

Survey and Evaluation Guide

Thank you for participating in WA PREP! We are excited to work with you in providing comprehensive sexual health education. This document is for implementation partners (IPs) and goes over confidentiality procedures, administering surveys, storing questionnaire data, and returning surveys to Cardea. Please read these instructions carefully and follow them as closely as possible. If you have questions, please contact **Rebecca Wheaton** at rwheaton@cardeaservices.org.

OBTAINING PARENT AND YOUTH ASSENT/CONSENT

Different procedures will need to be used for 1) participants who are minors and 2) participants who are legal adults. These procedures are described below.

OBTAINING PARENT CONSENT FOR YOUTH AGED 17 OR YOUNGER

Youth aged 17 or younger must have passive consent of a parent or legal guardian to participate in PREP programming. Passive consent means notifying the parent/guardian of the PREP program prior to the start of the program and asking them to only respond if they do not want their child to participate. Even if parents do provide consent, youth always have the right to not take the surveys. Youth who choose not to do the surveys can still participate fully in PREP programming. All survey data collection is voluntary.

OBTAINING ASSENT FOR YOUTH AGED 17 OR YOUNGER

Prior to administering the entry and exit surveys, facilitators must obtain active assent from youth aged 17 or younger to participate in PREP programming. Make sure that all youth aged 17 or younger read (or read to them) the general instructions on Page 1 of both surveys. Remind youth that the surveys are completely voluntary and clarify that youth may choose to opt-out at any point during the program. With active assent, participants indicate their willingness to participate in the surveys by agreeing to the instructions.

OBTAINING CONSENT FOR YOUTH AGED 18 OR OLDER

Prior to administering the entry and exit surveys, facilitators or administrators must obtain active consent from youth who are aged 18 or older to participate. Youth aged 18 and older do not need parental consent. All participants must read (or have read to them) the general instructions on Page 1 of both the surveys. Remind youth that the surveys are completely voluntary and clarify that youth may choose to opt-out at any point during the program.

CONFIDENTIALITY PROCEDURES

WA PREP respects and wants to ensure that the privacy of your youth is maintained. All evaluation instruments (i.e. surveys, attendance) are confidential. The survey links are all anonymous. If you decide to collect paper surveys, please communicate to youth that these are anonymous and they should not put their names, initials or any other personal information anywhere on the surveys. Please review the surveys for any identifying information and black out the information. Additionally, please do not include any identifying information on the attendance sheet. Please make sure to delete youth names from attendance sheets before submitting.

ADMINISTERING THE YOUTH ENTRY AND EXIT SURVEYS

ENTRY & EXIT SURVEYS

Administer the entry survey *before* teaching begins. For any youth who start the program late, the entry survey should be administered before they receive any program services.

Administer the exit survey at the end of the final lesson on the last day of the program.

Entry and exit surveys, as well as attendance sheets, cannot be linked to each other and should not have any names or identifying information.

STORING SURVEY AND ATTENDANCE DATA

All paper and electronic data, such as the attendance sheet should be stored in a secure area designated by the site. Completed data such as forms and attendance sent in after completion will be stored by Cardea in a secure, locked area.

RETURNING EVALUATION DOCUMENTS TO CARDEA

Evaluation documents should be submitted online, although paper surveys are possible by request. Go through the data collection checklist and submit all documents to the contact below.

For electronic submissions please send

rwheaton@cardeaservices.org

For hard copies, please mail documents to:

Rebecca Wheaton, Cardea Services
1809 7th Avenue Suite 600
Seattle, WA 98101

MANDATORY REPORTING REQUIREMENTS

By participating in WA PREP all facilitators are mandated reporters and should read through the following:

- Mandated Reporters must report child abuse or neglect (or cause a report to be made) to law enforcement or Child Protective Services (CPS) when they have reasonable cause to believe a child has suffered abuse or neglect. A child is defined as **any** person under the age of eighteen (18) years.
- The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect.
- Additional information about reporting abuse and neglect of children can be located at: <https://www.dshs.wa.gov/esa/eligibility-z-manual-ea-z/child-abuse-and-neglect-reporting>