



PROCEDURES MANUAL
STUDENT QUESTIONNAIRE

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1. INTRODUCTION

The Student Questionnaire (MSQ) is a supervised self-administered survey, using a paper and pencil format. It is administered in a classroom-like setting, during one 40-45 minute class period. The questionnaire includes sections addressing TAAG mediators, moderators, and depressive symptoms as detailed in the TAAG protocol. Trained TAAG administrators/monitors will provide initial instructions, be available for questions, and oversee the overall procedures of administration.

2. DATA COLLECTORS

All data collection procedures for the Student Questionnaire need to be performed by TAAG Field Center staff who have successfully completed the appropriate training and certification procedures outlined in this manual. The ratio of staff to student for administration should be at least one trained staff per 15 students.

3. TRAINING AND CERTIFICATION REQUIREMENTS

All TAAG staff involved with the administration of the Student Questionnaire must have completed training and certification procedures. A 'train the trainer' model will be used for the MSQ. Central training is scheduled for October 26-28 in Tucson; attendees at this training may train additional site staff. Certification is based on attendance at training, and becoming familiar with the Measurement MOP, the Student Questionnaire and other materials used in its administration. Each trainee should complete the questionnaire herself/himself prior to a training session.

4. PARENT PERMISSION AND STUDENT ASSENT

Student lists and labels are generated in the TAAG Data Management System (DMS) based on the data entry of the parental consent form. TAAG staff at each site are responsible for assuring that parental consent and student assent are current at the time of the MSQ administration.

5. CONFIDENTIALITY CONSIDERATIONS

Each student being measured has the right to her responses being confidential. As much as possible, procedures have been developed that ensure confidentiality in identifying any student with her completed questionnaire. Students' names should not appear anywhere on the questionnaire but the front cover sheet on the TAAG labels provided. This page will contain the girl's name and ID label but can be easily removed from the questionnaire at the time of collecting the instruments. After a questionnaire is completed and returned, there is no reason for a girl's name to be associated with the instrument.

Every effort should be made to keep any observations and note-taking or responses to questions as objective and non-judgmental as possible. The staff should be pleasant and respectful to each student who participates in the study.

Some sites will have IRB requirements to report the results of the depression scale to parents. Any immediate reporting will need to be the sites responsibility using procedures that they develop that addresses their IRB requirements. Reporting that can be made after data collection is completed and surveys are processed (scanned) can be made at the CSCC with an analysis request from the site with reporting specifications.

6. EQUIPMENT

The following supplies are needed for the Student Questionnaire administration:

- Lists/Labels for each questionnaire
- Appropriate number of data collection booklets (provided by the CC)
- Copies of MOP
- Copies of suggested instruction script and FAQs for each monitor in plastic sleeves
- #2 sharpened pencils with erasers for each girl, plus extras as back-up
- Poster for visual aid of physical activity definition

7. STUDENT LISTS AND ID LABELS

Student Lists and ID labels are generated through a report on the TAAG DMS. Each girl with consent for measurement will have a row of 3 ID labels printed. The first and second label contains the student's name and TAAG ID. The first label should not be removed and can be used as a student listing for the purpose of accountability, the second label is used on the cover page of the MSQ booklet. The third label is a bar code label and is attached in the space provided on the second page of the booklet. All questionnaire booklets should be pre-labeled prior to arriving at the classroom. After each girl completes the questionnaire and turns it in, the cover sheet with the students name is to be removed and discarded. Note: ID labels are not needed on subsequent pages of the survey, as each booklet printed will contain a programmed ID number identifying all the pages of an individual booklet.

Labels for the TAAG Program Attendance Form (MQT) are also available in the TAAG DMS. Place the Student ID label in the box in the top right corner of the form.

8. STUDENT QUESTIONNAIRE (MSQ) AND TAAG PROGRAMS (MQT)

The MSQ consists of 13 pages, double-sided, and bound as a booklet. The student questionnaire is printed using a bubble response format, designed to be scanned for data entry. Therefore, #2 pencils are required for filling in the bubble responses.

TAAG girls at intervention schools are administered an additional form, the MQT, at the end of the student questionnaire (MSQ). The TAAG programs offered to date in a given intervention school are listed on the form. The sites are responsible for maintaining and updating this list of programs.

