STAFF SURVEY

**INSTRUMENT #8** 



OMB Control No: Expiration Date:



# PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

## IN-DEPTH IMPLEMENTATION STUDY STAFF SURVEY

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to take up to 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

January 11, 2013

#### INTRODUCTION AND INSTRUCTIONS

Thank you for helping with this important study, funded by the United States Department of Health and Human Services' Administration for Children and Families (ACF). Your input on this on-line survey will help us to understand how you are implementing [PREP PROGRAM].<sup>1</sup> This on-line survey asks questions about (1) how you see yourself as a member of the [PREP PROGRAM] team in your agency or school, (2) how you see your agency/school supporting [PREP PROGRAM], and (3) the implementation of [PREP PROGRAM] itself. The on-line survey should take up to 30 minutes to complete.

We invite you to participate in this survey. We hope you will find it interesting to describe your organization and your [PREP PROGRAM]. By clicking the link below or copying it to your Internet browser you will be forwarded to the first page of the online questionnaire.

#### [INSERT LINK]

To complete the questionnaire, please mark your answers by clicking on the appropriate circles. All of your answers will be kept private. Your name will not be on the survey.

#### PRIVACY

Your responses will be kept private. Your identity and/or organizational affiliation will not be revealed in reports, presentations, or articles and will not be recognizable to anyone beyond the research team. We will use a study identification number to track responses and follow up with non-respondents.

Please give your most honest and complete answers so that your thoughts and opinions can help provide a better understanding of [PREP PROGRAM], how it's operating, and how best to strengthen it. Your responses will be used for research purposes only. Your individual responses will not be shared with the funder, other staff from your organization, or anyone outside the research team; and, again, your name will not be on this survey. In any reporting we do, whether it be to the programs or state administrators, we will not include your name or title. All responses will be reported as a group response only, for example, "Most program staff reported that . . ."

#### COMPENSATION AND FREEDOM TO WITHDRAW

Completion of this on-line survey is voluntary. There is no compensation for completing this online survey. You may refuse to answer specific questions or discontinue your participation at any time without any penalty. There are no right or wrong answers to these questions.

Please answer questions to the best of your ability. If you do not know about a certain issue, you may use the "don't know" response. If a question asks about an issue you do not deal with in your position, please choose the "N/A" (Not Applicable) option.

If you have a comment or a question about the survey or would like to clarify or amend an answer in any way, we have included a space at the end of the survey where you can record your additional thoughts or comments.

#### Thank you for your participation!

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<sup>&</sup>lt;sup>1</sup> For each state, we will substitute the term [PREP PROGRAM] for the name of the program as it is known within the state.

Month Day Year

### **GENERAL INSTRUCTIONS**

X

	PLEASE MARK ALL ANSWERS WITHIN THE WHITE BOXES PROVIDED						
	answer the questions in this surv	PLEASE READ EACH QUESTION CAREFULLY. There are different ways to answer the questions in this survey. It is important that you follow the instructions when answering each kind of question. Here are some examples.					
a.	Are you male or female?						
	MARK (X) ONE	If you are a male, you would mark (X) in the					
	Male	first box as shown.					
	🗆 Female						
		If you strongly agree, you would mark (X) in the last box as shown.					
MAF	RK (X) ONE FOR EACH QUESTION						
MAR	RK (X) ONE FOR EACH QUESTION						
		the last box as shown.					
<i>мағ</i> b.	Please rate how much you agree or	the last box as shown.					
		the last box as shown. NEITHER AGREE STRONGL NOR Y DISAGRE STRONGLY					
b.	Please rate how much you agree or disagree with the following statements:	the last box as shown. NEITHER AGREE STRONGL NOR Y DISAGRE STRONGLY					
þ.	Please rate how much you agree or disagree with the following	the last box as shown. NEITHER AGREE STRONGL NOR Y DISAGRE STRONGLY					

### BACKGROUND, EXPERIENCE, AND TRAINING

This first section of questions asks you about your role in [PREP PROGRAM], your general background, and your training for [PREP PROGRAM].

