%
	Once or twice	19%	22%	22%	18%
	Once in a while but not regularly	5%	14%	16%	17%
	Regularly in the past	3%	8%	10%	11%
	Regularly now	3%	11%	22%	28%
Total		100%	100%	100%	100%

Table 2.3.2 Cigarettes - Frequency of Use in Past Twelve Months

| | | Q2. What grade are you in? | | | |
		6th	8th	10th	12th
Q27. How frequently have you smoked cigarettes during the past 12 months?	0 occasions	84%	61%	48%	43%
	1-2 occasions	7%	12%	12%	9%
	3-5 occasions	2%	6%	5%	5%
	6-9 occasions	2%	4%	3%	3%
	10-19 occasions	1%	4%	4%	4%
	20-39 occasions	1%	3%	4%	4%
	40 or more occasions	2%	10%	24%	32%
Total		100%	100%	100%	100%

Table 2.3.3 Cigarettes - Frequency of Use in Past Thirty Days

| | | Q2. What grade are you in? | | | |
		6th	8th	10th	12th
Q28. How frequently have you smoked cigarettes during the past 30 days?	Not at all	92%	77%	64%	58%
	Less than one cigarette per day	4%	8%	11%	10%
	One to five cigarettes per day	2%	7%	9%	10%
	About one-half pack per day	1%	3%	8%	10%
	About one pack per day	0%	2%	5%	8%
	About one and one-half packs per day	0%	1%	2%	2%
	Two packs or more per day	1%	1%	1%	1%
Total		100%	100%	100%	100%

Sample Graphs

Parental Disapproval : Alcohol

Question 41a - How wrong do your parents feel it would be for you to drink beer, wine, or hard liquor (vodka, gin, etc.) regularly?

Percent that answered 'Wrong' or 'Very Wrong'

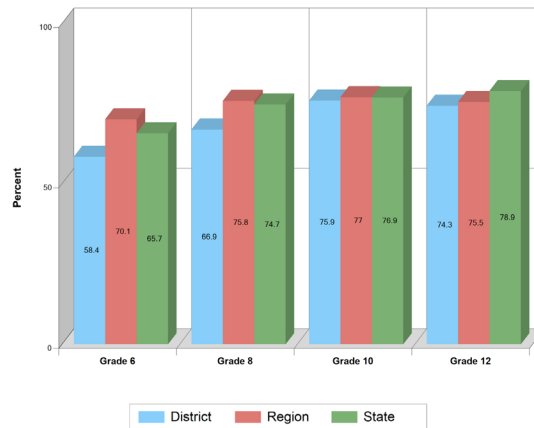|	6	8	10	12
District	96.4%	90.1%	84.2%	76.1%
Region	97.7%	93.6%	87.8%	80.3%
State	97.6%	93.8%	87.5%	79.5%
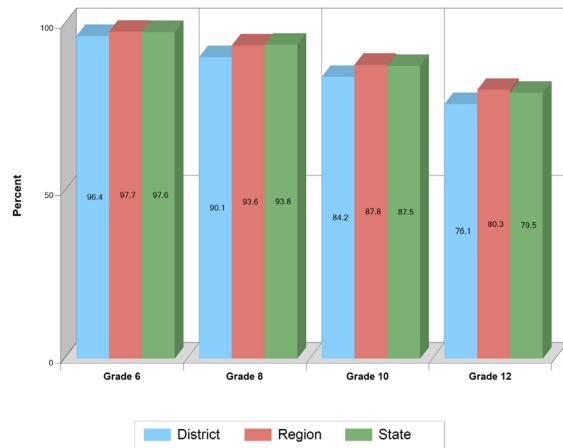
Risk Perception: Cigarettes

Question 14a - How much do you think people risk harming themselves if they smoke one or more packs of cigarettes per day?

Percent that answered 'Moderate' or 'Great' Risk

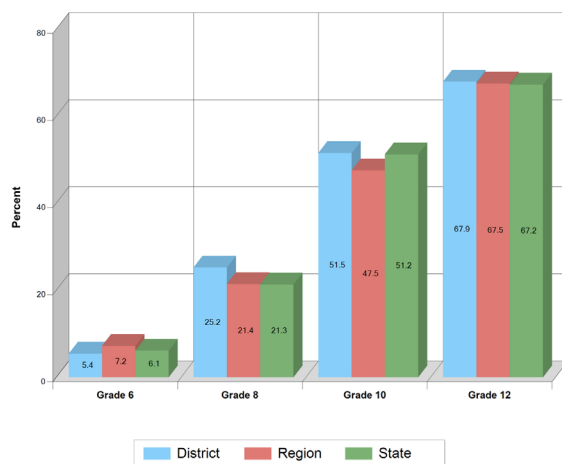|	6	8	10	12
District	58.4%	66.9%	75.9%	74.3%
Region	70.1%	75.8%	77%	75.5%
State	65.7%	74.7%	76.9%	78.9%

Accessibility : Marijuana

Question 39 - How easy would it be for you to get some marijuana?

