YOUTHARTS: ART AT WORK
PARTICIPANT OUTCOMES EVALUATION

DATA COLLECTION
IMPLEMENTATION GUIDE

CALIBER ASSOCIATES

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[Tool Kit Users: see other files on this diskette for the data collection instruments]

INTRODUCTION

This *Implementation Guide* is designed to assist YouthARTS program sites in collecting data for the continued evaluation of program outcomes. In addition to detailed instructions on the data collection process, this *Guide* also includes examples of the data collection instruments that will be used to assess the program's impact on participant attitudes and behaviors.

THE *IMPLEMENTATION GUIDE*

This *Implementation Guide* first describes the data collection tasks and then presents examples of the data collection instruments that will be used to assess changes in the attitudes and behaviors of youth who participate in YouthARTS programs.

At the start of the summative evaluation, Caliber will send each site a package of file folders containing the data collection instruments to be completed for each youth in the participant and comparison groups. The program sites will administer these instruments to the youth at the appropriate times and then return the completed instruments to Caliber. Caliber will then analyze the data and prepare the final report.

Before administering the data collection instruments, you must complete the following activities:

- Identify staff who will administer surveys and collect other data
- Select a group of program participants and tell them about the program
- Select a comparison group and tell them about their participation in the survey data collection activities

If you have not completed these tasks, or if you require assistance in completing them, please contact Caliber Associates as soon as possible.

The remaining sections of this *Implementation Guide* provide detailed information on the following local data collection tasks:

Task 1: Become familiar with the outcome evaluation

Task 2: Plan the data collection timetable

Task 3: Introduce the evaluation to key administrators

Task 4: Obtain permission from parents to collect data on youth

Task 5: Assign identification numbers to program and comparison group participants

Task 6: Complete Referral Forms

Task 7. Keep program attendance records

Task 8: Administer the pre-program *Your Opinions Count* survey

Task 9: Administer Pre-Program Participant Skills Assessment Forms

Task 10: Return completed pre-program instruments to Caliber

Task 11: Administer post-program *Your Opinions Count* survey and the Participant Feedback Survey

Task 12: Administer Post-Program Participant Skills Assessment Forms

Task 13 Collect academic data

Task 14: Collect juvenile court data (optional)

Task 15: Return completed post-program instruments to Caliber.

We have included suggestions on how to complete each task as well as some examples. If you have any questions or require assistance at any point, contact Caliber Associates. Exhibit 1 lists the names, addresses, and telephone numbers of Caliber staff who can answer your questions.

Because frequent communication between Caliber and the program sites will help you to clarify any data collection issues and will help us to gather information on the local data collection process, we ask that you contact us at the following points:

- At the conclusion of the pre-program *Your Opinions Count* survey administration and when you send these surveys to Caliber for analysis
- When you complete the academic and/or juvenile court data collection
- At the conclusion of the post-program *Your Opinions Count* survey administration and when you send these surveys to Caliber for analysis.

Keep in mind that you should contact Caliber Associates *anytime* you have a question.

EXHIBIT 1
CALIBER ASSOCIATES REPRESENTATIVES
YOUTHARTS PROGRAM EVALUATION

CALIBER ASSOCIATES

Address: 10530 Rosehaven St., Suite 400
Fairfax, VA 22030

Phone: 703-385-3200

Fax: 703-385-3206

Project Manager: Cindy Gimbel

Deputy Project Manager: Rebecca Schaffer

Analysts: Heather Jennings Clawson

Please make a copy of this page and post it for easy access to the phone numbers and address listed above.

TASK 1: BECOME FAMILIAR WITH THE OUTCOME EVALUATION

Task One is to become familiar with the outcome evaluation and the data collection instruments. To help you accomplish this task, this section describes the data collection instruments, and presents the data collection tracking system that will be used to facilitate local data collection. Do not hesitate to call a Caliber staff member if you have any questions.

1. THE DATA COLLECTION INSTRUMENTS

The following data collection instruments will be used to collect the information necessary to assess program outcomes and impacts:

- Referral Form (demographic data)
- *Your Opinions Count* Survey
- Participant Skills Assessment Form
- Academic Data Form
- Court Information Form (where appropriate)
- Participant Feedback Survey.

Exhibit 3 illustrates which instruments will be used to gather data on each component of the program model (e.g., characteristics of target population, intermediate outcomes).