1. Which of the following best describes your role within [PREP PROGRAM				
	MARK (X) ONE			
	[PREP PROGRAM] director			
Other [PREP PROGRAM] administrator or manager (Job title)				
	<ul> <li>Program instructor or facilitator (working directly with youth)</li> <li>Other role within [PREP PROGRAM] (Please describe)</li> </ul>			

2.	What is a second of the second
3.	Are you male or female? MARK (X) ONE Male Female
4.	Are you Hispanic/Latino? MARK (X) ONE Yes No
5.	Are you? YOU MAY MARK (X) MORE THAN ONE ANSWER Mexican, Mexican American, Chicano/a Puerto Rican Cuban Of another Hispanic, Latino/a, or Spanish origin Not applicable
6.	What is your race?   SELECT ONE OR MORE   American Indian or Alaska Native   Asian   Black or African American   Native Hawaiian or Other Pacific Islander   White

#### 7. What is the highest level of education you have completed?

#### MARK (X) ONE

- □ Some high school
- □ High school diploma or equivalent
- Postsecondary vocational or technical training
- □ Some college, no degree
- Associate's degree
- Bachelor's degree
- Doctorate or other professional degree

#### 8. What is your profession or area of work?

#### YOU MAY MARK (X) MORE THAN ONE ANSWER

- Sexual and reproductive health counseling
- □ Other counseling
- Education
- □ Vocational rehabilitation
- □ Juvenile justice
- □ Psychology
- □ Social work/human services
- Medicine
- Administration
- Student
- Other (Please specify)

9.	How many years of experience do you have working in programs for youth ages
	10 to 14 (either working directly with youth or in youth program administration)?

MARK (X) ONE

□ None

Less than 6 months

	6	to	12	months
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- □ More than 12 months to 3 years
- ☐ More than 3 years to 5 years
- $\Box$  More than 5 years
- 10. How much experience do you have working in programs for youth age 15 to 19 (either working directly with youth or in youth program administration)?

MARK (X) ONE

None

- 6 to 12 months
- □ More than 12 months to 3 years
- $\Box$  More than 3 years to 5 years
- □ More than 5 years

11. How long have you worked for your current employer?

MARK (X) ONE

- Less than 6 months
- 6 to 12 months
- ☐ More than 12 months to 3 years
- ☐ More than 3 years to 5 years
- □ More than 5 years
- □ Not applicable

12.	How long h	nave vou	worked in	teen pre	gnancy p	prevention	programs?
	now long i	lave you	worked in	teen pre	ginanoy p		programs

MARK (X) ONE

Less than 6 months

- 6 to 12 months
- ☐ More than 12 months to 3 years
- ☐ More than 3 years to 5 years
- $\square$  N
- □ Not applicable
- **13.** How long have you worked in a job that requires collaborating with community partners?

#### MARK (X) ONE

- Less than 6 months
- 6 to 12 months
- □ More than 12 months to 3 years
- ☐ More than 3 years to 5 years
- □ More than 5 years
- □ Not applicable

# 14. When you FIRST started working with [PREP PROGRAM], what kind of formal training did you receive in how to implement the program?

YOU MAY MARK (X) MORE THAN ONE ANSWER

- □ No formal training
- Review of training manual with supervisor
- Review of implementation plans with supervisor
- Webinar(s) provided by staff from your organization
- Webinar(s) provided by staff outside your organization
- □ In-person training provided by staff from your organization
- In-person training provided staff outside your organization
   Other (Please describe)
- □ Not applicable

# 15. What kind of ongoing training to support implementation of [PREP PROGRAM] do you receive?

#### YOU MAY MARK (X) MORE THAN ONE ANSWER

#### None

Review of training manual and/or implementation strategies with supervisor

Periodic webinar(s) provided by staff from your organization

Periodic webinar(s) provided by staff outside your organization

In-person training provided by staff from your organization

In-person training provided staff outside your organization

Other (Please describe)

Not applicable

# The next set of questions also focuses on your experience and training. Please click the box that best describes how much you agree or disagree with each item.

