



Formal Training Survey Tutorial

National Cross-Site Evaluation
of Juvenile Drug Courts and Reclaiming Futures

University of Arizona
Southwest Institute for Research on Women



What does this tutorial cover?

- Introduction to the survey/FAQ
- How to access the survey
- Survey questions
- Completing the survey
- What to do if you need to pause the survey and return later to complete it
- How to submit your completed survey



Introduction/FAQs

What is the Formal Training Survey?

This survey helps us to learn about any **formal training** (such as in-services, workshops, online courses, webinars, and conferences) that you and the other people at your site, or organization, have engaged in. We are interested in **ALL** of the trainings engaged in or received regardless of topic, **except for** those provided by the Reclaiming Futures National Program Office. The Reclaiming Futures National Program Office will tell us what trainings they have provided.

Who will be asked to complete this survey?

We will ask one person at each site or at each organization within a site to complete this survey.

How often will this survey need to be completed?

We will ask each person to complete the survey once a month.



Introduction/FAQs cont.

Do I have to answer each question?

Yes, you will need to choose a response for each item on the survey before you can move to the next page.

What if I don't understand a question, or I'm not sure how to answer?

We know that sometimes you may not know how to respond to a survey item. If this is the case, please save your survey (there are instructions in this tutorial on how to save a survey) and contact Monica Davis at midavis@email.arizona.edu or 520-295-9339 ext. 211.

I have feedback about the survey. Who should I contact with my ideas and suggestions?

We welcome feedback about the survey! There will be an opportunity at the end of the survey to leave feedback about any problems with the survey.

You can also help us improve this survey by sending feedback to Monica Davis at midavis@email.arizona.edu or 520-295-9339 ext. 211.



Every month, we will send out email invitations to the person at your site or at each organization at your site who we would like to complete the survey. Each email will contain a link to the survey for that person for that month. Clicking on the link will open the survey on their computer.

SIROW Evaluation: Formal Training Survey

midavis@email.arizona.edu <illum@ua.datstathost.com>

Sent: Tue 8/14/2012 8:37 AM

To: [REDACTED]

Dear [REDACTED]

As you may know, the University of Arizona's Southwest Institute for Research on Women (SIROW) is conducting an evaluation of the implementation of the Reclaiming Futures Model and the Juvenile Drug Court: Strategies in Action Model at your local Juvenile Drug Court. As part of this evaluation, we would like you to tell us about the **formal trainings** that you and other people at your site, or organization, have engaged in during the past month (August) by completing a 10-15 minute online survey.

The information you provide in this survey is very important to understanding what is involved in running Juvenile Drug Courts and affiliated youth-serving agencies. We understand that your time is valuable. We have made this survey as brief as possible while still able to capture all of the formal training that you and other people at your site, or organization, have engaged in.

Please take 10-15 minutes of your time during the next **week** to complete this important survey. We would like you to complete this survey by the 13th of this month.

Click on the following link to go to the survey:

[Formal Training Survey](#)

You can also copy and paste the above web address into your browser in order to go to the survey.

If you would like to be deleted from our contact list, please click on the following link:

[Please remove me from your list](#)

Best regards,

Monica Davis

Evaluation Coordinator

Click
here to
go to
the
survey!

One week to
complete it!

It takes just 10-15
minutes to complete!

Click here and we will not
send anymore invitations
to complete this survey!



After clicking on the survey link, the survey will open on the computer. The first page explains what the survey is about.



This bar shows how much of the survey has been completed.



Evaluation of Juvenile Drug Courts
Formal Training Survey



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Welcome to the Formal Training Survey! This survey asks questions about the **formal training** that you and the other people at your site, or organization have engaged in during **August**. With this survey, we are interested in learning about **formal training**, which is training that is scheduled by your or another organization and might be required and/or paid for by your or another organization. These are structured professional development activities. Types of **formal trainings** include, for example, in-services, workshops, online courses, webinars, and conferences.

We understand that training is not constant and that during some months people engage in more training than during others. For example, when your juvenile drug court was first implementing the Reclaiming Futures Model, you and your co-workers probably engaged in more training about the Reclaiming Futures Model than you do now. In fact, there are months when no training occurs. We want to capture the actual training that occurs and how the training changes across time.

