

FREQUENTLY ASKED QUESTIONS

This document summarizes questions that were asked during the first round of CLI trainings, as well as questions from the annual grantee meeting. The questions, along with their corresponding answers, are organized in the following manner:

General Questions

State-Specific Questions

Part I Questions

Part II Questions

Data Process/Analysis Questions

General Questions

1. **Who do I contact for help?** If you encounter any problems with the CLI content or navigation, please send a message to cli@mayatech.com or call Shelly Kowalczyk at (301) 587-1600 x 2205.
2. **How long does it take to complete the survey?** In our pilot of the paper version of the survey with four States, each with several communities participating, it took from 4-6 hours to complete all of Part I and at least one intervention sub-form in Part II. While there are over 500 questions, respondents do not have to answer all the questions in any given reporting period. The cross-site team hopes that having the survey online will help to decrease the completion time and that the training will decrease the learning curve. Finally, for subsequent reporting periods, previous responses will be used to pre-fill many questions.
3. **Why are there missing questions throughout the survey?** Suggestions for the deletion/reorganization of certain questions occurred after the survey was finalized. Because these changes didn't occur all at once, it would have been too cumbersome to keep changing the question numbers throughout the survey, as well as the skip pattern messages. It would also have been burdensome to have to change the variable names in our codebook, each time a change to the survey was made. Questions that have been deleted include questions 17 and 33 in Part I, as well as questions 24-26 in Part II.
4. **What are the minimum systems requirements that a CP will need in order for the Web-based survey to run smoothly and efficiently?** The survey is designed to operate optimally in a Windows environment using Internet Explorer version 6.
5. **When are the surveys generated?** Surveys are generated at the end of each reporting period. States and communities will not have access to the CLI until January 2 and July 1 (the day after the last day of the reporting period).
6. **Will the State and a CP be able to log into and view a survey at the same time, to facilitate TA, should the CP require assistance or should the State require further info from the CP to finalize submission?** No, they will not be able to login

at the same time and view the same survey. The State administrator will need to refer to a copy of the CLI in order to help the CP answer a question. If there are questions about navigating the survey, you may e-mail cli@mayatech.com if the State administrator does not know the answer.

7. **If KIT Solutions doesn't track age the same way that the CLI is collecting it, how should this be communicated to the cross-site team?** The CPs need to respond to the questions in the CLI based on the age ranges collected by the CLI. These responses need to be the same for all 300+ communities that are responding to the CLI so that we can conduct analyses across all of the communities.
8. **How will the communities know that their survey has been submitted and received by the cross-site team?** The communities can be assured that once they have confirmed their satisfaction with all of their responses and receive the 'thank you for completing the survey' message, that the survey has been submitted and received by the cross-site team.
9. **How do we know what the character limit is for the narrative responses?** MayaTech has added text to the instructions for questions requiring a narrative response, to let the survey respondent know the character limit. Most of the narrative responses have a 3000-character limit, which is approximately 1 page of text. We encourage respondents to be succinct in their responses.
10. **Can the State administrator access a printed version of the completed surveys?** A State administrator can obtain a printed version of completed surveys by contacting (cli@mayatech.com).
11. **Can completed surveys be printed in report format as opposed to printing the entire survey, as it appears online?** The printed copy of completed surveys will include answers only, thus, requiring the State administrator to refer to the actual survey for the questions.
12. **Does logging out of the survey using the 'logout' feature save the current page?** No, it does not. A survey respondent must click on 'next' in order to save the current page before logging out.
13. **If a survey respondent has to logout of the survey before completing it, will the respondent be taken to where he/she left off when logging back in?** Yes. If you use the 'breakoff' function in the survey, this will allow you to return to the last question you completed when logging back into the survey.

State-Specific Questions

14. **Is an e-mail automatically generated and sent to the communities, once the State administrator has created the community profile?** Yes. The CP will automatically receive an e-mail with the URL for accessing the CLI, as well as his/her username and password.
15. **Is a State administrator required to review all of their communities' surveys?** No. The cross-site team has changed the protocol, allowing review of CLIs to be optional. The State administrator must notify the cross-site team before data collection has ended, if he/she is interested in reviewing the surveys.
16. **Should the State submit recommended survey changes one at a time, or should they wait until all the community surveys have been reviewed before submitting them to the cross-site team?** Surveys can be submitted one at a time or all at once. An excel template is required to be completed for all changes recommended to a survey. If the State administrator would like to include all changes in one file, the cross-site team suggests using a separate worksheet for each community.
17. **What if staff turnover at the community level causes the person assigned to complete the survey each reporting period (i.e., survey respondent) to change? Should a new user be created by the State administrator?** No. The State administrator should log into the survey and change the profile information of the survey respondent to include the new person's contact information. The State administrator should send an e-mail to the new survey respondent with his/her username and password.
18. **If a State sub-contracts the TA to another organization, would that organization receive an additional username and password for reviewing surveys?** No. The subcontractor will have to share the username and password with the State. Keep in mind that only one person can be logged in at a time with a username and password.