1. At the start of the 2006 Measurement Period, the list shall include all TAAG programs offered in the school, starting on the first day of class in the fall of 2005 and going through all programs that were offered, are currently offered, or scheduled to begin before the questionnaire is administered. TAAG programs have a very specific definition (see Process Evaluation PPA MOP). The Process Evaluation Coordinator (PEC) at each site will know what programs have been or are offered during the 2005-2006 school year.
2. The list should include both on- and off-school-grounds TAAG PPA programs offered to the respective school's students. It should include programs intended to start prior to administration of the survey, even if they have not yet started when the form is revised.
3. It is the responsibility of the Measurement Coordinator (MC) to maintain the list of TAAG programs and update the MQT within two weeks of every administration of the questionnaire, based on what programs the PEC indicates have been added or will be added prior to administration date. The PEC works in conjunction with the MC to ensure the MQT is accurate and up-to-date for each administration at each school. **Never**

remove any programs from the list, even if for some reason the program did not occur. Instead, put a line through programs that did not occur so that the girls will not check them. Add only new programs, and add them only at the end of the list, in chronological order. Hard code in the 'For office use only' section the total number of programs offered on the list, excluding any programs lined out. Also hardcode in the bottom left footer the date the form was updated.

4. Programs are to be listed in chronological order, with the first program of the school year listed first. PECs can add dates (e.g. October 4 – 25) and/or locations (e.g. YMCA) and/or program leaders to the name of the program to help the girls identify the correct program.
5. The reason for updating the list of programs within two weeks of every administration as needed is to accommodate the fact that new programs will be added throughout the spring semester and the names of these programs are not always known as early as January and listing programs that have not yet occurred increases the opportunity for invalid data. In order to assure that any and all potential programs are on the list that the girl sees, Process Evaluation Coordinators should do their best to foresee any new programs that might be added during the time between when the form is updated and when the MQT is being administered out in the field. The MC should let the PEC know what the measurement schedule is for administering the MSQ/MQT to ensure all appropriate programs are included.
6. The main thing for Measurement Coordinators to remember is that it is very important to be sure the MQT form that is administered reflects ALL of the programs that the girl could have potentially attended. This requires good, constant communication between the MC and the PEC.
7. PEC should check the forms prior to data entry to ensure that the program listed did indeed take place prior to the girl filling out the form. There is a date field, completed by the girl. If the same program happens more than once, it is still listed only once, since one program ID is assigned to a program, regardless of how often and when it is offered.
8. At the end of the measurement window (sometime in May/June), the FINAL Program list for each intervention school is sent to the CC. By way of e-mail is fine.

The MQT instructions ask the girl to put a check mark next to any programs she has attended. A program should be checked off even if the girl attended only one or a few sessions of the program. There is also a place for the girl to check that she did not attend any programs.

The MQT is a single page form which should be inserted at the back of the MSQ booklet inside the booklet cover. Instructions for administering the MQT are in the script in Appendix A. The student ID label is affixed to the header. The Form, Version, Series and Sequence number are already entered on the header as MQT, A, 41 and 001 respectively.

After the forms have been collected and checked for completeness, a TAAG staff person is responsible for adding up the number of checked boxes on the MQT and writing in the number at the bottom of the form in the shaded area. If the girl checked "Did not attend any programs," "0" should be entered in the total number of programs attended. Do not count that check mark as "1." The total number of programs will have also been inserted in the shaded area when the form was updated. If any corrections need to be made to the total number of programs due to new programs not occurring as scheduled, they should be made at this time.

Once back at the field office, TAAG staff will give the MQT to the data manager for data entry.

9. PREPARATION FOR ADMINISTRATION

- Obtain eligible student listings and labels from DMS
- Pre-label instruments
- Prepare/verify the school-specific list of TAAG Programs for intervention schools only (MQT)
- Obtain classroom lists or other materials needed to locate each girl to be measured in a specific visit to the school (procedures will vary by site)

10. ADMINISTRATION OF THE QUESTIONNAIRE

Testing can occur on any day of the week; however, Mondays and Fridays usually have the highest absentee rates and should be avoided as much as possible.

