



Strengthening Families *Evaluation Protocol*

Don't forget about human subjects!

All educators involved in this program need to review the university policies regarding human subjects and complete the online tutorial. This is required of all university employees who will be collecting any data from program participants at any time during the delivery of a program (e.g., demographics, evaluation forms, etc).

1. Begin by reviewing the Institutional Review Board for Human Participants home page located at <http://www.irb.cornell.edu/>
2. Pay particular attention to the general guidance section at <http://www.irb.cornell.edu/regulations/guidance.htm>
3. Complete to the online tutorial located at <http://www.irb.cornell.edu/training/> (note: when you begin the tutorial it will ask if you want the results e-mailed to anyone. Please have your results sent to Kimberly Kopko at kak33@cornell.edu).

If you have any questions about compliance with the human subjects' requirement, contact our office at 607-254-6517.

Note on Participant Identification

Before you begin your program, you'll need to assign ID numbers for each participant, paying close attention to both parents and youth. The excel spreadsheet posted in the parenting site (<http://www.parenting.cit.cornell.edu>) illustrates the information you'll need to complete for each program you run.

When parents and youth enroll in your program, you will be asked to enter their names in the spreadsheet. Then you will be asked to assign an ID for each *family* taking place in the program. As we discussed at the training, when parents and youth enroll in your program, you need to enter their names in the spreadsheet and assign an ID for each *family* in the program. For example, if John and Mary Smith sign up, along with their two children, Susie and Bobby, they should all be given the same family ID number –

let's say the Smith family is assigned number 1, then each member will be designated as 1a, b, c, or d. In this case you will code each participant as "John Smith = 1a, Mary Smith = 1b, Susie Smith = 1c, Bobby Smith = 1d." See the example below:

Participant names (caregiver or child)	relationship to youth	FAMILY ID*
John Smith	Father	1a
Mary Smith	Mother	1b
Susie Smith	youth 1	1c
Bobby Smith	youth 2	1d
Bob Jones	father	2a
Estelle Jones	grandmother	2b
Wendy Jones	youth	2c

MOST IMPORTANTLY, this family id number *must be entered by you* on the participant information form, the youth and parent pre-test forms, and the youth and parent post-test forms that each family member fills out. This ensures that the pre and post surveys will match up for parents and youth – and allows us to create a family ID so that we can analyze the data by family and by individuals.

Step-by-Step Evaluation Process

During the First Session:

1. Before collecting any other data, you need to get a signed consent form from each parent and a signed child assent form from each child during session one. Parents who sign the form are also giving their consent for their child(ren) to participate in the evaluation.
2. *It is up to each parent whether they are willing to sign these forms. You cannot collect data from parents (or their children) who do not sign these forms.*
3. Next, administer the participant survey which provides us with demographic information on each parent/caregiver (this form is NOT completed by youth).
 - a. Inform participants that they are free to skip any question they are uncomfortable providing answers to;
 - b. Emphasize that all information provided is kept confidential and is helpful to helping CCE learn more about how to improve the SFP.

- c. Be sure to enter the appropriate FAMILY ID numbers on each survey before handing them out.
4. The pre test survey for the parent group will be administrated during the first session by replacing the “Things I Do Well as a Parent/Caregiver” handout given to you by Iowa State.
5. The pre test survey for youth will be completed during the first session just before starting the treasure map activity.
6. Administer the pre-test for the parents and the pre-test for the youth at the times indicated.
 - a. Parents and youth fill out different forms.
 - b. As you administer the surveys, be sure to enter the appropriate FAMILY ID numbers on each survey before handing them out.
 - c. Collect all surveys completed at program start, place them in your office in a secure area that can not be accessed by participants.
7. Enter information in the data collection excel spreadsheet and update as program continues, noting which sessions were attended by which families.

During the Last Session:

8. Administer the post-test for the parents and for the youth; the post test will be given to the parent and youth groups just before entering the family session during session 7.
 - a. Parents and youth fill out different forms.
 - b. Be sure to enter the appropriate FAMILY ID numbers on each survey before handing them out; check your participant identification excel spreadsheet to be sure that the post test ID MATCHES the pre test ID numbers for each participant.
 - c. Collect all surveys completed at program end, place them in your office in a secure area that can not be accessed by participants.
 - d. If desired, recognize participant’s completion or participation with either a **certificate of participation** or a **certificate of completion** (families who attended 3 or 4 sessions receive a certificate of participation; families who attend of 5, 6 or 7 receive certificates of completion - with a gold star for perfect attendance).

At the End of the Program:

9. Gather all completed pre and post surveys.
10. Complete data collection excel spreadsheet and attach it to the surveys, then mail the entire packet to Cornell University at the address below.

- a. Also e-mail the spreadsheet to Kimberly Kopko at kak33@cornell.edu
- b. Attach a hard copy of the data sheet with completed surveys and mail to:
Kimberly Kopko, Ph.D.
Department of Policy Analysis and Management
Cornell University
250 MVR Hall
Ithaca, New York 14853

No question is too small!

It is very important that we all follow this protocol to ensure the quality of data collected and allow us to report the *program-wide impact* of the SFP. If you have ANY questions please contact Kimberly Kopko by phone (607) 254-6517 or e-mail kak33@cornell.edu.