	MARK (X) ONE FOR EACH QUESTION						
16.	I need more training on	STRONGL Y DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	
a.	Increasing youth participation		]				
b.	Monitoring youth participant progress		]				
C.	Improving the quality of communication among youth participants and/or between youth participants and adults	٦	]				
d.	Engaging youth participants in program topics and materials		]				
e.	Decreasing youth participants' risk behaviors and improving their decision-making skills	[					
f.	Improving and managing youth participant behaviors						

	MARK (X) ONE FOR EACH QUESTION			
17.	Plea disa stat			
e	. I have the skills I need to implement all [PREP PROGRAM] topics.			
b	<ul> <li>I am satisfied with the training I have received on [PREP PROGRAM] topics.</li> </ul>			
C	. I need more training on some [PREP PROGRAM] topics.			
C	<ul> <li>I have the skills I need to conduct effective youth health risk prevention and youth development programs.</li> </ul>			
e	<ul> <li>I need more training to conduct effective youth health risk prevention and development programs</li> </ul>			

#### IMPLEMENTATION

When implementing a program, it often happens that changes get made to meet the needs of participating youth, the timeline, organizational resources or some other factor. The next questions are about changes or adaptations you made to [PREP PROGRAM] during implementation for any reason.

18. After you began implementing [PREP PROGRAM], did you change the sequence of program sessions or activities from the order that was initially planned?

MARK (X) ONE

🗌 Yes
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🗌 No

If so, please describe briefly the changes you made and why you made them.

# 19. After you began implementing [PREP PROGRAM], did you change the number, frequency. or duration of the sessions or activities from what was initially planned?

#### MARK (X)

INU

If so, please describe briefly the changes you made and why you made them.

# 20. After you began implementing [PREP PROGRAM], did you drop some sessions or activities from those initially planned?

MARK (X) ONE

- 🗌 Yes
- 🗌 No

If so, please describe briefly the changes you made and why you made them.

# 21. After you began implementing [PREP PROGRAM], did you add some sessions or activities to those initially planned?

MARK (X) ONE

- ☐ Yes
- 🗌 No

If so, please describe briefly the changes you made and why you made them.

# 22. After you began implementing [PREP PROGRAM], did you change the content of a session or activity from what was initially planned?

#### MARK (X)

If so, please describe briefly the changes you made and why you made them.

### **IMPLEMENTATION SETTING & CONDITIONS**

#### Policies in Place that Support [PREP PROGRAM] Implementation

	MARK (X) ONE FOR EACH QUESTION						
23.	Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGRE E	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	
a	<ul> <li>My agency or the schools we work in have policies that limit program staff access to resources needed to implement [PREP PROGRAM].</li> </ul>		]				
b	<ul> <li>There are internal agency or school policies in place that conflict with [PREP PROGRAM].</li> </ul>		]				
С	<ul> <li>Agency and school policies support [PREP PROGRAM] implementation.</li> </ul>		]				
d	<ol> <li>Policies and regulations at my agency or the schools we work in prevent staff from fully implementing [PREP PROGRAM].</li> </ol>	C					

#### Structural Barriers to [PREP PROGRAM] Implementation

MARK (X) ONE FOR EACH QUESTION

24.	Please rate how much you agree or disagree with the following statements about your organization:	STRONGL Y DISAGRE DISAGREE E	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	
а	. The workload and pressures here decrease my motivation to implement new programs like [PREP PROGRAM].					
b	<ul> <li>Training activities take too much time away from delivery of program services.</li> </ul>					
С	. Training helps facilitate [PREP PROGRAM] implementation.					
d	. It is too difficult to adapt information and skills learned in trainings so that they will work in [PREP PROGRAM].					
e	. The resources that are available help facilitate [PREP PROGRAM] implementation.					
f.	The background of program staff limits the kind of improvements to [PREP PROGRAM] implementation that are possible.					
g	. Staff attitudes and preferences supported the introduction of [PREP PROGRAM]					
h	. There are too few rewards for trying to improve [PREP PROGRAM] implementation.					