It is preferred that the questionnaire be given in a classroom setting where the student has a table and chair, and that desks/chairs be spaced to assure privacy of each girl.

There is an administrator script located in Appendix A. Questionnaires are distributed to each girl using the labels on the cover sheet with the girls name on it.

Responses to frequently asked questions can be found in Appendix B. Appendices A and B should be copied and placed into a plastic sleeve so it is easy for survey administrators to have access to them. All surveys should be completed with #2 pencils that have good erasers.

While the students are completing the surveys, the administrator should circulate the room and unobtrusively observe to be sure the students are filling out the scan forms correctly.

11. COLLECTING THE QUESTIONNAIRES

Each survey should be reviewed to ensure that every question was answered. When a participant hands in the survey, data collectors should take the time to verify that all questions were answered. If time permits, and a participant missed any questions, ask her to complete them (unless she has indicated that she does not want to answer the question). If any question has multiple responses bubbled in, point this out and ask her to erase the response she does not want (unless it is the ethnicity question or the last two questions in section S). Data collectors should stress that they are not examining individual answers but are checking for completeness. After verifying the survey for completeness, thank the girls for their participation and remove the cover sheet, or have the girls do this, with the girl's name on it. Some field centers have used the cover sheet as a 'ticket' to receive the TAAG incentive for completing the questionnaire. These cover sheets should later be destroyed, as they have the girls' names on them.

12. REVIEW, EDIT, CLEAN-UP

Each Team Leader is responsible for reviewing all surveys after collection. Questionnaires should be examined for stray marks made on the survey forms. Make sure any stray marks are erased. Also make sure that erasures made are complete. If any answers appear to be marked too lightly, then darken the mark. In the event that more than one bubble has been marked for a specific question (when not appropriate), this should be left as is (if the girl cannot be asked to clarify her response). Corrections should only be made where it is absolutely obvious what the intended response was. This is important for the scanning process that will take place at the Coordinating Center.

13. DATA MANAGEMENT

All reviewed MSQ forms should be given to each site's Data Manager for mailing at the end of each week's data collection. Those sites who need to copy and store surveys on-site, can burst the booklets for copying. This should be done in a way that keeps the ordering of the pages as much as possible, and does not damage any pages which could effect the scanning. Sites should Fed Ex forms in weekly batches to Nancy Cohn at the Coordinating Center. The CC will email the sites to confirm receipt and specify the number of the forms included in the package.

All MQT forms need to be data entered at the field site within 2 weeks of data collection.

**APPENDIX A:
SURVEY ADMINISTRATION SCRIPT**

1. Greet the class. Instruct the students to clear their desks.
2. Read the following:

"Hello. I'm _____ from _____. We are here today as part of the TAAG study. We will be handing out a questionnaire that we would like you to complete. It is about how you feel about physical activity. Our survey will take about 40 minutes to complete. Working quietly and carefully is most helpful.

"Participation in this survey is optional. You may choose not to participate. You can also leave individual questions blank if you wish, or stop at any time. If you decide not to participate, this will not affect your relationship with your school or the University in any way.

"Your answers to these questions will be kept private. Your parents and teachers are not permitted to see your responses. Once you complete the questionnaire, you may remove the cover page with your name on it. Once that is done, your name will not be included on this form."

"We will hand out the questionnaires. Please wait for further instructions before you begin"

3. Distribute Questionnaires
4. Continue reading the following:

"Now, I'd like to call your attention to the definition of physical activity on the front page of the survey, and on this poster. Physical activity can be any game, sport, exercise, play, or transportation (like walking or biking to school) that gets you moving and breathing harder."

At this time please turn to the first page, and complete today's date in the space provided, bubble the month _____, then write and bubble today's date _____.

"The questionnaire is divided into different sections. You are allowed to fill out the entire questionnaire without waiting for instructions between sections. In every section, please fill in just ONE answer for each question. There are only three questions where this does not apply; the question that asks your ethnicity in Section A and two questions at the end in Section S. You may select all of the choices that are appropriate for you on these questions (and the questions have the instruction 'Mark all that apply'). For each new section you come to, please pay attention to the answer choices. They are not the same for every section.

