

Wyoming Prevention Needs Assessment (PNA)

Survey Administrator Instructions

Thank you for your assistance with this project. Please read through the following instructions completely. The data collected from the Prevention Needs Assessment provides important information used to plan and evaluate drug, alcohol, tobacco, and violence prevention programming for your school, community, and the State of Wyoming. To make the data comparable to previous years and within the state, it is very important that the surveys are filled out correctly based on these instructions. A series of short training videos about the administration of the PNA can be located at: www.pnasurvey.org and should be viewed by anyone administering the survey.

Materials Needed:

- Classroom Survey Packet containing:
 - A survey booklet for each student in the classroom
 - A sharpened pencil for each student in the classroom
 - Manila envelope or box to return the surveys
 - Survey Administration Instructions (on the reverse side)
- A list of your students that indicates whether or not they returned a Parental Consent revoking permission to take the survey.

Survey Administration:

1. Verify that all the students in the classroom are either in the 6th, 8th, 10th, or 12th grades. Students in other grades should be sent to another classroom or given an alternate activity to complete while the remaining students participate in the survey.
2. Open the Survey Packet and distribute the surveys and the pencils to the students. In passive consent school districts, such as this, give the survey to all the students in the class except those students for whom you received a parental consent form withdrawing consent to participate.
3. Students who do not have permission to participate or students who choose not to participate should be given an alternative non-obtrusive activity, such as independent reading, or studying for another class, to do while the remaining students complete the survey.
4. After distributing the survey booklets and pencils, please read the statement on the back of this page. What you read out-loud is in normal typeface, whereas the actions you need to complete are in bold.
5. After reading the script, please sit and stay in a location where it is obvious you cannot monitor or see the student's survey answers and which is away from the collection envelope or box. If a student asks, you may help pronounce any unfamiliar words or provide a definition of a word to that student. However, do not try to "interpret" or "explain" the meaning of a question for the student. Simply tell the student to answer the question as best as he or she can.
6. Five minutes before the end of the class period, inform the students of how much time they have remaining.
7. At the end of the class period, allow all the students to insert their surveys into the collection envelope or box and then immediately seal it.
8. Please recycle all unused survey forms.

PNA Survey Administration Script

“Good (morning/afternoon). The purpose of the survey is to learn how students feel about their community, peers, and school. The survey also asks about health behaviors. The results from this survey will be used to evaluate prevention services, make policy decisions, and justify the need for future funding. Your participation and honesty on this survey may help decide what services you and your fellow students receive in the future. It may also be used to evaluate whether the services are successful. The answers you give are very important because only you can tell us about yourself. Please read each question carefully and answer it openly and honestly based on what you really think, believe, or do. This is not a test. There are no right or wrong answers.”

“Filling out this survey is voluntary and nothing negative will happen if you choose not to participate. Choosing not to participate will not affect your grades or class standing. If you do not have permission from your parents or guardians, or if you choose not to participate, please work on something else quietly while the other students complete the survey.”

[If necessary explain what other activities the students who are not to participating in the survey can do, such as silent reading or studying.]

“Your answers will be completely private. Please do not put your name anywhere on the survey. After you are done, place your completed surveys in this envelope (or box) **[Hold up envelope or box and set it back down on a table where all students can have easy access]**. After the whole class has finished, the envelope (or box) will be sealed and sent off for analysis. No one will be able to tell your survey from any of the other surveys. During the analysis and reporting of the survey results, your answers cannot and will never be singled out. Instead, the results will be presented across groups of students. After November 1, 2020, you will be able to see the survey results by going to the internet address listed on the back side of your survey.”

“Do you have any questions?” **[Pause and answer any questions that are asked.]**

“We are now ready to begin. Please read the instructions for the survey, which are located in this box **[Hold up a copy of the survey and point to the instructions on the first page]**. After you have finished reading the instructions please begin answering the questions right here **[Hold up a copy of the survey and point to the first survey question]**. Please answer all of the questions on the survey by completely filling in one of the answer spaces. If you do not find an answer that exactly fits, use the one that comes the closest. If any question does not apply to you, or you are not sure what it means, just leave it blank. You can skip any questions you do not wish to answer. You may also stop at any time. Overall, completing the survey should not be any more work than finishing your usual schoolwork.”

“After you have finished answering the questions on the first page, please turn the page and continue to answer the other survey questions on the remaining pages. You will have the rest of the class period to complete the survey. Please work as quickly as you can, so you can finish in time.”

School: