New York State Parent Education
Evaluation Protocol

Don't forget about human participants!
All educators involved in this program need to review the university policies regarding human participants and complete the online tutorial. This is required of all university employees who will be collecting any data from program participants at any time during the delivery of a program (e.g., demographics, evaluation forms, etc).

1. Begin by reviewing the Institutional Review Board for Human Participants home page located at http://www.irb.cornell.edu/
2. Pay particular attention to the general guidance section at http://www.irb.cornell.edu/regulations/guidance.htm
3. Complete to the online tutorial located at http://www.irb.cornell.edu/training/ (note: when you begin the tutorial it will ask if you want the results e-mailed to anyone. Please have your results sent to Kimberly Kopko at kak33@cornell.edu).

If you have any questions about compliance with the human participants' requirement, contact our office at 607-254-6517.

Note on Participant Identification

- When parents enroll in your program, you need to ask for their date of birth, as this will be used to generate a 6-digit participant ID number. The ID number will follow the format of 2-digit month, 2-digit date, 2-digit year (MMDDYY). For example, if the participant was born on February 11, 1974, his/her ID number will be 021174. Enter the participant names and ID numbers in a separate document; there is an Excel spreadsheet template for participant attendance and assignment of identification numbers available at http://www.parenting.cit.cornell.edu/evaluation_statewide.html for you to download and reproduce for your use.

- MOST IMPORTANTLY, this 6-digit ID number *must be entered by you* on pre-test forms and post-test forms *before* each person fills them out. If you do not know a participant's date of birth prior to the start of the program, there is a space on the pre-test for participants to enter this information. You must then go back and add the participant ID number to your attendance file.

Step-by-Step Evaluation Process

1. <u>We will be utilizing a pre and post test instrument with participants ONLY FOR PROGRAMS THAT DELIVER 6 OR MORE HOURS OF CONTENT.</u>
   a. The pre test survey will be administered during the first session of your program; and
   b. The post test will be administered in the last session of your program.
   c. As you administer the surveys, be sure to enter the appropriate ID numbers on each survey before handing them out.
   d. Collect all surveys completed at program start and end; place them in your office in a secure area that cannot be accessed by participants.
   e. Enter information in the data collection system following the instructions below. Please enter pre test data even if there is no matching post-test survey.

During the First Session:

1. Before collecting any data, you need to get a signed consent form from each participant. Consent forms may be read out loud to participants.
2. **It is up to each participant whether they are willing to sign these forms. You cannot collect data from participants who do not sign these forms.**
3. Inform participants that they are free to skip any question they are uncomfortable providing answers to.
4. Emphasize that all information provided is kept confidential and is helpful to helping CCE learn more about how to improve parent education programs.
5. Be sure to enter the appropriate ID numbers on each survey before handing them out.
6. Administer the pre-test to participants. **Please Note:** *Surveys should be completed only by parents and not by individuals attending the class in a professional role (e.g. day care providers, teachers, etc.).* You may wish to include this announcement as part of the "Script for CCE Parent Survey."
7. ***Instruct participants to "Think about the child who most brought you to this class when responding to the survey questions."***
8. Collect all surveys once completed. If you were unable to obtain the participant's date of birth prior to the first session, go back now to assign a 6-digit ID number for each individual using their date of birth (enter this on the completed survey and record it in your attendance document). Place all surveys in your office in a secure area that cannot be accessed by participants.
9. If possible, enter their responses in the data collection system as soon as you have time (see *Protocol for Use of Data Collection System* below).

During the Last Session:

1. Be sure to enter the appropriate ID numbers on each survey before handing them out; check your participant identification sheet to be sure that the post test ID MATCHES the pre test ID numbers for each participant.

2. Administer the post-test for participants.
3. ***Instruct participants to "Answer the questions in this survey for the same child you answered the questions for in the first survey."***
4. Collect all surveys completed at program end, place them in your office in a secure area that cannot be accessed by participants.
5. Enter their responses in the data collection system (see *Protocol for Use of Data Collection System* below).

At the End of the Program:
1. Gather all completed pre and post surveys;
2. Enter any remaining data into the Parent Ed Data Collection System

Questions?
It is very important that we all follow this protocol to ensure the quality of data collected and allow us to report the *statewide impact* of parent education programs. If you have ANY questions please contact Kim Kopko by phone (607) 254-6517 or e-mail kak33@cornell.edu.

Step by Step Instructions begin on next page.

New York State Parent Education Data Collection System
Protocol for Use

The statewide data collection system is used to assess the impact of participation in parent education programs on families in New York State. The collection of statewide data allows CCE to report the importance of parent education to maintaining healthy families in our communities.

Data will be collected on participants of programs that are comprised of at least 6 hours of content delivery (workshops, sessions, etc.). Participants will complete both a pre and post survey (at program entry and exit); the surveys are available at http://www.parenting.cit.cornell.edu/evaluation_statewide.html for you to reproduce for your use. Note also that this survey does not replace your own evaluative surveys; rather it can be used to supplement your regular data collection instruments.

This data system is a web based application, designed to be user-friendly and thus, does not require the additional burden of mailing copies of surveys. This information may be entered into the web-based system on a continual basis, but must be entered *at least quarterly* for CCE purposes.

Step by Step Instructions (Pre Survey)

1. Access the data entry system by using the link:
    http://sri.cornell.edu/PESystem/

2. When you click "Continue to survey," it will prompt you for your NetID.

3. Enter your net id

4. Select "Pre" and click next.

5. Enter the participant's date of birth in the top right-hand corner.

6. Select your County from pull-down menu

7. Select your program from the pull-down menu; if you select "other", please provide the name of your program

8. Enter the session start date

9. Enter the session end date

10. Enter the total number of sessions offered (for example, a six-part workshop has 6 sessions)

11. Specify the length of sessions in hours (e.g., if you meet for 90 minutes, input 1.5)

12. Using the hard copy of the surveys you collected from your participants, input your participant's responses to questions 1-10 in the computer system.

13. Using the hard copy of the surveys you collected from your participants, enter demographic information next:
    a. Zip code
    b. Gender
    c. Race/Ethnicity
    d. Current marital status
    e. Education
    f. Household composition

14. Select "Submit Survey"

Step by Step Instructions (Post Survey)
1. Select "Post" and click next.

2. Enter the participant's date of birth in the top right-hand corner.

3. Select your program from the pull-down menu; if you select "other", please provide the name of your program

4. Enter the total number of sessions attended by referencing your final attendance sheet

5. Enter any comments you may have about the participant in the text box provided for Educator Comments.

6. Using the hard copy of the surveys you collected from your participants, input your participant's responses to questions 1-11 in the computer system. There is a text box to enter your participant's open-ended response for question 11.

Additional Notes
- To enter another survey without logging in again, follow the prompt "To make another entry as (your net id), just click here."

- To see the surveys you have entered previously and to avoid duplicates select "View Your Past Entries."

- If at any time you need to stop before finishing the data entry, click submit survey and then log out. You will be able to access your survey the next time you log in by clicking "View Your Past Entries," and you can make adjustments to individual surveys by clicking the participant's ID number.

- **Important**: When you are finished entering surveys, please click "Log Out" in the top right corner. If you do not log out, you will overwrite your last entry the next time you log in.

Technical Assistance

If you have any difficulty or technical problems completing the survey, please contact Andrew Whitegiver (arw32@cornell.edu) at the Survey Research Institute for technical support.