1.1 Referral Form

The Referral Form is designed to document demographic data on each program and comparison group participant. It should be completed by program staff (or collaborating professionals such as school or court counselors) before the program begins. In addition to providing important descriptive information, the demographic data will aid in tracking and coordinating the other data collection instruments. The form records the following pieces of information about each youth:

- Gender
- Date of birth
- Race/ethnicity
- Date and source of referral
- Grade level at entry into program
- School status and type
- Special learning needs
- Residency (who youth lives with).

1.2 *Your Opinions Count* Survey

The *Your Opinions Count* Survey is based on previously validated instruments designed to measure youth attitudes and behaviors. It was revised using feedback from the field and results from pilot tests with participants in a similar program. The survey consists of the following sub-sections:

- Question 1 asks the respondent to write their date of birth
- Questions 2 through 5 measure future expectations or hopelessness
- Questions 6 - 9 ask about attitudes toward school
- Questions 10 - 15 ask about attitudes toward drug use
- Questions 16 - 20 ask about association with peers who engage in problem behaviors including drug use, truancy and gangs
- Questions 21 - 25 ask about peer influence and decision making
- Questions 26 - 43 ask about self-reported rebellious and delinquent behaviors such as weapons possession, fighting, and alcohol, tobacco, and other drug use
- Questions 44 - 48 ask about alienation from adults not including parents
- Questions 49 through 53 ask about alienation from family and same-age children
- Questions 54 through 58 ask about self-esteem
- Questions 59 through 65 ask about self-perceived ability to perform tasks related to program activities such as building something, drawing a picture, or writing about their work
- Questions 66 through 68 ask about the respondent's level of interest in arts events such as visiting a museum or going to a dance performance
- Questions 69 through 72 ask about the respondent's willingness to contribute their time to improve their community, a measure of the value and connection they feel toward the community.

The survey should be administered to program and comparison group participants before and after the program period. A copy of the survey is included in the Appendix.

1.3 Participant Skills Assessment Form

The Participant Skills Assessment Form is designed to document the instructors' perceptions of the program participants' knowledge, attitudes, and behaviors. This form should be administered twice: once at the start of the program (i.e., as soon as the instructor is able to assess these variables, but no later than four weeks) and again at the end of the program. Comparisons of the pre- and post-program responses will provide information about the program’s impact on participant knowledge and skills.

1.4 Academic Data Collection Form

The Academic Data Collection Form provides a template for the collection of academic information from program and comparison group participants’ teachers and school records. Data will be collected for the semester immediately prior to the youth’s program participation, for the semester at the end of program participation, and for the semester immediately following program participation. Either the entire form can be completed at the end of the program period, or sections of the form can be completed as soon as the appropriate information is available. The form records the following information:

- Grade level
- Enrollment status
- Academic grade point average
- Attendance (excused and unexcused absences)
- Suspensions
- Classroom behavior
- Extracurricular activities.

The data collector should work with school staff to complete the form.

1.5 Court Information Form

The Court Information Form provides a template for the collection of specific court history data, where these data are available. The form should be completed for both program participants and comparison group youth. It records information about the number and type of court referrals for the youth at two time periods, the year prior to entering the program and the current program period, allowing us to identify changes in court involvement over time.

1.6 Participant Feedback Survey

The Participant Feedback Survey should be administered to program participants at the end of the program period. The survey is intended to measure the level of satisfaction with various aspects of the program and lead to program refinements. It also provides an opportunity for program designers to learn more about the effect of specific service delivery processes—such as transportation, staff involvement with participants, and communication about program schedules and events—on the participants’ satisfaction with the program.

2. THE DATA COLLECTION TRACKING SYSTEM

To help you ensure that the appropriate instruments are completed for each program and comparison group participant, we have developed a tracking system involving the three components described below.

