

# PFS Evaluation Protocol:

## *Responsible Beverage Server Training*

### Overview

The goal of the RBST evaluation is to assess the degree the training is implemented with fidelity, as well as participants' satisfaction and knowledge gain after attending a Responsible Beverage Server Training.

By administering this survey, you receive information about the quality of the trainings in your community, the current practices at businesses in your community, and what participants learn as a result of the training.

### Data collection

There are two data collection tools for this evaluation: the *Fidelity Checklist* and the *Responsible Beverage Server Training Survey*.

#### *Fidelity Checklist*

- This checklist should be completed by trainers after the completion of each Responsible Beverage Server Training.
- It should be submitted to the PFS coordinator along with the completed surveys (see below).

#### *Responsible Beverage Server Training Survey*

- This survey will be administered by trainers after the completion of each Responsible Beverage Server Training.
- You may need to partner with trainers to provide copies of the survey prior to trainings, instruct them on the administration of the surveys, and facilitate the return of the surveys to you. You may wish to hold an orientation with trainers to teach them about the administration of this survey and answer any questions they may have. If one of your staff serves as a trainer, you may wish to put that person in charge of the evaluation.
- Each training participant will be asked to complete the survey. Completed surveys will be collected by trainers after participants have had adequate time to complete the survey. Trainers should plan for the surveys to take up about 15 minutes at the end of their agenda.
- Once training participants have completed the survey, there should be a manila envelope that participants can place the surveys in without other people viewing their responses.

- The trainers should seal the manila envelope and return it to you after each training so you can store it in a secure place until they can be sent to Wilder Research for data entry (see below).

### ***Consent***

While personal names are not included, the survey asks participants about the name of the establishment in which they are employed and details related to the reason for their attendance, in order to link the responses to future compliance checks. Language at the beginning of the survey explains responses are kept confidential, so a formal consent form is not needed for participation. However, participation is voluntary, so if a participant does not wish to complete the survey, he or she is not required to do so.

### ***Privacy/confidentiality***

Because you are collecting this information from participants directly, they may express concern about you seeing the information. To ensure all participants feel comfortable completing the survey, inform them that the survey is anonymous and results will be seen only by your staff (not their supervisors or managers) and will be used for improving future trainings. To help increase participant comfort with the evaluation, we suggest collecting the completed surveys in a manila envelope to reassure participants that their responses will not be seen by other participants and that their survey will remain anonymous.

### **Data entry, analysis, and reporting**

Send the completed surveys to Wilder Research for data entry and analysis:

Kristin Dillon or Jennifer Valorose  
Wilder Research  
451 Lexington Parkway North  
St. Paul, MN 55108

Wilder Research will report on these data annually; interim reports can also be completed, if needed.