"Please answer the questions as honestly as you can. There are no right or wrong answers.

“If you have any questions about any of the sections, please raise your hand and someone will help you. If you feel uncomfortable answering any of the questions, you may leave them blank. If you erase any answers, please erase completely and avoid making any stray marks on the form, since your answers will be scanned into a computer.

“Do not rush, but please try to finish the questionnaire during this class period. You will not have another chance to finish if you do not complete it now. When you are finished with the questionnaire, please check each page to make sure you have answered all questions you intended to complete and hand it in to one of us. We will also be checking for completeness. We will only be checking to make sure you answered all the questions. We will not look at your individual answers.”

“Thank you for helping us out by completing this questionnaire. Please go ahead and begin. Remember to raise your hand if you have questions. Are there any questions before we begin?”

[4a. INTERVENTION-ONLY SCHOOLS – Administration of the Program Attendance form.

Once all of the girls have completed the MSQ, refer them to the last page in the booklet.

“At the end of the booklet there is a separate sheet that says ‘Student Questionnaire – TAAG Programs.’ Look through this list of programs and check off any that you have attended over the past year. When you are finished please put your pencils down.”

Collect all of the questionnaires, including the MQT, and review for completeness.]

**APPENDIX B:
FREQUENTLY ASKED QUESTIONS**

GENERAL QUESTIONS (which apply to all questions):

- Q: What does <word> mean? (*in cases where the word is not defined in this document*)
A: Whatever it means to you.
- Q: How do I answer if _____ (*scenario/question not addressed in this document*)
A: Answer as best you can or answer whichever one best applies to you.
- Q: What does [phrase or word] mean?
A: Re-read the question to the girl, putting the appropriate emphasis on the phrase or phrases that may explain the question.
- Q: What is the point of answering [blank]?
A: "It helps us with our research project."
- Q: 'I don't understand the question'
A: Read the instructions aloud and go through the question together, putting emphasis where it will help explain the question.

SECTION A

- Q3: If a girl is Philipino, should she classify herself as "Asian" or as "Hawaiian or other Pacific Islander?"
A: People with origins in the Philippine Islands are Asian, not Pacific Islander, as the Philippine Islands are considered part of the Asian subcontinent and not considered Pacific Islands
- Q3: Where do Nepalese and Indian (from India) fall in the race/ethnicity scale?
A: Nepalese and Indian (from India) are categorized as "3 - Asian."
- Q4-6: What would we answer if someone had 2 moms & no dads (or vice-versa) because their parents are gay?
A: Choose the parent with the higher education level and do not answer for the other parent.
- Q4-6: Do we answer number 4 and 6 if a parent is deceased?
A: Yes.
- Q4: Can I fill in 'I don't know' for both parents?
A: Yes
- Q4: Should I answer for my father (mother) or my stepfather (stepmother)?
A: These questions refer to the person (people) that was (were) most important in raising you. You should choose whether to answer for your parent or stepparent or guardian.
- Q4: What educational level would a [specify job, e.g. truck driver] fall under?

- A. A truck driver could fit into any of these categories. This question is asking about education not their job. Please put your best guess and if you don't know, it's okay to answer don't know.
- Q4. What is vocational school?
 A. This is a school where someone goes to learn a specialized skill or trade like a dental hygienist, a car mechanic, a computer technician, a plumber, a welder.
- Q5: What if my parent works at home sometimes, goes to office sometimes, don't know how many hours per week.
 A: Say, "Answer as best you can, and remember, there is a 'don't know' option if you cannot determine the response."
- Q5. How many hours constitute working full-time?
 A. A full time work week is usually 35 hours or more each week.
- Q5. What do I put if my mother or father works from home?
 A. Answer based on how many hours per week they work from home.
- Q5. What if my father (or mother) is deceased?
 A. You can leave the question blank.
- Q5. What if my father (or mother) is in prison?
 A. Answer 'unemployed'.
- Q6: What if I live with my mother some of the time and with my father some of the time?
 A: This should be answered in terms of whom you live with most of the time. (If you spend only summers with your father, you should answer mother. If your time is split equally between your father and mother, answer for whom you are living with today.)
- Q6. Do I answer 'yes' if I live with my stepfather?
 A. Yes

SECTION B

- Q1&2. What does "take care of yourself" mean?
 A. It means that there is not an adult present during the time after school.
- Q2: What if I stay at home alone on weekends?
 A: Re-read the question, and note that it is asking about after school.