Percent that answered 'Sort of easy' or 'Very easy'

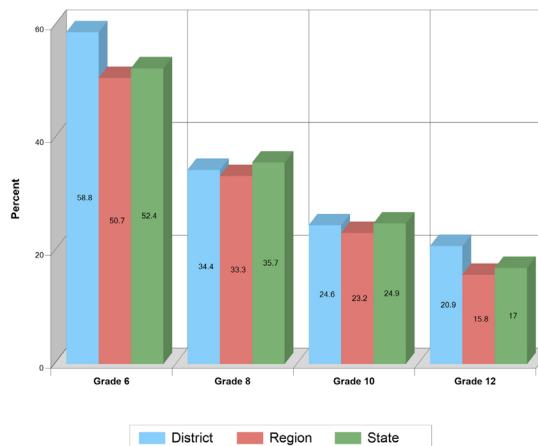|	6	8	10	12
District	5.4%	25.2%	51.5%	67.9%
Region	7.2%	21.4%	47.5%	67.5%
State	6.1%	21.3%	51.2%	67.2%

School Safety: Physical Threat

Question 48c - Are you afraid of someone physically threatening, attacking or hurting you at school?

Percent that answered 'yes' or 'YES!'

	6	8	10	12
District	58.8%	34.4%	24.6%	20.9%
Region	50.7%	33.3%	23.2%	15.8%
State	52.4%	35.7%	24.9%	17%

9   Forms, Timeline, and Other Resources

NOTE:

Additional copies of the forms, timeline and other resources in this KIP Training Manual can be downloaded and printed from the KIP website at:

www.kipsurvey.com

Student Survey Management Form I

SUMMARY BY GRADE (for a single school)

KENTUCKY INCENTIVES FOR PREVENTION

School Name _____

School Contact _____

Grade Level (circle one) 6 8 10 12

Class	Teacher's Name	Number of Students	Survey Date	Survey Time	Location for Survey Administration (Classroom or Other)*	Survey Administrator	Total Number of Completed
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Total Number of Completed Surveys for this Grade Level _____

*If not individual classroom, specify if cafeteria, library, gym or other site.
For large group administration, a maximum of 75 students should be surveyed.*

KENTUCKY
INCENTIVES FOR
PREVENTION

Student Survey Management Form II

Summary by SCHOOL

SUMMARY

Total Number of Classes _____

Grade Level(s) to be Surveyed _____

KIP Coordinator's Name _____

Name of School District _____

Name of School _____

Address _____

School Phone Number _____

School Coordinator/Contact _____

PARENTAL NOTIFICATION INFORMATION

Date Notifications Were Sent to Parents _____

Date by Which Forms Must be Returned _____

TRAINING FOR SURVEY ADMINISTRATORS

Date of Training _____

**AGREEMENT OF CONFIDENTIALITY AND PROFESSIONAL
ETHICS FORMS SIGNED AND ON FILE**

❑ Yes   ❑ No

Suggested Timeline

Activity		Time Prior to Survey Date or Actual Date
Identify school contact	→	Late August
Set survey date and makeup date	→	Late August
Prepare Parental Notification Sheets	→	1 month (or earlier)
Send Parental Notification Sheets	→	3 weeks (or earlier)
Identify "Read Aloud" students	→	2 weeks (or earlier)
Train survey administrators	→	1 to 2 weeks
Prepare materials and secure computers for each classroom	→	1 to 2 weeks
Check for parental refusals	→	3 days

Survey Date

Check counts and Classroom Administration Report Forms	→	*Day of Survey (during the period **October 4-November 12**)*

Makeup Date

Check counts and Classroom Administration Report Forms	→	*Day of Makeup Survey (one week later or 1-2 days after that)* **-must be completed by November 19**
Receive reports	→	*March 2022*