We appreciate you taking the time to tell us about the **formal training** that you and the other people at your site, or organization, have engaged in during **August**. This information will help us understand the training that occurs and how this training changes across time.

We understand that **formal training** is only one type of training that you and your co-workers can engage in. Rather than have you complete a long survey, we are gathering information about more self-directed, informal trainings from the individuals in your organization. Another way we are saving you time is by gathering information about the formal training regarding the Reclaiming Futures Model from the Reclaiming Futures National Program Office. So, when completing this survey, you do **NOT** have to list any of the formal training you and your co-workers receive from the Reclaiming Futures National Program Office.

Please click on the **"Next"** button below to start the survey and to tell us about the **formal training** that you and the other people at your site, or organization have engaged in during **August**.

Next »

Save

Click 'Next' to move to the next page

To save and exit, click 'Save'



Pausing and returning to the survey

If you need to exit the survey before all the questions are completed, save your work! To do so, just hit the 'Save' button on any survey page. You will then see a page like the one below that gives a new survey link and an option to have this new link emailed to you. When you use this new link, you will be taken to the survey page where you left off.

***The original email link cannot be used to get back to the survey.

***If you close the survey window without saving the survey, you will not be able to go back to complete it.

Your survey responses have been saved.

To continue with your survey at a later date, navigate to the following link:
https://ua.datstathost.com/OSS-Collector/Survey.ashx?Name=LOC_Formalized_Training_REAL&LoginId=88

If you would like the link emailed to you, enter your email address in the text field below and select the Send Email button:

Email:

Resume

Send Email

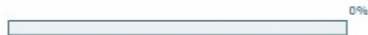
Powered by DatStat



The second page of the survey gives a brief overview of the upcoming survey questions.



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Formal Training Survey



In this survey, we will first ask you to list all of the formal trainings that were attended or received by people from your site, or organization, in the month of **August** that were **NOT** provided by the Reclaiming Futures National Program Office.

We will then ask follow-up questions about each of the trainings including (1) the number of people who attended the training from your site, (2) the date(s) of the training, (4) who provided the training, and (5) the cost of the training.

Remember that by **formal training** we mean training that is scheduled by your or another organization and might be required and/or paid for by your or another organization. These are structured professional development activities. Types of **formal trainings** include, for example, in-services, workshops, online courses, webinars, and conferences.

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Next, you will be asked if anyone at your site received any formal training in the past month.

If yes, we will next ask you more questions about the formal training.

If no, you will be skipped to the end of the survey.



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▶ Did any of the people from your site, or organization, attend or receive any formal training in August other than those provided by the Reclaiming Futures National Program Office?

☒ Yes ☐ No

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If your site had formal training in the past month, we will next ask you to list out the titles or topics of trainings that occurred.

List the training titles or topics. Fill in any blank text windows with "0"

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25%

Please list all of the **formal** trainings that were attended or received by people from your site, or organization, in the month of **August** that were NOT provided by the Reclaiming Futures National Program Office.

Please list the **formal** trainings by **title** or **topic**.

(When you have listed all of the **formal** training that were attended or received in **August**, please fill in the rest of the text windows with "0".)

Training 1	Topic 1
Training 2	Topic 2
Training 3	
Question # Training 3 requires a response.	0
Training 4	0
Training 5	0
Training 6	0
Training 7	0
Training 8	0
Training 9	0
Training 10	0

Do you have more **formal** trainings to report that were attended or received by people at your site, or organization, in **August** and were NOT provided by the Reclaiming Futures National Program Office?

☐ Yes ☐ No

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If your site had more than 10 trainings in the past month, click "yes" and the next page will show an additional grid to fill in training information.



The next survey pages will ask you about each formal training you listed.
For each training you listed, we will ask you:

- How many people attending the training?
- How many of the attendees were direct care/service providers? Administrative staff? Managers or supervisors?
- What were the first and last dates in the month asked about (e.g., August) that the training occurred?
- Who provided the training?
- What was the cost of the training?
- If there was a cost for the training, was the cost per person or for everyone from your site who attended or received the training?