SECTION D

- Q: What if we do this during PE?
 A: This is if you are part of a team, NOT if you participate during PE.
- Q: What if I was never on a sports team?

A: Leave this section blank.

Q: What if you didn't do any activities at school or outside of school?

A: Leave this section blank.

Q: What do they mean by "past year?" Do you mean last school year? 2005? or from today's date one year ago?

A: Think back to the beginning of your 8th grade year.

SECTION E

Q: What if I never took any classes or lessons like this?

A: Leave this section blank.

Q: Does wakeboarding (or waterskiing) count as skiing? What about snowboarding?

A: All (wakeboarding, waterskiing, snowboarding) would fall under 'skiing'.

SECTION F

Q1: Physical activity is already enjoyable to me. Do I put "never?"

A: If physical activity is already enjoyable, the answer should be very often because it is highly likely she has integrated some behaviors that have made it enjoyable.

Q2&3: What does "benefits" mean?

A: Good things.

Q3: What does "hassles" mean?

A: Things that make it hard.

SECTION G

Q1-8: What does "physically active" mean?

A: Doing any game, sport, exercise, play, or transportation (like walking or biking to school) that gets you moving and breathing harder.

Q1-8: What does "free time" mean?

A: Whatever it means to you.

Q2-8: What do you mean by "I can?" Does "I can" mean "I could" or "I do?"

A: It means "I'm sure that I could."

Q7: What does "coordination" mean?

A: "Not being clumsy," like hand-eye, being able to catch a ball or kick a rolling ball.

Q8: How do you have free time if you're busy?

A: This question asks if you are sure that you could find a way to fit it in even if you're busy.

SECTION J

Q: How do I fill out this section?

A: One row at a time, complete the statement on the left then follow the arrow over and complete the statement on the right side. Continue on to the next question the same way.

SECTION K

Q1: What is PE?

A: PE is Physical Education or Gym class.

Q1: What if you like P.E. but you don't like your P.E. teacher? (and vice-versa)

A: Answer as best you can.

SECTION L

Q: What is PE?

A: PE is Physical Education or Gym class.

Q1: What does "PE teacher" mean?

A: Your teacher at school who teaches Physical Education or Gym class.

Q1: I don't have PE.

A: Answer as best as you can.

Q2: What does "most other teachers" mean?

A: Not including PE teachers.

SECTION M

Q: What does "neighborhood" mean?

A: The area where you live.

SECTION N

Q1: What if a basketball court is far from school but close to home?

A: Answer 'Yes' because the question is 'home OR school.'

Q4 or Q8: I'm not old enough to go to a health club/recreation center/YMCA/YWCA.

A: For this question, please just mark whether or not you think it would be easy for you to get to and from this place from your home or school.

Q: When they say "easy to get there" do they mean by walking? or could it be easy to get there in any form, would it be easy for you to get a ride there, would it be easy for you to ride your bike there? and/or walk there?

A: Answer for however you might typically get to or from a place like that.

SECTION P

NOTE: Section P instructions say “by checking the circle...” Be sure you instruct the girls to always fill in the bubble.

Q: What if I didn't feel/behave this way at all? (or I never did)?

A: Mark “Rarely or none of the time” (less than 1 day).

Q3: What are the blues?

A: Times when you were sad.

Q11: What is restless?

A: Not sleeping well.

Q17: What are crying spells?

A: Times when you cried because you felt bad.

SECTION S

Q: Does working on the school year book count as being active?

A: Not unless you were moving your body like walking for long periods of time. If it was mostly sitting at a desk, looking at picture, laying out things then it would not count.

Q: What is a pedometer?

A: “An easy tool that keeps track of how many steps you take.”

Q: What does 'monitor' mean?

A: “It means to keep track of.”

Q: What is 'not in class'?

A: “‘Not in class’ is before school, during lunch, after school, on weekends or during school breaks.”