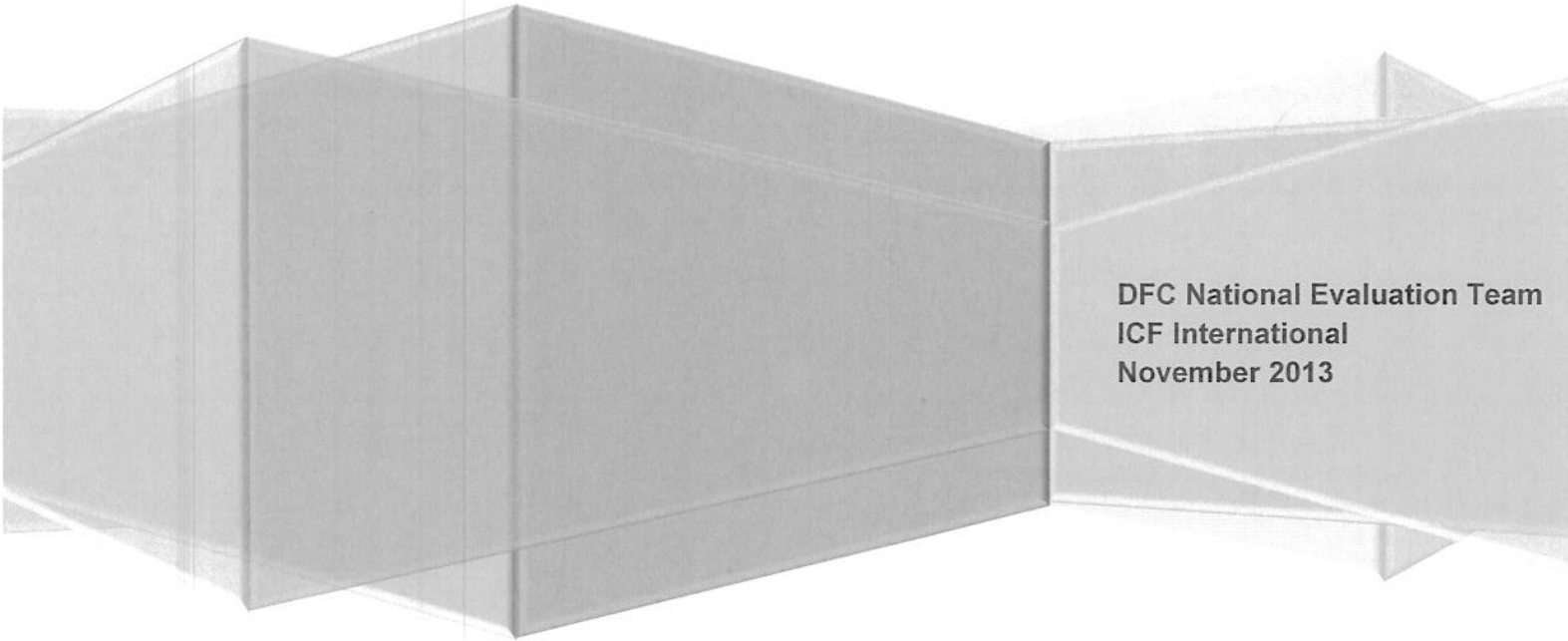# Drug-Free Communities Support Program National Evaluation

Understanding Core Measures and the Core Measures Survey Review Process

Drug-Free Communities Support Program National Evaluation:
Understanding Core Measures and Core Measures Survey Review in COMET

Prepared November 2013 by:

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Office of National Drug Control Policy

ABOUT THIS DOCUMENT

The Drug-Free Communities (DFC) National Evaluation team at ICF International has compiled this information to assist DFC grantees in understanding the DFC core measures and the process to follow for submitting core measures data. Information includes steps in the process from submitting surveys, to receipt of the survey review guide that the DFC National Evaluation team provides, to submitting core measures data. Understanding the survey review process is the first step to successfully submitting required core measures data to be used in the national evaluation. All DFC grantees are required to collect core measures data and to participate in the survey review process. A sample Core Measures Submission schedule that aligns with reporting requirements is provided in Appendix A. A sample "bare bones" DFC core measures survey is provided in Appendix B. Throughout the section on the survey review process, helpful "do and don't" hints for survey review are provided. These hints are also summarized in Appendix C.

COMMUNICATING WITH YOUR DFC NATIONAL EVALUATION TEAM

If you have any questions about survey review, survey review guides, or the core measures, the DFC National Evaluation Team is here to help. Please contact at:

- Email: *DFC_Evaluators@icfi.com* (please note there is an underscore: DFC_Evaluators)
- Phone: **1-877-854-0731**

The DFC National Evaluation team often needs to look up your coalition in different documents in order to provide you with appropriate guidance. The easiest way to do this is through your grant ID number. This is your SP0# (you can leave off the SP0 if you would like and just provide the last 5 digits). Please **always** provide your grant ID number in the subject/body of emails or be prepared to provide it when calling to help facilitate the process.

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INTRODUCTION AND OVERVIEW

What is the DFC Support Program?

In 1997, Congress enacted the Drug-Free Communities Act, which created the Drug-Free Communities Support Program (DFC). This Act funds anti-drug coalitions to reduce youth substance abuse in their target communities. The White House Office of National Drug Control Policy (ONDCP) directs the DFC Support Program in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA). The DFC program provides grants (beginning in 2008, up to $125,000/year for five years) to organizations that serve as vehicles for mobilizing the community to comprehensively engage in local prevention efforts. The DFC grant requires coalitions to address two major goals:

1 **Establish and strengthen collaboration** among communities, private nonprofit agencies, and federal, state and local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth; and

2 **Reduce substance abuse among youth** and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

What is the DFC National Cross-site Evaluation?

The DFC national evaluation seeks to determine how effective the DFC program has been at achieving its goals of increasing collaboration and reducing/preventing substance abuse among youth. All DFC grantees must participate in the National Evaluation by reporting required data into the Coalition Online Management and Evaluation Tool (COMET) system.

Specifically, the National Evaluation seeks to answer the following questions:

1. **What impact** has the DFC program made on reducing substance abuse outcomes at the community, state and national levels?
2. **To what degree** have DFC coalitions increased their capacity to collaborate within their community?
3. **What are characteristics/strategies** of successful DFC grantees?

Grantees are required to enter updated progress report data into COMET every 6 months, Coalition Classification Tool data once each year (in August), and core measures data every two years. This document provides guidance on core measures data submission. Preparing for collection of core measures data and for submission of data into COMET are perfect times to draw upon the expertise of the coalition's local evaluator.

How do Core Measures Fit Into an Overall Coalition Evaluation Plan?

At a minimum, grantees must collect the data required to be submitted in COMET, including core measures data. Grantees are encouraged to collect any additional data beyond what is required for the national evaluation if it assists with local evaluation efforts. An effective coalition will utilize a variety of data to understand their community, build a data-driven plan and monitor progress toward outcomes. These data might include information from law enforcement on

alcohol or drug-related arrests, highway safety data on alcohol-related fatal crashes, youth referrals to treatment, etc. Also, items such as where youth use and how youth obtain substances can provide valuable information for a coalition. Alternate methods of data collection, such as focus groups and interviews, can provide "stories" to complement and reinforce student survey results.

Grantees are not required to collect or report on these data as part of the DFC grant, but utilizing a wide variety of local data will likely improve coalition success, including success on the DFC core measures. The coalition's evaluation plan should include not only the four core measures but also other measures of short-term, intermediate and long-term outcomes. For more information on coalition evaluation and incorporating the four core measures into an evaluation plan, please contact DFC_Evaluators@icfi.com, read CADCA's National Coalition Institute Evaluation Primer (www.cadca.org) and/or contact training@cadca.org.

What are the DFC Core Measures That My Coalition Needs to Track?

The current DFC core measures were approved in December 2012 with grantees expected to submit data related to these core measures beginning no later than August 2013. The four core measures were selected jointly by ICF International, SAMHSA, and ONDCP based on feedback from DFC grantees. A common set of DFC core measures is needed to ensure consistency in the data being tracked across diverse communities. As all grantees collect these same four core measures, evaluators can use them to assess the OVERALL effectiveness of the DFC program on youth substance use.

Many of the DFC core measures remained the same or were modified only slightly. One decision that was made in selecting the current DFC core measures was to eliminate age of onset as a DFC core measure and to add perception of peer disapproval of substance use as a core measure. In addition, youth use of prescription drugs not prescribed for them was added to alcohol, tobacco, and marijuana as a core substance of interest. DFC coalitions may target and collect data on other substances; however for DFC reporting requirements, data must be collected and reported on these four substances.

The four DFC core measures required to be reported on by grantees are:

1. **Past 30-Day Use**—The percentage of youth who report using alcohol, tobacco, marijuana, or prescription drugs not prescribed to them at least ONCE in the past 30-days.

2. **Perception of Risk**—The percentage of youth who report that use of alcohol, tobacco, marijuana or prescription drugs not prescribed to them has moderate risk or great risk.

   - **Alcohol**. Use is defined for alcohol as five or more drinks of an alcoholic beverage once or twice a week. That is, for alcohol, perceived risk of use is associated with binge drinking.
   - **Tobacco**. Use is defined for tobacco as smoking one or more packs of cigarettes a day.

- Marijuana. Use for marijuana is defined as once or twice a week.
- Prescription Drugs. Use of prescription drugs not prescribed to you is defined as any use.

3. **Perception of Parental Disapproval**—The percentage of youth who report that their parents would feel it would be wrong or very wrong to use alcohol, tobacco, marijuana, or prescription drugs not prescribed to you.

- Alcohol. Use of alcohol is defined as one drinks of an alcoholic beverage nearly every day.
- Tobacco. Use of tobacco is defined as ANY use.
- Marijuana. Use of marijuana is defined as ANY use.
- Prescription Drugs. Use of prescription drugs not prescribed to you is defined as ANY use

4. **Perception of Peer Disapproval**— The percentage of youth who report that their peers feel it would be wrong or very wrong to use alcohol, tobacco, marijuana and prescription drugs not prescribed to you.

- Same definitions of use as for parental disapproval

subgroup of students who may not represent all of your target population. For example, be sure you are not just surveying in an after-school program, just students who participate in athletics, or just students in advanced placement courses.

- Make sure that core measures are collected at the same level as the work of your coalition. If the coalition is city-focused but core measures data are reported at the county level, this will not be representative.

- Sample size is not as important as a representative sample. However, larger samples (closer to the size of the total group) may help in being more representative. Grantees collecting data from large schools are encouraged to sample and report on no less than 30 percent of the total number of students in each grade. Grantees collecting data in smaller, rural communities will want to survey as many youth as possible. To sample appropriately, grantees must first learn about the breakdown of students by grade, gender, race/ethnicity, neighborhood, etc. in the community(ies) targeted by DFC.

Time of year the survey is administered. Time of year of survey administration is critical as you collect data over several years. Survey results may fluctuate with the time of year it is administered. For example, results based on data collected in the fall may differ from results based on data collected in the spring, so comparing survey results from Spring 2005 with Fall 2007 may lead to inappropriate and inaccurate interpretations. As much as possible, be consistent with survey administration. If the time of year does need to change, be sure to comment on that in COMET.

Consent issues. Coalitions need to understand what their state or school district requires in order to conduct a student survey. The Protection of Pupil Rights Amendment of 2002 requires written parental/guardian permission for students to take part in U.S. Department of Education-funded school-based surveys that ask questions of a sensitive nature. Some states and school districts have implemented policies and laws that also require written consent for all school-based surveys. There are two ways to get parent/guardian consent for school-based surveys. In both, parents/guardians are notified of the survey and permission for their child to participate is requested.

- **Passive Consent**: In passive consent, parents/ guardians send back a form only if they do not want their child to take part in the survey. If no form is turned in, schools can assume that consent for participation is given. If the state or school has determined that the survey requires written parental consent, passive consent will not be acceptable.

- **Active Consent**: In active consent, parents/ guardians must send back a form agreeing to allow their child to take the survey. Without this written permission, the student cannot participate in the survey. If a form is not turned in, you must assume that permission is not granted.

Using active consent may mean increased cost to grantees because it usually requires more follow-up with parents/guardians to return the permission slip. Additionally, some researchers feel that active consent may result in a smaller sample that is biased (not representative). However, if active consent is required by the school or state, then coalitions must work with this.

If the grantee feels that their sample may not be representative for any reason, please comment when submitting the data into COMET.

How Often Should DFC Grantees Collect the Four Core Measures? When Should DFC Grantees Submit Survey Results for the Four Core Measures into COMET?

For the national evaluation, coalitions are asked to submit baseline core measures data the first time they go into COMET. These core measures data reflect what the coalition knows regarding results on the core measures PRIOR to having received the DFC grant. Grantees will have collected these baseline data in order to prepare for applying for the DFC grant. Ideally, the baseline data will have been collected within two years of having received the DFC grant. For example, DFC grants awarded in 2013 will have baseline data from either 2011, 2012, or 2013 (collected prior to receiving any DFC funds).

Upon award, DFC coalitions are required to collect new core measures data every two years and submit the data into COMET once collection of data is completed and data have been summarized. Grantees should submit data within one year of data collection. For example, data collected during 2012 would be submitted into COMET by no later than August 2013. The data submitted every two years must represent new data collection (for example, data collected in 2012, 2014, 2016, 2018, 2020). Once data have been reported into COMET, grantees should not resubmit the data during a later reporting period.

For most grantees in their first five years of being a DFC grantee, data will be submitted in years 1 (baseline), 3 and 5 of the grant. If you continue your grant without a break into years 6 through 10, core measures data will also be submitted in years 7 and 9. However, this may differ somewhat based on when the baseline data was collected. If there is a gap between the coalition's year 5 and year 6 grant awards, data will be submitted in years 6, 8 and 10. Grantees are encouraged to reach out to the National Evaluation team to discuss their core measures submission schedule. In addition, grantees must contact their Project Officer to address any issues regarding compliance with the core measures reporting requirement.

A sample core measures submission schedule is provided in Appendix A.

How do I Collect the Four Core Measures?

Typically, a survey is used to collect the four core measures. Grantees are permitted to use the DFC sample survey provided by the national evaluation team (see Appendix B). This sample includes the recommended wording for collecting the core measures data. In order to reduce burden on schools and youth, coalitions should connect with existing survey efforts in their community, such as alcohol and other drug student surveys being conducted in schools or community groups either through the school district, the city or the state whenever possible. Ask your schools if they implement a student survey regarding substance use. Also, many states coordinate and administer statewide student surveys.

If a state-level or national survey is being conducted, coalitions should determine if sufficient sampling has or can occur so data can be disaggregated to the local level to model the

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coalition's target areas as closely as possible. If your coalition targets efforts at the city level, then county, state or national level data will not allow you to track changes in your community. In addition, some already established surveys may not collect DFC core measures data in ways that allow for inclusion in the national evaluation. In order to ensure that only appropriate data are included in the national evaluation data, all grantees are required to submit the survey used to collect core measures data for review by the national evaluation team. Additional information about the survey review process is provided in a separate section.

Why use a student survey? While the DFC program does not require that core measures data be collected via a survey implemented in the school system, a student survey administered within the school is likely the easiest and most comprehensive way to collect this information. A student survey often represents the most convenient way to collect core measures data since a large majority of children and youth attend school. Additionally, since you must provide core measures data broken down by grade, the school system provides a natural setting to obtain the results in the desired format. Surveying youth in settings other than school may decrease the likelihood that the data are representational. If the coalition is in part targeting youth who are out of school (that is, who have dropped out of school), finding ways to survey these youth as well is critical.

CORE MEASURES SURVEY REVIEW

Why Must Core Measures Survey(s) Be Submitted for Review?

The DFC National Evaluation team reviews all surveys to identify what core measures data are being collected and how. This review is critical to ensure that the national evaluation correctly reflects any changes in core measures data over time in a consistent manner across all grantees. Some DFC grantees ask core measures questions in exactly the manner provided in the sample "bare bones" DFC core measures survey (see Appendix B). However, grantees may vary the wording to some extent or may collect information for one core measure through asking a series of questions (e.g. the survey may have a few questions that together address the 30 day prescription drug use core measure). The National Evaluators review surveys for variance and determine if survey wording collects core measures data that can be submitted.

Each survey submitted for review is examined closely to identify an item or items that will collect each core measure to determine whether and how the grantee will submit data. Based on the review, the following will be decided for each core measure item and substance combination:

- Exact wording, core measure data can be submitted for the item
- Similar wording, core measure data can be submitted for the item
- Multiple items, core measure data can be submitted *if data can be summarized across items*
- No compatible item or a wording change collects data not compatible with core measure, core measure data cannot be submitted for that item

Prior to submitting your survey for review, compare your current student survey with the recommended wording for the National Evaluation. If you notice differences and can make changes, please do so as this will likely increase the likelihood that your survey will be fully approved for core measures data submission. Keep the following in mind:

- Is the question stem worded correctly? Are the response options worded correctly?
- If not, is there a conversion I can use?
- Does my survey ask the question for all four substances— alcohol, tobacco, marijuana and prescription drugs?
- Are the core measures worded correctly or are appropriate conversions available for all the grades I survey (a minimum of three grades)?

When Should Survey(s) Be Submitted for Review?

Ideally, DFC grantees would submit a survey for review prior to collecting data using the survey. However if the coalition has already collected data using a given survey, the survey will need to be submitted prior to core measures data submission. If your coalition needs to submit core measures data during the next reporting period and does not currently have the survey used to collect that data submitted through COMET, that survey(s) should be submitted through COMET as soon as it is available.

If your coalition is making changes to its survey, submit the survey for review once all revisions are completed and before you administer the survey. This will let your coalition know ahead of

time if there are any issues in the revised survey related to collecting core measures data and your coalition may be able to address survey issues prior to collecting the data. These surveys can be marked in COMET as urgent for review if you require a quick turnaround to facilitate the coalition's data collection schedule.

Finally, if you have an approved survey but are changing wording or switching surveys, you will need to submit your revised/new survey to be reviewed prior to entering any core measures data collected using that survey. When it is time for you to enter core measures data into COMET, the first decision you will make is which survey was used to collect that data. The DFC National Evaluation team relies on your accuracy in selecting the correct survey and submitting only approved core measures data in the manner described in your survey review guide.

Unless a survey has been revised, please submit any given survey only once. If you have not received feedback and need it, please send an email to DFC_Evaluators@icfi.com before resubmitting your survey into COMET. If you are submitting a revised survey, be sure the file name is different from earlier surveys submitted into COMET.

Helpful Hints

Do	Don't
• **Submit a survey for review prior to your next planned submission of core measures data.** • **Submit revised/new surveys to be reviewed. Submit prior to data collection when possible.** • **Submit a given survey only once.** • **Contact DFC_Evaluators@icfi.com if you are waiting on your survey review.**	• Submit surveys used in the past that your coalition is no longer using. • Submit the same survey multiple times without renaming.

What Survey(s) Should Be Submitted for Review?

Surveys that need to be reviewed for a given reporting period are those surveys that your coalition used to collect the core measures data that you are planning to submit in COMET. For example, if you submitted core measures data in August 2012 based on a survey you used in 2011 to collect data, submit the 2011 survey in COMET. If you use more than one survey, each survey must be submitted individually into COMET (see the section labeled "What if Our Coalitions Needs to Submit More than One Survey?").

Locate an electronic, blank copy of the survey or surveys used to collect the data that your coalition will be submitting in the next reporting period. If your coalition does not have an electronic copy of the survey, please contact DFC_Evaluators@icfi.com about how to address that issue

Your coalition may be in communication with other coalitions regarding using the same survey, including state surveys, and may find out that the survey has already "been approved" by the DFC National Evaluation team when submitted by one of the other coalitions. Your coalition is

still responsible for also submitting the survey to be reviewed. This will confirm that you are using the same version of the survey that was reviewed. In addition, your coalition will not be able to enter core measures data until the survey review process is completed. When the National Evaluation team completes your survey review, they will upload a survey review guide into COMET and will "turn on" all core measures that were approved for data submission. This allows you to enter data for each approved core measure.

Helpful Hints

Do	Don't
• **Submit a <u>blank</u> copy of your survey through COMET.** • **Submit the survey used to collect core measures data that you plan to submit in COMET during a reporting period.** • **Submit your survey even if you think it received approval prior to January 2012.** • **Submit surveys even if your coalition believes it is using a standard survey, such as Communities That Care (CTC) or the Youth Risk Behavior Surveillance Survey (YRBS) or a state survey (e.g., California Healthy Kids Survey Modules A & G), that has already been approved for other coalitions to use.**	• Submit a copy of your survey through email. • Submit a report about the data you collected, unless it contains a blank copy of your survey. • Submit a data file. • Submit a parent survey or community survey that does not include student self-report on the core measures.

Where/How Should A Survey Be Submitted?

All surveys that need to be reviewed must be submitted through the COMET system. For information on the COMET system or on COMET training please contact KIT Solutions:

- Email: DCARSupport@icfi.com
- Phone: 1-888-348-4248

The following screenshots from COMET show what you will see in COMET when going to the appropriate place to submit a survey for review:

Enter and Submit My Data > Core Outcomes Survey Submission > Submit Core Outcomes Survey for Approval.

Submitting Surveys: COMET Screenshot 1

COMET
Coalition Online Management and Evaluation Tool

Change Role Selection

Home | Enter and Submit My Data | View My Data | Download My Data | Utilize My Data

Home / Enter and Submit My Data

Enter and Submit My Data

Use this section to enter and submit data for your Progress Reports.

Progress Reports
Choose a reporting period to access the data entry tools for your Progress Report.

Core Outcomes Survey Submission
Core Outcomes Survey Submission

Coalition Classification Tool Survey Submission
Coalition Classification Survey

Submitting Surveys: COMET Screenshot 2

COMET
Coalition Online Management and Evaluation Tool

Change Role Selection

Home | Enter and Submit My Data | View My Data | Download My Data | Utilize My Data

Home / Enter and Submit My Data / Core Outcomes Survey Submission

Core Outcomes Survey Submission

Click the 'Submit Core Outcomes Survey for Approval' button to edit this information.

Submit Core Outcomes Survey for Approval

Helpful Hints

Do	Don't
• **Submit your survey in COMET Enter and Submit My Data > Core Outcomes Survey Submission > Submit Core Outcomes Survey for Approval**	• Submit surveys in an email

What if Our Coalition Needs to Submit More than One Survey?

The DFC National Evaluation Team has identified two reasons coalitions may want to submit more than one survey:

- Your coalition truly uses totally different surveys, either in different situations or in different grade levels (e.g., Middle School version and High School Version)
- Your coalition uses the same survey, but receives data summarized by each school and would like to enter core measures data for each school separately

If your coalition uses the same survey across multiple schools and can summarize the data across those schools, only one survey will need to be submitted. Similarly, many coalitions use the same survey with middle school and high school students and this survey can be uploaded just once as a "Both Middle School and High School."

If your coalition determines that more than one survey does need to be submitted or you need to submit the same survey multiple times because data has not been summarized across schools, **please upload each survey in COMET as its own individual submission**. When submitting a survey for review, the submitter will be prompted to:

1. Fill out submitter name, submitter role, name of survey, grade level receiving the survey
2. Upload the survey document, giving it a unique name
3. Click on Submit

Please repeat this process for each survey that you are submitting for review. To check that surveys were correctly submitted, go back to the core outcomes survey submission page and see how many times the submitter's name shows up. For example, if two surveys were submitted, the submitter's name should show up two times. Be sure each survey file that is uploaded has a unique, different name from other uploaded surveys. If names are not unique, COMET believes the same survey was accidentally submitted multiple times and only provides one survey to the DFC National Evaluation team for review.

> **Should I select "Middle School Only Survey", "High School Only Survey," or "Both Middle School and High School Survey"?**
>
> - Middle School: Select if you have core measure items worded in different ways for middle school and high school youth. The survey uploaded here will be the one you use only with Middle School youth.
>
> - High School: Select if you have core measure items worded in different ways for middle school and high school youth. The survey uploaded here will be the one you use only with High School youth.
>
> - Both Middle School and High School: If you coalition uses the same survey with exact same wording across a range of schools and grade levels and can summarize data collected across schools select this option.
>
> - If data are provided to your coalition by school and cannot be summarized across schools, you will select the appropriate grade level, include the school name in the survey title, and submit the same survey multiple times, changing the file name to reflect the school name each time. This is ONLY necessary if you cannot summarize data across schools.

If your coalition has not yet collected the data you plan to submit in 2014 and has revised a survey to reflect the new core measure, you can let us know that you need an urgent review of

that survey. Click on the button next to: *Check Here if this is Urgent Data to be Collected Within One Month*.

The following COMET screenshots provide a look at various steps in the process of submitting one or more surveys. Notice that each survey that has been uploaded is provided with a unique file name.

Correctly Submitting a High School Only Survey: COMET Screenshot

This COMET screenshot provides an example of a grantee correctly submitting a single survey used to collect data only with High School students for review.

Submitting a Middle School Only Survey: COMET Screenshot

This COMET screenshot provides an example of a grantee correctly submitting a single survey used to collect data only with Middle School students for review.

Submitter Name:*	DFC Evaluators
	85 characters remaining.
Submitter Role:*	Other (Please Specify) ▾
Submitter Phone:*	XXX-XXX-XXXX
	3 characters remaining.
Submitter Email:*	DFC_Evaluators@icfi.com
	76 characters remaining.
Name of Survey:*	Test MS Survey
	85 characters remaining.
When do you plan to next collect data?*	Summer/Fall (July-December) ▾ 2012 yyyy
What grade level(s) will receive this survey?*	Middle School ▾
Check Here if this is Urgent Data to be Collected Within One Month:	☐

Survey attached reflects the grade level receiving the survey

Uploaded Document(s):*

Upload	No file selected...	Browse

Remove	Test MS SURVEY.docx

Submitting a Survey that is Used in BOTH High School and Middle School: COMET Screenshot

This COMET screenshot provides an example of a grantee submitting a single survey that was used to collect data with both Middle School and High School students for review.

Submitter Name:*	DFC Evaluators
	85 characters remaining.
Submitter Role:*	Program Director
Submitter Phone:*	111-111-1111
	3 characters remaining.
Submitter Email:*	DFC_Evaluators@icfi.com
	77 characters remaining.
Name of Survey:*	Test HS and MS Survey
	78 characters remaining.
When do you plan to next collect data?*	Summer/Fall (July-December) 2013 yyyy
What grade level(s) will receive this survey?*	Both Middle School & High School
Check Here if this is Urgent Data to be Collected Within One Month:	☐
Uploaded Document(s):*	

Upload   No file selected...   Browse

Remove   Test Survey both MS and HS.docx

Surveys attached reflect the grade levels receiving the survey. The same survey is used in BOTH high school and middle school

Submitting Multiple Surveys Incorrectly: COMET Screenshot

This COMET screenshot provides an example of a grantee *incorrectly* uploading two surveys under a single survey submission. This grantee should have selected High School Only and submitted just the High School survey for review and then initiated the process again selecting Middle School Only and submitting just the Middle School survey for review. If the surveys are exactly the same and the grantee can summarize data across schools, they could have selected "Both Middle School and High School" and submitted the survey only once.

Submitter Name:*	DFC Evaluators
	85 characters remaining.
Submitter Role:*	Program Director
Submitter Phone:*	111-111-1111
	3 characters remaining.
Submitter Email:*	DFC_Evaluators@icfi.com
	77 characters remaining.
Name of Survey:*	Test HS and MS Survey
	78 characters remaining.
When do you plan to next collect data?*	Summer/Fall (July-December) 2013 yyyy
What grade level(s) will receive this survey?*	Both Middle School & High School
Check Here if this is Urgent Data to be Collected Within One Month:	
Uploaded Document(s):*	

Upload   No file selected...   Browse

Remove   Test HS SURVEY.docx
Remove   Test MS SURVEY.docx

Surveys should be uploaded separately

Screen After Submitting Multiple Surveys Correctly: COMET Screenshot

This screenshot is an example of a grantee who **correctly** submitted two surveys to be reviewed. On the core outcomes survey submission page, the two surveys each have their own line. Based on the unique names, it appears that one is a High School only survey and one is a Middle School only survey. Each will be reviewed individually to determine approval status.

Core Outcomes Survey Submission

Click the 'Submit Core Outcomes Survey for Approval' button to edit this information.

Submit Core Outcomes Survey for Approval

10 ▼ Show entries				Search:
Survey Name ▲	Submitter Name ⇕	Date Submitted ⇕	Status ⇕	
Test HS Survey	DFC Evaluators	9-11-2012	Submitted	Delete
Test MS Survey	DFC Evaluators	9-11-2012	Submitted	Delete
Showing 1 to 2 of 2 entries			First Previous 1 Next Last	

Helpful Hints

Do	Don't
• **Submit only one survey during each COMET upload** • **Let the DFC National Evaluation team know in the comments section if the same survey is being submitted for review multiple times, each with a unique name, because core measures data will be entered for one school at a time rather than summarizing across schools.**	• Upload multiple surveys under a single submission

Where Does My Coalition Access Evaluator Feedback and the Survey Review Guide?

Once a survey has been submitted into COMET, the DFC National Evaluation team initiates the review process. For each survey that is submitted, a companion Survey Review Guide (SRG) document will be created. The SRG will clearly walk you through the approval process and provides critical information regarding steps grantees may need to take prior to submitting the core measures data (e.g., summarizing student responses across several questions). DFC grantees must review this document prior to submitting any core measures data.

When there is an issue with your survey submission or when the SRG is complete and has been uploaded into COMET, the person submitting the survey will automatically receive an email from the COMET system. Your survey status will be:

- **Rejected:** Rejection typically occurs when multiple surveys were submitted incorrectly or when a blank copy of the survey was not submitted. In a small number of cases, rejected indicates that the survey that was submitted did not contain any measures that met standards for core measures reporting.
- **Partially Approved:** Partially Approved status indicates that the SRG is complete. While some items on the survey did meet core measures reporting requirements, not all core measures were included in the survey. The SRG will clearly indicate which core measures were not included in the survey or were worded in a way that did not meet standards for core measures reporting.
- **Approved:** Approved status indicates that the SRG is complete and that appropriate items for ALL core measures were identified in the survey. The grantee will be able to enter data for all core measures into COMET.

When your coalition receives the email, the submitter will go back into COMET in the same section where the survey was submitted (see the section on "Submitting Surveys"). Click the survey name to open the summary page of your submission. At the bottom of the COMET screen for the survey submission, will be a section identified as "**Evaluator Feedback.**" In many cases where the survey was "Partially Approved" or "Approved," the Evaluator Feedback will indicate that you need to download and review your SRG. If a survey submission was "Rejected", the Evaluator Feedback will explain the rejection.

To locate and download the survey review guide, look for the **Review Guide Document** under the Evaluator Feedback section. Click on the document and download it onto your computer. Check to make sure that the SRG content matches the survey that you uploaded.

The following COMET screenshots are provided to indicate where grantees should look when they receive an email that the survey has been rejected, partially approved or approved in order to get evaluator feedback and/or the SRG. The DFC National Evaluation team includes the marker of "_SG" in the Word document name to indicate that the document is an SRG.

Locating Survey Approval Status: COMET Screenshot

Core Outcomes Survey Submission

Click the 'Submit Core Outcomes Survey for Approval' button to edit this information.

Submit Core Outcomes Survey for Approval

10 ▾ Show entries				Search:
Survey Name ▲	**Submitter Name** ↕	**Date Submitted** ↕	**Status** ↕	
Test HS Survey	DFC Evaluators	9-11-2012	Under Review	Delete
Test MS Survey	DFC Evaluators	9-11-2012	Partially Approved	

Showing 1 to 2 of 2 entries   First Previous 1 Next Last

Locating the Survey Review Guide: COMET Screenshot

Evaluator Feedback

Status:	Partially Approved
Approved Survey Name:	Test MS Survey
Feedback:	Please refer to the survey guide for feedback.
Review Guide Document:	Test MS SURVEY_No Grant ID_DFC Evaluators_SG.docx

Submit   Cancel

Helpful Hints

Do	Don't
• **Log into COMET to receive feedback and a survey review guide upon receipt of an email that the survey has been Rejected, Partially Approved or Approved.** • **Download and carefully review the survey review guide in order to understand what core measures data should be submitted and how**	• Enter core measures data into COMET without first reviewing the survey review guide.

What is a Survey Review Guide and Why It is Necessary to Review the Survey Review Guide Prior to Reporting Core Measures Data in COMET?

An SRG provides you with all the information that you need to know about your survey. The DFC National Evaluation team provides a detailed guide associated with the survey that will help you understand what questions are/are not compliant, how to fix any questions that are not compliant, and how to calculate data so that you are reporting accurate data for the purpose of the National Evaluation. It is very important to look over the survey guide before entering any data into the system.

The guide will explain, core measure by core measure, which items the National Evaluation team has identified as matching or not matching DFC national core measures and will explain how to calculate survey responses for entering core measures outcomes into COMET. After looking over your survey review guide, if you have questions regarding the content please feel free to send an email to DFC_Evaluators@icfi.com. Occasionally, the DFC National Evaluation team learns from grantees that data cannot be calculated in the way suggested in the SRG (e.g., data could not be summarized across items). Communicating this helps the DFC National Evaluation team work with each grantee to develop a plan for what core measures data to submit.

Following are examples of what you will find in your SRG. If you have never seen a document that resembles these examples, please reach out to DFC_Evaluators@icfi.com for help in locating your SRG.

Overall Core Measures Chart: Survey Review Guide

The screenshot below is an example of what a grantee will see on the first page of the SRG. The table provides a quick reference to what core measures and substances are approved by the DFC National Evaluators. Beginning in 2012, new Year 1 grantees surveys are only examined for the new core measures. Grantees must read through the entire SRG to gain a full understanding of the ratings shown in the chart.

DFC Example Survey Items to Enter into COMET				
Core Measure	Alcohol	Tobacco	Marijuana	Prescription Drugs
Past 30-Day Use	✓+	✓+	✓+	X
Perception of Risk	✓+	✓+	✓	X
Perception of Parental Disapproval	X	✓+	✓+	X
Perception of Peer Disapproval	X	X	X	X
STOP ACT Grantee Core Measures	Alcohol			
Perception of Risk	S			
Attitude Toward Peer Use	X			

✓+ A ✓+ indicates that data for this item meet the standard for the January 2012 revised core measures and can be entered into COMET. Grantee does not need to resubmit survey unless they make additional modifications following this review.

✓ A ✓ indicates that data for this item do not meet the standard for the January 2012 revised core measures, but do meet the prior core measure and can be entered into COMET through February 2013. Grantee will need to revise and resubmit the survey in order to have an approved survey after February 2013.

S An "S": indicates that data for this item meets the standard for STOP Act Grantees and can be entered into COMET. Grantee does not need to resubmit survey unless they make additional modifications following this review. If DFC grantee is not a STOP Act grantee, they are not required to submit these data.

X An X mark indicates that data for this item should NOT be entered into COMET.

Example of Past 30-Day Use Alcohol Question Feedback: Survey Review Guide

The screenshot below is an example of the specific feedback provided for past 30-day use of alcohol core measure. You will see a chart similar to the one below for each core measure/substance. As indicated in the screenshot below, the past 30-day use of alcohol question is considered fully compliant, even though wording is not identical to the DFC core measure. Additional feedback to the grantee regarding this item is provided in the comments section.

PAST 30-DAY USE OF ALCOHOL	Core Measure Question for Past 30-Day Use of Alcohol	DFC Example Survey Submitted Item

Core Measure Definition
The percentage of respondents who report using alcohol at least ONCE in the past 30 days.
 	
Item Status
☒ Yes, enter data for this item into COMET as meeting January 2012 revised core measures (NOTE: Item revised from prior core measure).
 	
☐ Yes, enter data for this item into COMET as meeting prior core measures.
 	
☐ Do NOT enter data for this item into COMET. No item meets national evaluation requirements.
 	
Comments
• Although item asks about number of occasions instead of whether or not alcohol was used during the past 30 days, valid user/non-user counts may still be generated and entered into COMET.
	JANUARY 2012 REVISED CORE MEASURE:
	
	During the past 30 days did you drink one or more drinks of an alcoholic beverage?
	
	___ Yes
	___ No
	
	PRIOR CORE MEASURE (can continue to be used to calculate # of users):
	
	During the past 30 days, on how many days did you drink one or more drinks of an alcoholic beverage?
	
	__ Days (write in a number between 0 and 30)
		21. On how many occasions (if any) have you had alcoholic beverages (beer, wine, or hard liquor) to drink—more than a few sips …
		
		c. …in the past 30 days?
		
		  a) 0
		  b) 1-2
		  c) 3-5
		  d) 6-9
		  e) 10-19
		  f) 20-39
		  g) 40 or More

Example Calculation Page for Past 30-Day Use: Survey Review Guide

The screenshot below is an example of the past 30-day use calculation page. This page appears at the end of each core measure section in the SRG. The chart provides instructions on how to calculate your data based on the response options of each approved core measure question(s). In this example, the grantee will need to summarize a range of potential responses (labeled b through g) in order to identify all youth who indicated any past 30-day use of a substance. Notice that in calculating past 30-day use of marijuana the response options summarize b through f. No item on the survey met the national evaluation requirements for past 30-day use of prescription drugs.

A GUIDE FOR REPORTING THE FOUR CORE MEASURES

PAST 30-DAY USE:
Alcohol, Tobacco, Marijuana, and Prescription Drugs

1) Be sure you have completed all of your data collections and are prepared to summarize the findings based on all data you have collected.

2) COMET requires that you report the sample size and percentage of students who used alcohol, tobacco, marijuana, and prescription drugs at least ONCE in the past 30 days. This means that for each subgroup (grade level or gender):

   Step A. Calculate the number of students, by grade and gender, who have used in the past 30 days:
   Alcohol: Sum up the number of youth who responded Yes to the alcohol item categories b through g (30-day users = # who responded to categories b + c + d + e + f + g)
   Tobacco: Sum up the number of youth who responded Yes to the cigarette smoking item, categories b through g
   Marijuana: Sum up the number of youth who responded Yes to the marijuana use item, categories b through f
   Prescription Drugs: No item on the survey meets national evaluation requirements for measuring 30-day use of prescription drugs. Consider adding the recommended revised core measure item to your survey.

   Step B. Calculate the total sample size of students who responded to each question (30-day use **total sample** = # who responded to all categories).

   Step C. Then, compute the percentage of users by dividing the sum from Step A by the sum from Step B (30-day use users ÷ 30-day use **total sample**).

3) Total up the sample size and percentage of students who used each substance, SEPARATELY by GRADE:
   - All 6th graders (if 6th graders are in your sample)
   - All 7th graders (if 7th graders are in your sample)
   - All 8th graders (if 8th graders are in your sample)
   - All 9th graders (if 9th graders are in your sample)
   - All 10th graders (if 10th graders are in your sample)
   - All 11th graders (if 11th graders are in your sample)
   - All 12th graders (if 12th graders are in your sample)

4) Total up the sample size and percentage of students who used each substance, SEPARATELY by GENDER:
   - All male students
   - All female students

5) Enter data into COMET.

Helpful Hints

Do	Don't
• **Thoroughly read the SRG to make sure that the content is consistent with the survey submitted.** • **Follow the instructions provided in the calculation page provided at the end of each core measure section.**	• Only read the summary chart on the first page of the SRG. • Enter data without reading the SRG.

What if the Survey Submitted Does Not Have Appropriate Items for One or More Core Measures?

The review does not determine grantees' compliance with grant requirements; rather it provides information related to how the survey questions can be used in the National Evaluation. Only Project Officers can determine a grantee's compliance with grant requirements. Grantees are encouraged to discuss with their DFC Project Officer whether or not they will be in compliance with DFC reporting requirements based on their survey review. Grantees must resubmit surveys for approval any time changes are made to their survey. Grantees can contact the National Evaluators at DFC_Evaluators@icfi.com if they have any questions about the survey review process.

What if the Approved Substances and Core Measures that Are in My Guide Do Not Show up in COMET?

Please do not hesitate to let us know if your review guide indicates that you can/cannot submit data for a core measure, but the COMET system is allowing/not allowing you to enter data for that core measure.

As always, please do not hesitate to contact our team with any questions or concerns that you have! We can be reached by email at DFC_Evaluators@icfi.com or by phone at 877-854-0731

Appendix A: Sample Core Measures Submission Schedule

Establishing a core measures data submission schedule can be simple or complex. Grantees are encouraged to reach out to the National Evaluation team to discuss their core measures submission schedule. The core measures data reporting requirement is that grantees must collect and then report on data every two years during the grant. The samples provided here assume a one-year lag between data collection and data submission as this type of lag is common among grantees. Grantees able to collect and submit data within the same year are encouraged to do so. If your coalition expects that it will take more than one year between the time data are collected and when they are reported, please contact your Project Officer as this is a compliance issue.

The following table provides sample Core Measures Submission Schedules based on expectations for New (FY2013) DFC Grantees.

If baseline data were collected in...	Report this baseline core measures in...	Report your next core measures data as soon as possible after they are collected in...	Before your 5-year grant period is over, report data collected in...
2013	February 11, 2014	2015	2017
2012 (most likely)	February 11, 2014	2014	2016 & 2018 (if possible)
2011	February 11, 2014	2013	2015 & 2017
2010	Baseline data should not be 3+ years old; do not submit core measures data until new data are collected	2013/2014	2016 & 2018 (if possible)

There are several potential patterns that grantees may follow in collecting and reporting data, as long as they meet the requirement to collect and report data every two years. The following table provides several sample patterns again based on Core Measures Submission Schedule for New (FY2013) DFC Grantees.

C=Collect data
R=Report data (can be either February [preferred] or August)

	2011	2012	2013	2014	2015	2016	2017	2018
Pattern 1: Currently available baseline data was collected earlier than 2011				C	R	C	R	C R (if possible)
Pattern 2: Baseline data collected in 2013 prior to start of grant			C	R	C	R	C	R
Pattern 3: Baseline data collected in 2012		C		C R 2012 data	R	C	R	C***
Pattern 4: Baseline data collected in 2011 and 2013	C		C	R(2)	C	R	C	R

Additional Notes on Core Measures Submission:

- Submit survey(s) used to collect core measures data prior to data submission. New grantees should submit into COMET the survey used for baseline data collection (i.e., for the data reported in their grant application) as soon as possible after their grant is awarded.
- If available baseline data do not include at a minimum approved core measures for past 30-day use, then the DFC grantee must collect and report this data as soon as possible after their grant is awarded.
- Once a reporting cycle is established, grantees are committed to continue with that cycle. Grantees should get their project officer's approval if they wish to change their reporting schedule.
- If a year 6 grantee continues without a lapse of more than two years in funding, they should stay on their original data collection schedule; however, if a grantee experiences a lapse in funding, they should establish a baseline from the years that funding was not in place. If data collection is not possible during the time when the DFC grantee experienced a lapse in funding, provisions must be made to collect data as soon as possible after their Year 6 grant begins.

Appendix B: Sample Core Measures Survey

The National Evaluators sample "bare bones" survey, including recommended phrasing for core measure questions, is as follows:

Drug Free Communities (DFC) Support Program Evaluation of Core Measures Survey (January 2012)

I. GENERAL INFORMATION			II. 30-DAY USE		
				Yes	No
1. Sex: ❑ Male ❑ Female	**2. Grade:** ❑ 6 ❑ 7 ❑ 8 ❑ 9 ❑ 10 ❑ 11 ❑ 12	**3. Age** ❑ 10 years old or less ❑ 11 years old ❑ 12 years old ❑ 13 years old ❑ 14 years old ❑ 15 years old ❑ 16 years old ❑ 17 years old ❑ 18 years old ❑ 19 years old or more	During the past 30 days did you drink one or more drinks of an alcoholic beverage?	❑	❑
			During the past 30 days did you smoke part or all of a cigarette?	❑	❑
			During the past 30 days have you used marijuana or hashish?	❑	❑
			During the past 30 days have you used prescription drugs *not prescribed to you*?	❑	❑

III. PERCEPTION OF RISK

	No Risk	Slight Risk	Moderate Risk	Great Risk
How much do you think people risk harming themselves physically or in other ways when they have five or more drinks of an alcoholic beverage once or twice a week?	❑	❑	❑	❑
How much do you think people risk harming themselves physically or in other ways if they smoke one or more packs of cigarettes per day?	❑	❑	❑	❑
How much do you think people risk harming themselves physically or in other ways if they smoke marijuana once or twice a week?	❑	❑	❑	❑
How much do you think people risk harming themselves physically or in other ways if they use prescription drugs that are not prescribed to them?	❑	❑	❑	❑
Required for STOP Act Grantees only: How much do you think people risk harming themselves (physically or in other ways) if they take one or two drinks of an alcoholic beverage nearly every day?	❑	❑	❑	❑

IV. PERCEPTION OF PARENTAL DISAPPROVAL

	Not at all wrong	A little bit wrong	Wrong	Very wrong
How wrong do your parents feel it would be for you to have one or two drinks of an alcoholic beverage nearly every day?	❑	❑	❑	❑
How wrong do your parents feel it would be for you to smoke tobacco?	❑	❑	❑	❑
How wrong do your parents feel it would be for you to smoke marijuana?	❑	❑	❑	❑
How wrong do your parents feel it would be for you to use prescription drugs not prescribed to you?	❑	❑	❑	❑

V. PERCEPTION OF PEER DISAPPROVAL

	Not at all wrong	A little bit wrong	Wrong	Very wrong
How wrong do your friends feel it would be for you to have one or two drinks of an alcoholic beverage nearly every day?	❑	❑	❑	❑
How wrong do your friends feel it would be for you to smoke tobacco?	❑	❑	❑	❑
How wrong do your friends feel it would be for you to smoke marijuana?	❑	❑	❑	❑
How wrong do your friends feel it would be for you to use prescription drugs not prescribed to you?	❑	❑	❑	❑

VI. ATTITUDE TOWARD PEER USE

	Neither Approve nor Disapprove	Somewhat Disapprove	Strongly Disapprove	Don't know or can't say
Required for STOP Act Grantees only: How do you feel about someone your age having one or two drinks of an alcoholic beverage nearly every day?	❑	❑	❑	❑

NOTE: If the coalition is both a DFC Grantee and a STOP Act grantee, grantees must at a minimum collect the data for alcohol required as a STOP Act grantee. Grantees may continue to collect perception of risk of alcohol use and perception of peer disapproval of alcohol use as defined for DFC, but are only required to collect the data as defined for STOP Act grantees. Grantees interested in becoming STOP Act grantees may want to collect the Stop Act measures in preparation for applying for that grant.

Appendix C: Survey Review Helpful Hints Summary

	Do	Don't
When Should Surveys be Submitted for Review?	• Submit a survey for review prior to your next planned submission of core measures data. • Submit revised/new surveys to be reviewed. Submit prior to data collection when possible.	• Submit surveys used in the past that your coalition is no longer using.
What Survey Should be Submitted for Review?	• Submit a <u>blank</u> copy of your survey through COMET. • Submit the survey used to collect core measures data that you plan to submit in COMET during a reporting period. • Submit your survey even if you think it has received approval prior to January 2012. • Submit surveys even if your coalition believes it is using a standard survey, such as Communities That Care (CTC) or the Youth Risk Behavior Surveillance Survey (YRBS) or a state survey (e.g., California Healthy Kids Survey Modules A & G), that has already been approved for other coalitions to use.	• Submit a copy of your survey through email. • Submit a report about the data you collected, unless it contains a blank copy of your survey. • Submit a data file. • Submit a parent survey or community survey that does not include student self-report on the core measures.
Where/How Should a Survey be Submitted?	• Submit your survey in COMET Enter and Submit My Data > Core Outcomes Survey Submission > Submit Core Outcomes Survey for Approval. • Submit your survey only once. • Contact DFC_Evaluators@icfi.com if you are waiting on your survey review.	• Submit surveys in an email. • Submit the same survey multiple times.
What if Our Coalition Needs to Submit More than One Survey?	• Submit only one survey during each COMET upload. • Let the DFC National Evaluation team know in the comments section when the same survey is being submitted multiple times, each with a unique name, because core measures data will be entered for one school at a time rather than summarizing across schools.	• Upload multiple surveys under a single submission.
Where Does My Coalition Access Evaluator Feedback and the Survey Review Guide?	• Log into COMET to receive feedback and a survey review guide upon receipt of an email that the survey has been Rejected, Partially Approved or Approved. • Download and carefully review the survey review guide in order to understand what core measures data should be submitted and how.	• Enter core measures data into COMET without first reviewing the survey review guide.
Why is it Necessary to Review the Survey Review Guide?	• Thoroughly read through the SRG to make sure that it the content is consistent with the survey submitted. • Follow the instructions provided in the calculation page provided at the end of each core measures section.	• Only read the summary chart on the first page of the SRG. • Enter data without reading the SRG.