Part I Questions:

19. **Question 27 asks about formal written policies that are in place to address cultural competence. If a community has a fiscal agent through which the SPF SIG funds are funneled, does this question refer to cultural competence policies at the funding level or at the community level?** We are referring to formal, written policies in place at the community level. If a community doesn't have formal policies but IS required to follow the policies of the funding agency, then the community can respond as such.
20. **Questions 34-66: If a needs assessment is being implemented as a continuous process, in which it is constantly being revisited and updated, when should the needs assessment section be completed?** The needs assessment section is based on

an organizational needs and resources assessment, as well as a community needs and resources assessment. If you have completed one or both of these types of assessments, you should complete this section of the survey. Even if you expect changes/additions to be made to the assessment(s) the next reporting period, you should still complete it if you are able to provide, for example, information on the consumption patterns, consequences and target populations that you are targeting for substance abuse prevention. If you are conducting ongoing needs assessment activities, you should continue to revisit the Needs Assessment section of the CLI each reporting period.

21. **Define ‘under 18’ and ‘under 21’ in the response option list for question 61. Why are high school students and college students singled out, and when should those be used as opposed to the ‘under 18’ or ‘under 21’ category?** As an example, if a CP is conducting a prevention education strategy that is delivered in a high school or on a college campus, it would seem to be more appropriate to select the HS or college student response. If, however, the CP is doing an environmental strategy designed to reduce or prevent underage cigarette smoking, then the true target population is ‘under 18.’
22. **For question 67, is a volunteer the same as a non-paid position? For example, hiring a non-paid intern for the summer? Also, most coalition members are not paid for their services, so are they considered volunteers?** Yes, a volunteer is the same as a non-paid position. A non-paid summer intern could be considered a volunteer, or you could use the ‘other’ response option field to indicate that this is a summer intern position. Coalition members could also be entered in the ‘other’ response option field. This question refers to any person working on SPF SIG funded activities.
23. **Does Question 81 refer to key stakeholders participating in any step of the framework, or just involved with intervention implementation activities?** All steps of the framework.
24. **Do questions 185-197 refer to the process evaluation or the outcome evaluation?** If the community is conducting any form of evaluation, they should report it in these questions.
25. **Define mission/vision in question 198.** A *vision* is a statement about what your organization wants to become. It should resonate with all members of the organization and help them feel proud, excited, and part of something much bigger than themselves. A vision should stretch the organization’s capabilities and image of itself. It gives shape and direction to the organization’s future. Visions range in length from a couple of words to several pages. *Mission* or purpose is a precise description of what an organization does. It should describe the business the organization is in. It is a definition of “why” the organization currently exists. Each member of an organization should be able to express this mission.

26. **What is the intent of question 208 in Part I?** Question 208 asks about access to data systems because this provides an indication of prevention systems factors or issues that might present challenges to the intervention. Because a main goal of SPF SIG is to encourage data driven planning, it is important to know whether or not a CP has access to data systems to get a better idea of the actual problem.
27. **Provide some concrete examples for questions 210-213.**
Demographic factors – might include a recent increase in the number of immigrants to a specific community, or the closing of a large community employer that might affect employment rates. **Cultural factors** – many western states (Montana/Alaska) have reported that there is “frontier” mentality that makes it difficult to identify substance abuse as a problem in the community. This “frontier” mentality inhibits parents from wanting to get involved in substance abuse prevention because they don’t see it as a problem. **Community factors** – a politician or other community leader whose teenage son or daughter recently got arrested for a DUI. **Environmental factors** – A new policy implemented at a sports venue to restrict alcohol sales, thereby leading to fewer drunk-driving incidents. Even if this was not part of an SPF SIG-funded initiative, it could help explain some changes in data.
28. **Define ‘identifiable leader’ in question 221.** An identifiable leader is a specific person (or persons if there is co-leadership) that coalition members can instantly name and recognize as being the leader of the group. This person may or may not be the person paid to coordinate and manage the coalition. For this question, we are assessing measures of leadership and whether or not there is a clear leader that coalition members can go to and that sets the stage for decision-making, policy development, etc.