### [PREP PROGRAM] CHAMPIONS AND LEADERS

# 25. A program champion is an organizational leader or other person with influence who advocates for a program within the larger organization and in the community. Does [PREP PROGRAM] have a program champion?

MARK (X)	
	INU

If so, please describe this person's role and relationship to [PREP PROGRAM].

26. The next questions are about the [PREP PROGRAM] leader that has overall responsibility for implementing [PREP PROGRAM].

MARK (X) ONE FOR EACH QUESTION					
Please rate how much you agree or disagree with the following statements: The [PREP PROGRAM] leader	STRONGL Y DISAGRE DISAGREE E	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	
a. Has adequate dedicated time for [PREP PROGRAM] implementation, and that time is protected from distractions, conflicting priorities, and crises.					
<ul> <li>b. Has the necessary authority to run [PREP PROGRAM].</li> </ul>					
c. Has good relationships with community programs.					
<ul> <li>d. Is highly knowledgeable about [PREP PROGRAM].</li> </ul>					
<ul> <li>e. Is viewed as an effective leader (influence, authority, persistence, knows how to get things done) for [PREP PROGRAM].</li> </ul>					
<ol> <li>Accepts responsibility for the success of [PREP PROGRAM].</li> </ol>					
g. Is someone who speaks out about [PREP PROGRAM] and is sought out for advice about the program					
h. Works well with the intervention team and partners.					

### MANAGERIAL/SUPERVISORY SUPPORT

	MARK (X) ONE FOR EACH QUESTION				
	se rate how much you agree or gree with the following statements:	STRONGL Y DISAGREE	DISAGRE E	NEITHER AGREE NOR DISAGREE	RONGLY
a.	My program managers provide effective management for continuous improvement of the implementation of [PREP PROGRAM].				
b.	My program managers clearly define areas of responsibility and authority for supervisors and frontline staff involved in [PREP PROGRAM]				
C.	My program managers promote team building to solve problems with implementing [PREP PROGRAM].				
d.	My program managers do not promote effective communication among program staff, partners, the state and other stakeholders working on [PREP PROGRAM].				
e.	My supervisors give clear, concrete feedback that I can use to improve the delivery of [PREP PROGRAM].				
f.	My supervisors regularly observe my work and coach me in how to implement [PREP PROGRAM].			I 🗆	
	MARK (X) ONE FOR EACH QUESTION				
	Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGRE E	NEITHER AGREE NOR DISAGREE	RONGL AGREE
a.	Management here trusts my professional judgment.				
b.	I do not feel appreciated for the job that I do.				
C.	Ideas and suggestions related to implementing [PREP PROGRAM] get adequate and fair consideration from program management.				

d.	Director, facilitators, and support staff collaborate to make sure [PREP PROGRAM] runs effectively.			
e.	Staff working on [PREP PROGRAM] work well together as a team.			

### COMMUNICATION SYSTEM

MARK (X) ONE FOR EACH QUESTION

29. Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGRE E	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	
<ul> <li>My agency has communication protocols or pathways that make it clear with whom to communicate about challenges or issues related to [PREP PROGRAM].</li> </ul>			] [	]		
<ul> <li>b. I have regularly scheduled check- in meetings with my supervisor about [PREP PROGRAM].</li> </ul>		E	] [	]		
<ul> <li>c. I am never sure whom I should talk to about issues related to [PREP PROGRAM].</li> </ul>		C	] [	]		

