

ADMINISTERING Personal Responsibility Education Program (PREP) QUESTIONNAIRES

1. Print and copy double-sided questionnaires. (If your copier cannot make double-sided copies, single-sided copies are ok.)
2. Explain the purpose of PREP questionnaires to your students:

“The purpose of the Personal Responsibility Education Program (PREP) questionnaires is to determine how well sexual education works and to meet the conditions of federal grant funding to the State of Connecticut. The questionnaires are not a test of you or of this school. There are no right or wrong answers. Your answer to a question is correct if it is true for you. It is really important that you answer based on what you really believe and do. Don’t answer based on what you think someone wants you to say.”
3. Per Connecticut Department of Public Health (DPH), PREP questionnaires are strictly **confidential**. Please explain this to the students:

“PREP questionnaires are confidential. This means that no one will know your answers. Your answers are private. Do NOT write your name anywhere on the questionnaire. Completed questionnaires will be processed by the Department of Public Health (DPH) evaluation team. The results will be reported to the DPH and to the schools in the aggregate—this means that results will be reported as averages for students from more than 20 different schools. Your individual responses will never be released to anyone.”
4. Address possible discomfort:

“Filling out this questionnaire is voluntary and your grade in class will not be affected whether or not you answer the questions. You may skip any question you do not wish to answer, but we hope that you will answer all of the questions. Your answers are very important so that we can get accurate results.”
5. Protect privacy. If possible, spread the desks throughout the classroom to minimize the possibility of “peaking in.” If necessary, change the seating arrangements. Distribute yellow envelopes in which students should place completed questionnaires and explain to students that this is what they should do. Also explain that they should seal the envelopes prior to handing them in. Tell them that you will not be looking at their answers.
6. Assign an ID code for each student. ID codes should consist of instructor initials and sequential numbers (ex. GH001, GH002, GH003, etc.). Let each student know what his or her ID code is. Students should use the same ID code for entry and exit questionnaires. Record ID codes and students’ names and retain the list for the subsequent administration of exit questionnaires. Do not share the list of ID codes and names with anyone.
7. Distribute questionnaires and encourage students to read instructions on the front page. Emphasize that they should be using black or blue pens or pencils to bubble in their responses. Tell them that they should look over the completed questionnaire prior to placing it in a yellow envelope to make sure no responses are inadvertently left blank. Remind them that they should seal the envelope.
8. Instruct students to remain seated until everyone has completed his or her questionnaire. Do not allow students to walk around the classroom.
9. Do not fold envelopes with completed surveys as this may interfere with data processing.
10. Place yellow envelopes in a larger envelope or box and drop it off or mail it to:

Donna Maselli
Connecticut Department of Public Health
410 Capitol Avenue
MS #11 MAT
Hartford, CT 06134-0308

****CTHSS can send them Inter-office mail

FOR QUESTIONS ABOUT PREP QUESTIONNAIRE ADMINISTRATION email or call Iva Kosutic at iva@psr4u.com or at **860-302-5106**.

FOR QUESTIONS ABOUT PROGRAM IMPLEMENTATION, FIDELITY, AND PROGRAM ADAPTATION email or call Donna Maselli at donna.maselli@ct.gov or at **860-509-7505**.