Schedule of Tasks

Task	Date to Begin Task	Date to End Task
1. Obtain classroom count.	_____/_____	_____/_____
2. Identify key contact at each school.	_____/_____	_____/_____
3. Meet with each school coordinator.	_____/_____	_____/_____
4. Record information on Student Survey Management Forms (if choosing to utilize).	_____/_____	_____/_____
5. Schedule survey dates and makeup dates.	_____/_____	_____/_____
6. Review parental notification protocols and prepare sheets.	_____/_____	_____/_____
7. Send parental notification sheets to all parents.	_____/_____	_____/_____
8. Designate one person at each school to receive and be responsible for parental forms returned.	_____/_____	_____/_____
9. Identify who will be the survey administrator for each class.	_____/_____	_____/_____
10. Train administrators on survey administration, classroom environment, and confidentiality.	_____/_____	_____/_____
11. Review confidentiality procedures with all other project associates, and get signed agreements from all associates.	_____/_____	_____/_____
12. Consult with school coordinator (and/or teachers) to develop a plan for students not participating in survey.	_____/_____	_____/_____
13. Develop a plan for students who take longer for survey completion and/or who must be part of a "read aloud" group.	_____/_____	_____/_____
14. Contact school coordinator to verify date, time, and rooms for survey.	_____/_____	_____/_____
15. Meet briefly with all administrators and allow time for quick training if a substitute happens to be in the classroom.	_____/_____	_____/_____
16. Check Parental Consent information: Make sure that students do not participate if parent refused.	_____/_____	_____/_____
17. Check that each classroom or other location follows standards set for orderly and confidential administration.	_____/_____	_____/_____

Protocols for the Read Aloud Administration
of the KIP Student Survey

The Read Aloud method of administering the KIP Survey was developed for students with reading difficulties (but who can otherwise comprehend the survey items). The survey is written for students with a fifth grade reading level ability. Teachers or counselors should be consulted to determine which students need to have the survey read to them.

These protocols must be followed for the Read Aloud Administration:

1. The survey administrator should practice reading the survey out loud prior to survey day. The practice should be timed to determine how much class time would be needed to administer the Read Aloud surveys. It will take at least an hour and a half if done properly.

2. The survey administrator should repeat the section introductory "lead-in" phrases. For example, the lead-in, "How old were you when you first . . .?" should be repeated at least every third item so that students are frequently reminded of the question context and time frame when thinking about each question subpart.

3. The survey administrator needs to keep all students together on the same page and allow enough time for the students to answer the questions.

Students' survey responses are confidential. For that reason, some students must be excluded from participating in the survey due to limitations that prevent them from completing the survey themselves. Teachers or counselors should be consulted to determine the capabilities of the students, and which students need to have the survey read to them. *If the students cannot comprehend the questions, then they should not participate in the survey.*

Sample Letter from School Superintendent

[Insert School District Name]

[Insert Street Address, City, State, Zip & Phone]

[*Insert Date*]

Dear Parent(s)/Guardian(s),

I am pleased to announce that the [*insert school district*] has decided to participate in the Kentucky Incentives for Prevention (KIP) Student Survey. The survey is funded by the Kentucky Division of Behavioral Health with the support of the Governor's Office of Drug Control Policy and the Federal Center for Substance Abuse Prevention. It is designed to assess alcohol and drug use among students in grades 6, 8, 10, and 12. A fact sheet and the non-consent form accompany this letter. The survey will be administered to students in the sixth, eighth, tenth, and twelfth grades. The survey is completely voluntary and will be used for school planning and program development.

The [*insert school district*] is participating in this important project because we believe young people's use of these substances is a serious issue for our communities. We encourage you to support this project by agreeing to let your child participate in the survey. If you have any questions, please don't hesitate to call your child's school coordinator, [*insert name & phone number*]. Thank you for your cooperation.

Sincerely,

[*insert name*]

Superintendent

Enclosures

NOTE:

Parental notification documents are now available in Spanish, Arabic, French, Chinese, Swahili, Somali, Kinyarwanda, Vietnamese and Nepali in addition to English.

Word versions of the documents in each of these languages
can be downloaded from the KIP website at **www.kipsurvey.com**

Sample Parental Notification Form
for the Kentucky Incentives for Prevention (KIP) Survey

Please return this form to the school coordinator
only if you *do not* give permission by [*insert date*].

[*Insert Name Address, and Phone Number
of School Coordinator*]

I **DO NOT** give permission for my child to participate in the KIP Survey.

(Please print clearly.)

Parent's Name _____

Child's Name _____

Child's School _____

Grade *(circle one)*:   6   8   10   12

Parent's Signature _____   Date_____

Child's Signature *(optional)* _____   Date_____

NOTE:

Parental notification documents are now available in Spanish, Arabic, French, Chinese, Swahili, Somali, Kinyarwanda, Vietnamese and Nepali in addition to English.

