

P&I evaluation protocol: School Based Program – Attendance Log

Overview

The goal of this portion of the evaluation is to assist grantees in tracking student demographic information and participation in the evidence-based curricula being taught in schools as part of DHS' statewide ATOD prevention programming efforts. This tool is optional and designed to facilitate the entry of this information in the MDS reporting system, and to ensure that all grantees are collecting the same information from all teachers. Attendance will be measured using this form for Slick Tracy, Amazing Alternatives, Power Lines, and Class Action. Because these curricula are evidence-based, a student must receive a minimum dosage in order for the associated outcomes to be observed in youth. These attendance logs provide a simple, straightforward way for teachers to track attendance. The forms will assist with your required reporting into MDS.

Data collection

Tool administration

- This tool is optional. If you choose to use it, please follow the instructions below. If you can track this information in another way, you do not need to use this tool.
- Administer this tool once per curriculum session (e.g. semester, trimester, quarter).
- Give teachers one copy of the attendance log per classroom for the specific curriculum they are teaching. You may mail, email, or hand-deliver the forms, depending upon the system that best suits you and your teachers.
- These forms should be sent to the teachers at the beginning of the term (semester/quarter/trimester) so they can begin tracking as soon as the curriculum begins.
- You can propose to teachers that their students fill in their own name, gender, ethnicity, race, and age at the beginning of the term. Teachers would then fill in the rest of the form as the curriculum is taught.
- Ask the teachers to fill out the attendance log each time they teach a session. If the duration of the curriculum is longer than one month, you must request that the teacher fax or email you the form at the end of the month for reporting into MDS. All attendance logs should be returned to you at least two weeks before the term ends (allow more time if you have a lot of teachers to track). This will provide you time for follow-up with any teachers who have not returned the forms.

You will need to provide instructions to teachers about how to complete the form.

Tracking

- Create a tracking document (see attachment) with a list of all of the teachers you are sending the log to so you can track the dates the forms were sent to teachers, follow-up communication occurred, and teachers returned the forms.
- As with most evaluation materials, it is important to collect information from as many teachers as possible. The goal is to receive attendance logs from all teachers.

Consent

- The information requested is about the program, not the teachers, so there is no need for a formal consent form.
- Because tracking this information is a required for the project and being gathered solely for the evaluation, it is required that teachers collect and track this information, even if they choose not to fill out this specific form. Although participation in this particular measure is ultimately voluntary, teachers should be strongly encouraged to use this tool to ensure consistent data collection practices.
- If a form is not returned, you should follow-up with teachers (at least three follow-up calls or emails) until the form is submitted or the data is provided to you in another manner.

Privacy/confidentiality

- Because you are collecting this information from teachers directly, there may be some concern on their behalf about you seeing their responses. There may also be a concern about collecting names and demographic information about students. Depending on your relationship with the teachers, the extent of this concern may vary.
- If you feel that the teachers would prefer to have greater confidentiality ensured, it is suggested that you speak with the teachers directly and address their concerns. If they are uncomfortable with including student names on the attendance log, suggest that they use student ID numbers or some other code number. This is fine as long as they are able to track the students throughout the term using that code number.
- By offering this additional reassurance to the teachers, you may increase response rate and the likelihood of eliciting honest responses.

Other information

- Prior to implementing this evaluation, send all participating teachers a letter (see attachment) that outlines the purpose of the evaluation and their role and responsibilities in data collection.

- You may wish to also provide a face-to-face orientation with teachers about this form and the data collection process in order to increase buy-in for this evaluation, answer questions, ensure understanding, and continue building relationships.

Data entry and analysis

Once you have collected the attendance logs, you will be responsible for completing data entry into MDS, which is necessary to fulfill your reporting requirements. MDS is the only system in which you will need to enter these data; you may choose to enter this information in another database for your records. The purpose of any additional data entry and analysis you would complete would be to assist in your own work.

Reporting

The extent of your reporting for this log is the information you are required to report into MDS and any other reports for DHS. The results from this tool do not need to be disseminated back to teachers, your coalition, or the community, unless you feel compelled to do so.