



*Evidence-Based Prevention Programs for Schools, Families, and Communities*

## LIFESKILLS TRAINING QUESTIONNAIRE MIDDLE SCHOOL (LSTQ-MS)- **Revised Version** INSTRUCTION GUIDE

The LSTQ-MS is a survey instrument that is used to examine changes in knowledge, attitudes, and skills among students participating in the Middle School version of the LifeSkills Training (LST) program.

This guide provides an overview of the LSTQ-MS and instructions on how to administer the survey as part of a “pre-post” evaluation design. These instructions should be followed closely to ensure assessments are administered and submitted as designed.

Contents of Life Skills Training Questionnaire, Middle School Version		
<b>Data Collection Tracking Sheet</b>	The designated data collection person from your agency completes the information on the Data Collection Tracking Sheet prior to distributing surveys. As surveys are given out to students, ensure the cover page is completed with the following information:	
Cover Page	The data collection person writes in student code#, school/setting code#, group/class code#, data collection date, and data collection point on this page prior to distributing surveys. If it is a posttest, check the lessons that student attended (according to level taught).	
Section A	Demographic Variables	7 items
	This section records the student's age, gender, family structure, race/ethnicity and related variables.	
Section B	LST Knowledge Test	32 items
	This section contains true/false items that assess knowledge of various LST curriculum content areas; two summary scores are produced: Anti-Drug Knowledge and Life Skills Knowledge	
Section C	Anti-Substance Use Attitudes	8 items
	This section assesses negative attitudes regarding alcohol, tobacco, and other drug use.	
Section D	Life Skills Assessment	13 items
	This section assesses several life skills taught in the program.	
	Total number of items	60 items

## Pre-Post Evaluation Design

A pretest-posttest (i.e., “pre-post”) evaluation design is when participants in a program such as LST complete the same survey before and after the program is implemented in order to look at the effect of the program on relevant outcomes. The LSTQ-MS is a tool designed by National Health Promotion Associates (NHPA) that is used to examine pre-post changes in students’ knowledge, attitudes, and skills as a result of participating in the LST middle school program.

The LSTQ-MS MUST be administered both before the LST intervention and after the intervention to examine changes over time.

## Administering the Survey

There are several steps that you should follow when administering the LSTQ-MS and you should be as consistent as possible in executing these steps. Consistency in data collection methods will help to ensure that the data is of the best possible quality.

### **1. Create Identification Code Numbers**

In order to properly evaluate the effectiveness of the LST program, each student’s pretest questionnaire must be matched to his or her posttest questionnaire. This matching allows us to track how individuals change over time. In order to maintain confidentiality, students’ names are not used on the questionnaire; instead use the Data Collection Tracking Sheet to keep students’ information separate and private. It’s suggest that you use the following procedures before implementing the LST program and before data is collected.

We suggest that you use the following procedures before the LST program is implemented and before any data are collected.

First,

- **Student Code#:** Assign a unique 4-digit code number for each student in that group/class. You could simply number the students starting with 0001 and continuing numbering down the list of students. Remember each student must have a unique student code number within that group/class.
- **School/Setting Code#:** Assign a unique 4-digit number for the location where that group/class meets. If the setting is a school site, use the previously developed list to find your school site (link on Data Collection Tracking Sheet).
- **Group/Class Code#:** Assign a unique 4-digit number for that specific group/class. Every group will have a unique group/class code number. These code numbers should never be duplicated.

Second, once all unique code numbers have been assigned, set aside two copies of the LSTQ-MS for each student, one for the pretest assessment and one for the posttest assessment.

Third, write the student code number, school/setting code number, and group/class code number on the LSTQ-MS Cover Page so that the completed pre- and post-questionnaires can be matched after they are completed.

Fourth, check "Pretest" on the Cover Page of one of the copies of the LSTQ-MS, and "Posttest" on the other copy. Then separate the questionnaires into a "Pretest" pile and a "Posttest" pile for use during each of the two assessments.

Once you have finished completing the pretests/posttests, document the date of completion, number of surveys completed, and if posttest, the lessons that student attended on the Data Collection Tracking Sheet. Reminder: this sheet and any document with students' names or their individual survey responses, should be secured in a locked cabinet to ensure privacy and confidentiality.

## **2. Collect the Data**

The agency's designated data collection person, administers and collects the questionnaire data (should not be someone outside your agency). In addition, it is recommended that the pretest survey be administered a few days before starting the LST program, and the posttest be administered a few days after starting the program. The surveys should not be administered in such a way that it takes time away from implementing the program itself. The person responsible for data collection should follow these guidelines when administering the LSTQ:

1. Remind students to sit quietly and not begin marking the questionnaire until they are told to begin.
2. Distribute pencils and questionnaires.
3. Read instructions (see below) before students begin.
4. When students are finished, collect the completed surveys and put them in a large envelope so that no one can see the responses.

It is recommend that the person(s) administering the survey read the following statement, after modifying it as needed so that it is accurate for your situation.

*“Hello, my name is \_\_\_\_ and I’m here from \_\_\_\_\_. We would like you to answer some questions. We are interested in how students your age act, think, and feel. We hope that you will have fun and find it interesting to answer these questions.” (At posttest assessment, say, “We know that most of you have completed the survey before. However, we are now interested in what your answers are to the questions AT THIS TIME.”)*

*“This survey is NOT a test. There are NO right or wrong answers. Just give the most accurate answer.*

*You can, and should work quickly but carefully. The questions will often give you different options for answering. Remember, you can fill in any response for a question, whichever one most accurately describes you. Be sure to fill in the circle completely and carefully, and make sure that you fill in only one circle for each question.*

*Also, please read each question carefully and remember to answer each and every question. After you have finished one page, you may turn and go to the next page. After you have finished a page, please DO NOT turn back and change anything.*

*“Your name does not appear anywhere on the survey, so your answers are confidential. We are interested in how lots of students respond to these questions. We are not especially interested in any one person’s answers in particular. No one will ever know how you answered these questions – not your teachers, parents, friends, or other students.*

## **Score & Analyzing Data**

Once the pretest/post test surveys are completed, the data collection person or designated agency staff will be responsible for submitting their results to the OU External Evaluation Team. See *Step 4\_Botvin LSTQ\_Assessment Results\_Submission Process*. The evaluation team will be responsible for entering the data, scoring the assessments and compiling a report of the assessment results.