Word versions of the documents in each of these languages
can be downloaded from the KIP website at **www.kipsurvey.com**

Student Survey Fact Sheet

What is the KIP Student Survey?

The Kentucky Division of Behavioral Health with the support of the Governor's Office of Drug Control Policy and the Federal Center for Substance Abuse Prevention and participating school districts jointly sponsor this statewide student survey to assess the extent of alcohol, drug, and tobacco use among students throughout Kentucky in grades 6, 8, 10, and 12, and to evaluate the impact of prevention efforts aimed at reducing substance use.

What is the purpose of the Student Survey?

The Student Survey is part of the Kentucky Governor's Youth Substance Abuse Prevention Initiative (The KIP Project). The students in the four grades will be asked to complete a survey that will be used for research and planning purposes only. Their responses to the survey will be compiled to provide information to your school district about students' use of tobacco, alcohol, and drugs. It also provides information about school safety issues.

Does my child have to complete the survey?

No. Participation in the Student Survey is completely voluntary. Your child will not be penalized in any way if he/she refuses to participate. We are asking your permission for your child to participate in this survey. The survey will be conducted during a regular class period at school.

Will anyone know how my child answered the questions?

No. Your child's responses to the questions will be confidential. His or her name will not appear on the survey forms and no one except the research evaluation staff will see the individual responses. The answers from all youth participants will be summarized so it will be impossible to identify your child in the responses.

What kinds of questions are on the survey?

Examples of questions to be asked in the Student Survey are listed below by subject.

- Alcohol, tobacco, and drug use: How often (if ever) have you smoked cigarettes in the past month (30 days)? On how many occasions (if any) have you had more than a sip or two of beer, wine, or hard liquor (for example, vodka, whiskey or gin) during the last 30 days? How often (if ever) have you smoked marijuana?

- Attitudes toward alcohol and drug use: How wrong do you think it is for someone your age to drink beer, wine, or hard liquor (for example, vodka, whiskey or gin)? How wrong do you think it is for someone your age to smoke marijuana? In the past 30 days, how many times did you speak with a friend about a personal or family problem?

- School safety: How safe do you feel at school? Are there particular places at school where you feel unsafe? Are there certain times of day when you feel these places are unsafe?

This survey has been administered to many thousands of students across the Commonwealth and the vast majority has experienced little difficulty in answering the questions. Because answering questions about personal and sensitive behaviors can be uncomfortable, students are assured that they may skip any questions they do not want to answer.

What benefits are there from my child participating in this research?

Although your child will not directly benefit from completing the survey, his/her answers—along with those of thousands of others—will provide valuable information that may be used to improve programs for youth.

How do I give permission for my child to participate in the survey?

If you give permission and your child agrees to participate in the survey, you do not need to do anything. Your child will be provided with a survey form during the class period designated for the survey. If you object to your child's participation in the evaluation survey, you must complete the attached form, sign your name in the space provided and return the form to [*insert program administrator's name*] at your child's school by [*insert date*]. If you like, you may also call [*insert program administrator's name*] at [*insert phone number*] if you have questions.

This form should be sent with Parental Notification Letter.

Parental Notification Final Documentation

School _____

Project Coordinator _____

Grade Level _____

Teacher _____

Date Notification Forms were sent to Parents _____

Number of Parent Objection Forms that were Returned _____

1. (Name) _____

2. (Name)_____

3. (Name)_____

4. (Name) _____

5. (Name)_____

Survey Administration *(please print)* _____

I attest to the fact that all applicable students (if any) listed above have been dismissed or released from taking the student survey.

(Are there any new students in this class whose parents haven't been notified? If yes, those students cannot participate today. Please notify the Project Coordinator.)

Signature of Survey Administrator _____

Statement of Confidentiality and Professional Ethics

The results of scientific research are made widely available in scholarly books and articles, university classrooms, funding agencies (both governmental and non-governmental), and the media. To insure the integrity of research results, specific principles and guidelines regarding confidentiality and professional ethics must be rigorously followed. The following are considered minimal principles and standards that must be applied to the Student Survey to protect the privacy of study participants, and to assure the public's confidence that the research has been conducted with high ethical standards:

- Each student has a right to privacy with respect to their answers to survey questions, to decide voluntarily whether to participate in the survey, and to be informed about the purposes, scope, and importance of that involvement.

- The total confidentiality of students must always be assured. Information learned about students, their families and friends in the course of research must not be discussed with anyone, other than appropriate members of the evaluation team as necessary for research purposes only.