The next slides will show you examples of what these questions will look like in the actual survey.



How many people attended?



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The training title will automatically be filled in on the follow-up questions

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You reported that people from your site, or organization, attended or received "Topic 1" training in August. The next questions are about this training.

► How many people from your site, or organization, attended or received "Topic 1" training in August?

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How many of the attendees were direct care/service providers? Administrative staff?
Managers or supervisors?



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Some people have one role in their organization while others have multiple roles. In the following questions, please indicate the roles of the people from your site, or organization, who attended or received "Topic 1" training in **August**. If a person who received the "Topic 1" training has more than one role at your site, or organization (this person is a supervisor AND provides direct care), please count that person in both categories.

► How many of the 5 people from your site, or organization, who attended or received "Topic 1" training in **August** are **direct care/service providers**?

► How many of the 5 people from your site, or organization, who attended or received "Topic 1" training in **August** are **administrative staff**?

► How many of the 5 people from your site, or organization, who attended or received "Topic 1" training in **August** are **managers or supervisors**?

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Save

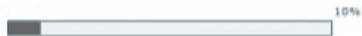
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What was the first date of the month asked about that the training occurred?



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▶ What was the first date in August that the "Topic 1" training occurred?

(If this "Topic 1" training started before August, please enter the first date in August that the training occurred NOT the date that the training started.)

August

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Save

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If the training started before the first date of the month specified in the survey, enter the first date of the specified month, NOT the date the training started.



What was the last date of the month asked about that the training occurred?

Who provided the training?

If the training occurred on only one day, the “last” date of the training should be the same as the date you entered as the “first” date of the training.



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► What was the last date in August that the “Topic 1” training occurred?

(If the training occurred on only one day, this “last” date of the training should be the same as the date you entered as the first date of the training for August.)

(If this “Topic 1” training will end after August, please enter the last date in August that the training occurred NOT the date that the training will end.)

August 6

► Who provided the “Topic 1” training?

(Please type in the name of the organization that provided the training. If an individual not affiliated with an organization provided the training, you should type in the individual's name.)

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If the training will end after the last date of the month specified in the survey, enter the last date of the specified month, NOT the date the training will end.



What was the cost of the training?



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► What was the cost of the **"Topic 1"** training?

(If there was no cost for the training, please enter '0'.)

\$ 500

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Enter "0" if there was no cost for the training.



If there was a cost for the training, did you report the cost per person, or the cost for everyone from your site who attended or received the training?



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The cost you reported will automatically be filled in on the follow-up question



Was the cost that you reported (\$500) the cost per person or for everyone from your site, or organization, who attended or received the "Topic 1" training?

(If there was only one person from your site, or organization, who attended or received the training, please mark "It is the cost per person.")

- ☐ It is the cost per person.
- ☒ It is the cost for everyone from my site who attended or received the training.
- ☐ Other. (Please describe.)

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Save

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If you listed other trainings, you will next be asked these same follow up questions regarding the next training you listed.



The last survey question is whether you had problems completing the survey.



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▶ Did you experience any problems when completing this survey?

- ☒ Yes
☐ No

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If you indicate that you had problems, you will be able to indicate what type of problems you experienced on the next screen (see below).



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▶ Please describe the problems that you had.

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Save



End of the survey! To submit the survey, hit the 'Submit' button at the bottom of the page.



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99%

To submit your completed Formal Training Survey, please click on the "Submit" button below.

Thank you.

Navigation bar containing buttons: Previous, Submit, Save. The Submit button is circled in red.



After you press 'Submit', you'll see this page.

At this point, your survey has been submitted. You can now exit your browser.

If you have any questions or comments about the survey, you can use the contact information on this page to get in touch with us.



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Thank you for taking our survey. Your input is greatly appreciated.

Please watch for an email from us at the beginning of next month.

That email will invite you to complete a survey about the formal training you and other people at your site, or organization, engage in between now and then.

If you have any questions or comments, please contact Monica Davis, the Evaluation Coordinator, midavis@email.arizona.edu or at 520-295-9339 ext. 211.

Enjoy the day!



Any questions?