Data Collection Tracking Forms—Both the Data Collection Tracking Form (for *Program* Participants) and the Data Collection Tracking Form (for *Comparison Group* Participants) provide a list of *identification numbers* (see box below) for each youth participating in the program and in the comparison group, respectively . The first step you will need to take when you receive the data collection instruments is to assign each participant one of the numbers listed on these forms. To help you remember which number you assigned to each youth, you can print the participants' names to the

> The 5-character **identification numbers** are constructed as follows:
>
> - The first character identifies the program site: A = Atlanta, S = San Antonio, and P = Portland
> - The second character tells whether the youth is a member of the Program (P) or the Comparison Group, or Group C.
> - The last three digits provide individual, sequential identifiers for the youth (e.g., 001 identifies the first child assigned an identification number at that site).
>
> For example, SP050 identifies the 50th program participant assigned an identification number in San Antonio, and SC050 identifies the 50th comparison group participant assigned an identification number in San Antonio.

left of their assigned identification numbers. To the right of the identification numbers are the data collection instruments. As each participant completes each instrument, check the appropriate box. (Before returning these forms to Caliber, you can cut the Name column from the form, erase the names, or mark over them to protect the participants' confidentiality.) You will send the Data Collection Tracking Forms to Caliber with the last package of post-program data collection instruments.

Pre-Program Data Collection File Folder—Caliber will provide Pre-Program Data Collection File Folders for each program and comparison group participant. Each folder contains a complete set of data collection instruments that must be completed at the start of the program period (i.e., Referral Form, *Your Opinions Count Survey*, and Pre-Program Participant Skills Assessment Form), as well as a Pre-Program Participant Tracking Form (which is stapled to the front cover of the folder).[1] As each instrument is completed, you will return it to the appropriate folder and check the box to the left of its title on the Pre-Program Participant Tracking Form. Once all of the instruments in each of the pre-program folders are completed, you will return the folders to Caliber Associates.

[1] The comparison group participant Pre-Program Data Collection File Folders do *not* contain Pre-Program Participant Skills Assessment Forms, which should be completed for program participants only.

To help you keep track of which folder and which instruments belong to each youth, we have printed a participant identification number on front cover of each folder, data collection instrument, and tracking form. We have also attached blank, removable name labels at the top of each folder, instrument, and tracking form. You can write the appropriate participant name on each label before administering the instruments and then remove them before returning the folders, instruments, and tracking forms to Caliber.

Post-Program Data Collection File Folder—Caliber also will provide a *Post*-Program Data Collection File Folder for each youth participating in the program and in the comparison group. Each folder contains a complete set of data collection instruments that must be completed toward the end of the program period, as well as a Post-Program Participant Tracking Form (which will be stapled to the front cover of the folder). These instruments include the *Your Opinions Count Survey*, the Participant Skills Assessment Form, the Academic Data Instrument, the Court Information Form, and the Participant Feedback Survey.[2] The appropriate identification numbers are pre-printed onto the folders, data collection instruments, and tracking forms. Once all of the instruments in a folder have been completed and returned to the folder, you can remove all the Name Labels from each instrument and verify that the same identification number appears on all of the documents in a file folder. When all folders are complete, return them to Caliber.

The following section provides a timeline for completing the program evaluation tasks, including administering the evaluation instruments and returning them to Caliber.

[2] The comparison group participant Post-Program Data Collection File Folders do *not* contain Post-Program Participant Skills Assessment Forms or Participant Feedback Surveys, both of which should be completed for program participants only.

TASK 2: PLAN THE DATA COLLECTION TIMETABLE

The YouthARTS Evaluation timetable, presented in Exhibit 4, will need to be completed by each site with input from Caliber. The timetables may vary depending on the type of evaluation to be completed at each site. The site program coordinator is responsible for ensuring that all tasks included in this timetable are completed by the dates set by the site. However, in order to ensure that there are no delays in completing the tasks, everyone assisting in the local data collection process should be familiar with the timetable. You may want to make copies of the timetable for these individuals and highlight the specific dates to which they must adhere.

Exhibit 4 contains four types of information:

- Local data collection tasks
- The weeks during which each task is to occur
- The dates by which completed data collection forms should arrive at Caliber
- The dates on which completed data collection forms were mailed to Caliber.

If at any time you find that you are not able to meet your due dates, immediately contact Caliber Associates for assistance.