- KIP Survey Administration Protocols must be consistently applied so that a complete and accurate picture of social realities can be discerned through data collected systematically from all students.

- All teachers, volunteers and other data collection assistants must be carefully trained and monitored for quality assurances.

- KIP Survey teachers/administrators are obligated to: a) protect the rights, privacy, and confidence of students, b) to maintain the confidentiality of survey documents, and c) to safeguard all methods and procedures specified in the Training Manual.

- KIP Survey teachers/administrators must collect survey information from students in situations which do not compromise their privacy, and they must store survey documents where access by unauthorized people is prevented.

- KIP Survey teachers/administrators may do nothing that would bias students' answers. This includes making statements that could lead students to change their answers; implying criticism or support of students' attitudes or behavior; or inventing or distorting students' answers. They may not mislead students or use practices which may coerce or humiliate them. They must deal humanely with students' requests for help and assistance, but follow project guidelines about answering students' questions. They must not offer personal assistance or direct aid in answering survey questions.

- Completed surveys must be kept only in areas with limited access. Access to surveys must be limited to appropriate personnel who have signed the Agreement of Confidentiality and Professional Ethics.

- Data and other results of the research will be presented only in summarized form without any names or identifying information.

- No one given approved access of privileged information may use this information for personal gain or for any non-research purpose.

Please sign the agreement on the following page.

Agreement of Confidentiality and Professional Ethics

Each teacher, school administrator and project staff member involved with the KIP Survey must read the accompanying statement and sign the following agreement as a condition of participation in the study:

I have carefully read the accompanying Statement of Confidentiality and Professional Ethics and fully understand that its obligations apply to me and are a condition of my participation in project evaluation activities.

I will abide by the principles and standards of professional ethics as described in this statement. I am aware that failure to abide by these standards could pose a serious threat to the validity of the research data collected for this project and jeopardize its funding.

I understand that the accompanying statement and this agreement, relative to the confidentiality of study respondents and documents, are applicable both during the project as well as after my assignment has been completed.

Signature _____ Date _____

Print Name _____

Please keep the accompanying statement for your records and return this agreement to:

[Insert KIP Coordinator's Name and Address]

Instructions for the
Classroom Administration Report Form

✓ Keep separate Classroom Administration Report Forms for each grade even if administration is in combined setting.

✓ **The accuracy of this information is a very important part of documenting the survey administration. Thank you for completing this form.**

Classroom Administration Report Form

One Classroom Administration Report Form should be completed for <u>each</u> classroom administering the KIP survey.

District _____

School _____

Grade _____

Teacher/Administrator _____

Date of Survey _____

Total students present at school today (in this class only) _____ (Line 1)

Students present at school but NOT taking survey in today's administration due to:

Parent's Refusal _____ (Line 2)

Student Refusal _____ (Line 3)

Other Reasons _____ (Line 4)

Total students NOT taking survey in today's administration: (Line 2 + 3 + 4) _____ (Line 5)

Total students COMPLETING survey in today's administration: (Line 1 - 5) _____ (Line 6)

**Please mail (or scan and email) the completed
Classroom Administration Report Form to:**

Lisa Crabtree
c/o REACH Evaluation
501 Park Avenue
Louisville, KY 40208
lisa@reacheval.com

Protocols for Setting Up a Confidential and Orderly Environment for Administering the Student Survey

PLEASE NOTE:

Only students learning in an in-person classroom environment should complete the KIP Survey. Students learning virtually from home should not participate in the survey.

The collection of valid and reliable data depends upon careful administration of a survey. The survey should be administered to students in an environment that allows them to think seriously about the questions and respond in a sincere and honest manner. You can greatly enhance the students' perceptions of privacy and comfort and the collection of credible data by attending to the following:

1. Locate students throughout the classroom so they cannot see other students' responses.

2. Do not allow students to wander around the room while others are completing the survey.

3. Since completing the survey is voluntary, students who voice an objection may be excused from the activity.

4. Encourage students to answer every question to the best of their ability.

5. Do not answer questions concerning the meaning of questions or words within questions. This is vital to the survey's validity and reliability.

6. Read the script from the Survey Administration Instructions exactly as written and in that order.

REACH Evaluation consults with organizations, communities, and programs to enhance effectiveness and accountability, facilitate change, and improve the welfare of people. Over the years, REACH has established an exceptional reputation in planning and evaluation of integrated health, human service, and community programs. With a multidisciplinary team of research and planning professionals, REACH specializes in delivering a product that is substantive, responsive, and practical.