Part II Questions:

29. **In question 21, intervention needs to be more clearly defined, especially in terms of intervention vs. strategy. The MDS (Minimum Data Set) defines things differently.** An intervention is the activity conducted to reduce or prevent substance abuse. These activities could take a number of formats/strategies – those listed in Q.21. All interventions will use some type of strategy to conduct/deliver the activity. We are asking the grantees to indicate which type of strategy they are using for the intervention. For example, Botvin Life Skills would use a prevention education strategy. A Don’t Drink and Drive Campaign using sobriety checkpoints and media would be considered an intervention that uses an environmental strategy.
30. **It’s confusing as to why question 21 in Part II only allows one strategy to be selected, but question 180 in Part I asks the CP to list all of the strategies the interventions use.** Each intervention listed in question 180 of Part I can only be associated with one type of intervention strategy. So, when you get to question 21 in Part II, you must choose the strategy that best defines the intervention. If you have an intervention that incorporates more than one strategy, we are asking you to enter these as separate interventions in question 180 (even though you may be using a similar

naming scheme). Therefore, you will have to answer question 21 for each intervention listed.

31. **For question 58A, could you be a bit clearer with the definition of ‘new participant?’ For example, Botvin Life Skills is being delivered, but there are additional booster sessions throughout the year. The participants are new to the booster, but not new to the intervention itself. Would they be considered ‘new participants?’** If the participants have been served by the intervention previously (and the booster sessions are part of the intervention), then they are not considered new participants.
32. **In question 104 of the community-based processes sub-form, what type of training is the question referring to?** This sub-form is about community-based processes – or activities that will help the community address substance abuse and serve those with substance abuse problems. Questions 104-105 are asking about any trainings that might have occurred during this reporting period to educate task force/coalition members on SPF SIG activities related to community based processes. There will be some judgment calls as to whether an activity is a community-based process or an environmental intervention. A community-based process would be a change in the way the substance abuse prevention system/processes works in a community.
33. **How do we know when we should consider something we’re doing, especially in terms of information dissemination and community-based processes, an intervention strategy (versus capacity building activities)? For example, we’re asked to present some information at a PTA meeting. Would we have to complete the information dissemination sub-form?** Some of this is subjective. If your strategic plan sets it up so that your presentations to the PTA are to provide participants with substance abuse prevention information, skills, etc., then it would be an intervention. If your presentation is to share information about your program, recruit volunteers to help, or to provide information about a session that is going to occur in the school, then this would be more of a capacity building activity.

It will really depend on how your community/State has the project structured and the purpose of the presentation to the PTA or other group.
34. **For the community-based processes sub-form, whom do the demographics apply to? Are you asking the demographics for any people participating in these meetings?** Yes. We are asking for the demographics of people participating in the meetings or in any other aspect of an activity you would consider community-based processes.
35. **What if the percentage of races being targeted is so small for a select few, that in order to distinguish them from one another you must use decimal points? For example, our target population might consist of 98% whites, but the remaining 2% must be spread out amongst American Indians, Asians, and African**

Americans? We revised the percentage race tables to allow percentages to be entered to the 100th decimal place. Using the example above, the percentages for the targeted races could be as follows: Whites: 98%, American Indians: 0.50%, Asians: 0.75%, and African Americans: 0.75%.

36. **We may have to use Census data for the demographics of our populations reached when implementing environmental strategies, but the Census collects multi-race data differently than the CLI. How should we report this?** The Census provides various tabulations for reporting on those who selected more than one race. You will need to be sure that you use the data products provided by the Census that distinguish those persons selecting more than one race. You can go to www.census.gov for more information.

Data Process/Analysis Questions

37. **Can the data be edited once it has been submitted to the cross-site team?** Responses are not editable once the CLI has been submitted to the cross-site team for final review/approval.
38. **How will data files be set up?** There will be a single file for each community for each reporting period. For States, all the communities will be combined in a single file for each reporting period.
39. **Are there standardized reports when using WesDaX?** You can save your own queries to “My Queries” to run again in the future. There is also a link for “Commonly Used Queries.” Currently, “Commonly Used Queries” include queries that address the CLI NOMs. In addition, it is possible to set up more complex reports.
40. **Does the CLI collect individual or aggregate data?** The CLI collects data on the community from one respondent or set of respondents. It does not collect program participant data.
41. **Will there be access to aggregate CLI data across the States?** Much of the CLI data doesn’t lend itself to an aggregate view. There is also a danger in creating inappropriate norms when aggregating data across States.
42. **If aggregate data are not useful, why are States doing a cross-site evaluation?** CSAP and NIDA are interested in how SPF works. For instance, how much start-up time is ideal? Is it better to have a year to get baseline data or is it better to distribute funds for collecting baseline data and program activities at the same time? What contributes to success? This is not a comparison of States, it’s a comparison of different processes and outcomes achieved. Each State has a different profile so we wouldn’t expect to compare States.