EXHIBIT 4
DATA COLLECTION TIMETABLE

Task	Week	Date due at Caliber	Date mailed
Task 1: Become familiar with the outcome evaluation	before start of program	NA	NA
Task 2: Plan the data collection timetable	before start of program	NA	NA
Task 3: Introduce the evaluation to key administrators	weeks 1 - 5	NA	NA
Task 4: Obtain permission from parents to collect data	before start of program	NA	NA
Task 5: Assign identification numbers to program and comparison group participants	before start of program	NA	NA
Task 6: Complete Referral Forms	before start of program		
Task 7: Keep program attendance records	throughout program period		
Task 8: Administer the pre-program *YOC* survey*	week 1		
Task 9: Administer Pre-Program Participant Skills Assessment Form	within first 4 weeks of program start		
Task 10: Return Pre-Program Data Collection File Folders with completed instruments to Caliber*	within 2 weeks of semester end		
Task 11: Administer the post-program *YOC* survey and the Participant Feedback Survey*	last 2 weeks of program		
Task 12: Administer Post-Program Participant Skills Assessment Form	within 2 weeks of program end		
Task 13: Collect academic data*	within 2 weeks of program end		
Task 14: Collect juvenile court data	within 2 weeks of program end		
Task 15: Return completed Post-Program Data Collection File Folders with completed instruments to Caliber*	within a month of program end		

***** Contact Caliber upon completion.

TASK 3: INTRODUCE THE EVALUATION TO KEY PERSONNEL

One of the first steps in the data collection process is to obtain support from the agencies on which you will be relying for records. We recommend that you conduct briefings at each agency involved in the data collection effort (prior to administering the data collection instruments) to provide an overview of the evaluation and to describe their specific role in the data collection process. These briefings are especially important for school and juvenile court staff who will be providing academic and court data on both program and comparison group youth.[3] The briefing agenda should include:

- An overview of the evaluation
- A description of the types of information the survey results will provide
- A description of the data collection process and the role of the particular agency
- An agreement on relevant deadlines
- The identification of a contact person at the agency.

We also recommend that you bring a copy of the survey instruments and this *Implementation Guide* to the briefings.

[3] If you have chosen not to obtain court data, target your briefings to school staff.

TASK 4: OBTAIN PERMISSION FROM PARENTS TO COLLECT DATA

The local data collectors *must* obtain written permission from the parents of both program and comparison group participants before administering the surveys or gathering data from the schools or the courts. Caliber recommends distributing printed permission forms to these parents for their signatures. An example of an appropriate permission form is provided in the Appendix. The local data collectors should also provide parents with the name and phone number of a contact person who can respond to any questions or concerns about the evaluation.

TASK 5: ASSIGN IDENTIFICATION NUMBERS TO PROGRAM AND COMPARISON GROUP PARTICIPANTS

Before the program begins, the local data collector will assign each program and comparison group participant one of the identification numbers printed on the Data Collection Tracking Form. Keep in mind that the second character of each number identifies whether the youth belongs to the program (P) or the comparison group (C). For example, the first *program* participant assigned an identification number in Atlanta would be referred to as AP001, and the first *comparison group* participant assigned an identification number in Atlanta would be referred to as AC001.

Writing the names of the youth to the left of their assigned identification numbers on the Data Collection Tracking Form will help you keep the assignments straight throughout the data collection period. Before returning these forms to Caliber with the package of post-program data collection instruments, you can cut the Name column from the form, erase the names, or mark over them to protect the participants' confidentiality.

Once you have assigned identification numbers to each youth, you can fill in the name labels on each instrument and tracking form in each youth's folder. These name labels will help ensure that the instructors and others assisting in the data collection process will provide the appropriate information for each youth. Once the identification numbers on the first page of each instrument have been verified, you can remove the labels before sending the completed instruments to Caliber. (You will instruct the participants to remove the name labels at the top of the *Your Opinions Count* Survey once you have verified that they have received the correct survey.)

Caliber will send the data collection file folders and enclosed instruments in two boxes:

- Program participant box(es)—contain data collection folders with program participant data collection instruments and participant tracking forms, which are printed on white paper

- Comparison group box(es)—contain data collection folders with comparison group participant data collection instruments and participant tracking forms, which are printed on yellow paper.

Each box is divided into two sections for pre- and post-program data collection file folders. We recommend that you maintain the file folders, along with their respective data collection tracking forms, in these boxes throughout the data collection process to facilitate the survey administration process.

TASK 6: COMPLETE REFERRAL FORMS

Before the program begins, the local data collector will distribute copies of the Referral Form to the instructor(s), who must complete the forms for each youth referred to the program and the comparison group and then return the completed forms to the local data collector. The data collector will then complete the following tasks:

- Make a copy of the completed Referral Form
- Return the *original* completed form to the appropriate Pre-Program Data Collection File Folders and check the box to the left of “Referral Form” on the Pre-Program Participant Tracking Form
- Return the *copy* of the completed form to the appropriate Post-Program Data Collection File Folders and check the box to the left of “Copy of the Referral Form” on the Post-Program Participant Tracking Form
- Check the “Referral Form” column of the Data Collection Tracking Form for each youth with a completed form and follow up with the instructors if any youth lack a completed Referral Form.

A copy of this form is included in the Appendix.

TASK 7: KEEP PROGRAM ATTENDANCE RECORDS

Program attendance is a critical outcome for all program participants. In order to provide accurate information about program attendance, we ask that you complete the following tasks:

- Create an attendance sheet with the names of all program participants. Leave room for a brief description of the session, the date, and the duration of the session.
- Take attendance during each program activity session.
- Be sure to distinguish between different types of sessions (e.g., tutoring, art instruction, case management) in the description field or use separate attendance sheets for different types of sessions.

Enclose your attendance records (along with the Data Collection Tracking Form) in the package of completed post-program data collection instruments that you send to Caliber at the end of the data collection period.

A portion of a sample attendance sheet is provided below, and a full sample attendance sheet is provided in the Appendix.

SAMPLE ATTENDANCE SHEET

	Date:	Date:	Date:	Date:
	Activity:	Activity:	Activity:	Activity:
	Duration:	Duration:	Duration:	Duration:
Adams, Jim	present absent	present absent	present absent	present absent
Bass, Sally	present absent	present absent	present absent	present absent
ETC.	present absent	present absent	present absent	present absent

TASK 8: ADMINISTER THE PRE-PROGRAM *YOUR OPINIONS COUNT* SURVEY

At the beginning of the program period (preferably before or on the first day of program activities), you will administer the *Your Opinions Count Survey* to both program and comparison group youth.[4] This task involves completing the following steps:

1. Determine the survey date and site for the participant and comparison groups. The surveys should be administered to the two groups separately to avoid biasing comparison group responses (The comparison group participants may take the survey less seriously if they discover that they are part of a larger experiment in which other students are receiving services while they are not).

2. Make several copies of each Data Collection Tracking Form. These copies will serve as your program and comparison group rosters during survey administration.

3. Pull the *Your Opinions Count* Survey from each of the data collection file folders and attach it to the appropriate roster.

4. Bring to each survey administration site the roster and the corresponding surveys, as well as a copy of this *Implementation Guide* for reference.

5. Using the appropriate roster, take attendance at the beginning of each session. (You will need to follow up with participants who are absent.)

6. You may want to assign the youth to seats according to the order that they appear on the roster to facilitate the process of distributing the surveys to the appropriate youth.
7. Distribute the surveys, verifying that each youth receives the survey with his or her name on the front page.

8. Instruct the youth to remove the name label on the front of their surveys and explain to them that the information that they provide will be kept confidential.

9. Review the information on the first page with the participants. Read the sample questions to familiarize the respondents with the survey format. Encourage the participants to ask questions before *and* during the survey administration. Exhibit 5 provides examples of some possible questions and appropriate responses.

[4] The *Your Opinions Count* survey should be administered to the comparison group youth as close as possible to the first day of program activities but no later than two weeks into the program session.

EXHIBIT 5 POSSIBLE QUESTIONS AND APPROPRIATE RESPONSES	
Question	**Response**
How will the survey results be used?	The results will be used to improve services provided to youth.
I have already completed many surveys this year. Does it matter if I return my survey?	Everyone who received a survey needs to return it. (Encourage participation.)
How can I be sure my responses will remain confidential?	You will remove the name labels at the top of your survey before returning them to me.
Can I take my survey home and complete it later?	The survey should be completed during the session. If a student has problems that will prevent them from completing the survey during the allotted time period, the local data collector should provide individual assistance at another time.

10. Instruct the students to remain in their seats and raise their hands as they finish. Collect the completed surveys one at a time, checking to make sure that each participant has removed the name label at the top of the survey. Check off the names on the roster as you collect the surveys.

It is important to protect the confidentiality of the information collected. Do not open surveys after they have been completed.