### **ORGANIZATIONAL CLIMATE**

	MARK (X) ONE FOR EACH QUESTION					
30.	Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGRE E	AGREE	STRONGLY AGREE
a	<ul> <li>[PREP PROGRAM] is a top priority of this agency/school.</li> </ul>					
b	<ul> <li>People do not put a lot of effort into making [PREP PROGRAM] a success.</li> </ul>					
С	<ul> <li>At this agency/school, [PREP PROGRAM] takes a back seat to other projects.</li> </ul>					
C	I. People at this agency/school think					
		□ 4.16	5			

	that implementation of [PREP PROGRAM] is important.			
e.	One of this agency's/school's main goals is to implement [PREP PROGRAM] effectively.			
f.	People here really do not care about the success of [PREP PROGRAM].			
g.	In this agency/school, there is a big push for people to make the most of [PREP PROGRAM].			

### ADEQUACY OF RESOURCES TO SUPPORT PROGRAM IMPLEMENTATION

	MARK (X) ONE FOR EACH QUESTION se rate how much you agree or gree with the following statements:					
31.	In my agency/school, for the implementation of [PREP PROGRAM]	STRONGL Y DISAGREE	DISAGRE E	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE
a	. We have adequate resources to ensure that the [PREP PROGRAM] can be implemented in the way it was designed to be implemented.					
b	. We have the necessary budget or financial resources needed to implement our [PREP PROGRAM].					
С	. We have the necessary staffing to implement the [PREP PROGRAM].					
d	. We have the necessary staff training needed to implement the [PREP PROGRAM].					
e	. We have the necessary time to support continuous improvement of [PREP PROGRAM] implementation.					
f.	We need additional guidance or coaching to support improvement of [PREP Program implementation					

	MARK (X) ONE FOR EACH QUESTION					
32.	Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGRE E	AGREE	STRONGLY AGREE
a	. My office and equipment are adequate to support [PREP PROGRAM] implementation.					
b	<ul> <li>Most programmatic record keeping for [PREP PROGRAM] is computerized.</li> </ul>					
С	. Facilities where [PREP PROGRAM] sessions and activities are conducted are adequate for delivering the program.					
d	. Computer equipment at this agency/school is mostly old and outdated.					

### ATTITUDES TOWARD [PREP PROGRAM]

	MARK (X) ONE FOR EACH QUESTION					
33.	Please rate how much you agree or disagree with the following statements:	STRONGL Y DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGRE E	AGREE	STRONGLY AGREE
e	<ul> <li>I feel like [PREP PROGRAM] can make a difference for youth.</li> </ul>					
t	b. The general attitude at my agency is to adopt new youth risk prevention programs and practices for working with youth when possible, as we are in [PREP PROGRAM]					
С	<ul> <li>[PREP PROGRAM] does not fit well with the values and priorities of our community.</li> </ul>					
C	<ol> <li>I adopt new ideas like those in [PREP PROGRAM] quickly.</li> </ol>					
e	<ul> <li>I do not feel effective and confident in implementing [PREP PROGRAM].</li> </ul>					
f	[PREP PROGRAM] addresses many of the risks youth in our					

community face.			
I give high value to the work I do with youth here.			
[PREP PROGRAM] fits well with the values and philosophy of our organization.			

MARK (X) ONE FOR EACH QUESTION					
Please rate how much you agree or disagree with the following statements: 34. In my community	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGRE E	S AGREE	TRONGLY
a. There are other programs that address topics that are the same as or similar to our [PREP PROGRAM].					
<ul> <li>b. There is broad support for programs that help prepare youth for adulthood.</li> </ul>					
<ul> <li>Many groups and/or individuals do not support teaching comprehensive approaches to pregnancy and STD prevention.</li> </ul>					
<ul> <li>We have a number of programs that address different types of youth risk behavior, such as alcohol, tobacco, or drug use, delinquency, bullying or harassment etc.</li> </ul>					
e. We lack programs designed to prepare youth for adulthood.					
<ul> <li>f. There is broad support for programs that address reducing teen sexual risk behaviors.</li> </ul>					