11. Thank the respondents for participating and provide additional information about relevant program and data collection information (such as the next survey session and arrangements for compensation, if applicable for comparison group youth).

12. Return the completed surveys to the appropriate folders, checking the appropriate box on the Pre-Program Participant Tracking Form and marking the appropriate column on the appropriate Data Collection Tracking Form. Verify that the number at the top of each survey corresponds to the number printed on the cover of the folder.

13. Contact a member of the Caliber Associates project team to inform us of your status.

TASK 9: ADMINISTER PRE-PROGRAM PARTICIPANT SKILLS ASSESSMENT FORMS

The data collector will distribute the Pre-Program Participant Skills Assessment Forms (located in the program participants' Pre-Program Data Collection File Folders) to the appropriate instructor at the beginning of the program.[5] These forms should be completed by the instructor within the first four weeks of the program start date (i.e., as soon as the instructor feels able to assess the knowledge and skills of the participants).

The instructor should complete an assessment form for each participant in the program, verifying that they are assessing the youth whose name and identification number appear at the top of the form. Once completed, the instructor will return the forms to the data collector, who will then remove the name labels from the forms and return them to the appropriate file folders. Once the forms are returned to the file folders, the local data collector will check the appropriate boxes on the Pre-Program Participant Tracking Form located within each folder and check the appropriate column on the Data Collection Tracking Form, following up with the instructor if any forms are missing.

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5 If a participant receives services from more than one instructor, choose the instructor who is most familiar with the participant's progress to complete the form. If possible, this instructor should obtain input from the other instructors as he/she completes the form.

TASK 10: RETURN COMPLETED PRE-PROGRAM INSTRUMENTS TO CALIBER

Once all of the pre-program data collection instruments (Referral Form, *Your Opinions Count* Survey, Pre-Program Participant Skills Assessment Form, Pre-Program Participant Tracking Form) have been completed and returned to the appropriate Pre-Program Data Collection File Folders, package and mail them to Caliber Associates. You should mail them no later than two days before the due data to ensure that they arrive at Caliber by the designated due date. Contact Caliber immediately if you are unable to meet the due date shown in the timetable (see Task 2).

Before mailing the instruments, you should complete the following steps:

1. Double check to make sure that each data collection file folder contains all of the instruments listed on the Pre-Program Participant Tracking Form stapled to the front cover of the folder. Verify that the identification numbers on each instrument match the number printed on the front cover of the file folder. Check off each completed instrument on the appropriate Data Collection Tracking Form, and make a copy of this form to include in the package of completed instruments.

2. Package the folders in boxes addressed to:

   Caliber Associates
   10530 Rosehaven, 4th Floor
   Fairfax, VA 22030
   Attention: YouthARTS Evaluation
   703-385-3200 (Phone)
   703-385-3206 (FAX)

   The return address should include your name and full mailing address. Number each box (e.g., 1 of 2), if you are sending more than one box.

4. Send the box to Caliber via a shipping service that will provide a receipt so that the box can be traced if lost. Using First Class Mail or Priority Mail will ensure prompt delivery of the box.

5. Once you have shipped the completed instruments, contact a member of the Caliber Associates project team.

TASK 11: ADMINISTER THE POST-PROGRAM *YOUR OPINIONS COUNT* SURVEY AND THE PARTICIPANT FEEDBACK SURVEY

The post-program *Your Opinions Count* survey should be administered to both program and comparison group participants within a week of the program's end date. The Participant Feedback Survey should be administered to program participants *only* once they have completed the *Your Opinions Count* survey.

Do **NOT** replace respondents who completed a pre-*program Your Opinions Count* survey but who are unable or unwilling to take the post-program survey.

To administer these surveys, you must complete the following steps (which are nearly identical to the instructions for the *pre*-program *Your Opinions Count* survey administration):

1. Determine the survey date and site for the participant and comparison groups. As was also the case with the pre-program *Your Opinions* Count survey, the surveys should be administered to the two groups separately to avoid biasing comparison group responses.

2. Make a copy of each Data Collection Tracking Form (which should already contain check marks in each of the pre-program data collection instrument columns). These copies will serve as your program and comparison group participant rosters during survey administration.

3. Pull the *Your Opinions Count* Survey from each of the data collection file folders and attach it to the appropriate roster. Pull the Participant Feedback Survey from the each program participant's folder and attach it to the program participant roster.

4. Bring to each survey administration site the roster and the corresponding surveys, as well as a copy of this *Implementation Guide* for reference.

5. Using the roster, take attendance at the beginning of each session. (You will need to follow up with participants who are absent.)

6. You may want to assign the youth to seats according to the order that they appear on the roster to facilitate the process of distributing the surveys to the appropriate youth.

7. Distribute the *Your Opinions Count* survey, verifying that each youth receives the survey with his or her name on the front page.

8. Instruct the youth to remove the name label on the front of their surveys and explain to them that the information that they provide will be kept confidential.

9. Review the information on the first page with the participants. Read the sample questions to familiarize the respondents with the survey format. Encourage the participants to ask questions before *and* during the survey administration.

10. Instruct the students to remain in their seats and raise their hands as they finish. Collect the completed surveys one at a time, checking to make sure that each participant has removed the name label at the top of the survey. Check off the names on the roster as you collect the surveys.

11. As the *program* participants return their completed *Your Opinions Count* Surveys to you, you will distribute the Participant Feedback Surveys and instruct the participants to remain in their seats and raise their hands as they finish. Collect the completed surveys one at a time, checking to make sure that each participant has removed the name label at the top of the survey. Check off the names on the program participant roster as you collect the surveys.

It is important to protect the confidentiality of the information collected. Do not open surveys after they have been completed.

11. Thank the respondents for participating in the survey.

12. Return the completed surveys to the appropriate data collection folders, checking the appropriate box on the Post-Program Participant Tracking Form and marking the appropriate column on the Data Collection Tracking Form. Verify that the number at the top of each survey corresponds to the number printed on the cover of the folder.

13. Contact a member of the Caliber Associates project team to inform us of your status.

TASK 12: ADMINISTER POST-PROGRAM PARTICIPANT SKILLS ASSESSMENT FORMS

Following the instructions provided for Task 9, administer the Post-Program Participant Skills Assessment Forms within two weeks of the program's end date. (Remember to return the completed forms to the appropriate Post-Program Data Collection File Folders, indicate that the forms are completed on the appropriate tracking forms, and verify that the identification numbers at the top of the forms match those on the cover of the file folders.) Comparisons of the pre- and post-program participant skills assessments will show whether the instructors perceive changes in the knowledge and skills of the program participants during the course of the program.

TASK 13: COLLECT ACADEMIC DATA

You will use the Academic Data Collection Form to collect three sets of academic data for both program and comparison group participants, including 1) data for the semester preceding the program's start date, 2) data for the last semester of the program period, and 3) data the semester immediately following the end of the program period.

Contact the schools at the beginning of the program period to determine the best timeline for gathering this information. You can either gather the data as they become available (i.e., at three points during the course of the program period), or you can wait until the end of the program period to gather them from the program records. If delays in the availability of academic data make completing the form by the scheduled due date impossible, contact Caliber Associates to discuss alternative due dates.

Once you have completed the forms, return them to their respective file folders, remove the name labels from the forms, indicate that they are completed on the appropriate tracking forms, and verify that the identification number at the top of the form matches the number on the front cover of the folder.

TASK 14: COLLECT JUVENILE COURT DATA

You will use the Juvenile Court Information Form to collect information about the juvenile court history of both program and comparison group participants *if* your program has identified delinquency prevention as one of its outcomes and you have determined that court data are available for the participants. Once you have completed each form, make sure to return it to the correct Post-Program Data Collection File Folder, indicate that it is completed on the appropriate tracking forms, remove the name label, and verify that the identification number at the top of the form matches the number on the cover of the folder.

Follow the instructions provided for Task 10 to return all of the completed post-program instruments to Caliber. Each Post-Program Data Collection Folder should contain up to seven instruments: a copy of the Referral Form, the *Your Opinions Count* Survey, the Post-Program Participant Skills Assessment Form, the Participant Feedback Survey, the Academic Information Form, the Court Information Form, and the Post-Program Participant Tracking Form.[6] In addition to the complete folders, you also should include in the package copies of the Attendance Sheet and the Data Collection Tracking Forms. Contact Caliber once you have mailed the package.

[6] The comparison group folders will *not* contain the Post-Program Participant Skills Assessment Forms or the Participant Feedback Surveys.