`Tip Sheet`

Instructions for setting up Survey Monkey data entry in the *"Quick ABCDE Format"*

The purpose of the "Quick ABCDE Format" for online data entry is to provide a quick and easy way to create evaluation reports that directly align with a program's desired outcomes. Online survey sites such as Survey Monkey do not allow you to collapse response categories, calculate change for retrospective pre-then-post items, or compute scale scores or domain tallies. It is often necessary to download data from Survey Monkey into Excel and/or other data analysis programs in order to analyze the data in a way that demonstrates if your desired outcomes have been met. This can be time-consuming and requires a moderate to advanced level of skill with data analysis.

Caution
- If you plan to download the online data into Excel, SPSS, or another program for more detailed analysis (such as testing differences for statistical significance), it does not make sense to use the "Quick ABCDE Format." This format makes it easier to analyze data, but it may also obscure nuances and details in the data, and make it difficult or impossible to go back and run additional analysis. It should only be used if you have limited resources for program evaluation (lack of time, limited analysis skill) and need an efficient way to assess progress toward ABCDE outcomes to report to funders and/or to guide program improvement (CQI planning).
- This format only works for manual data entry into Survey Monkey, and will not work if respondents are filling out the survey online.

Steps for setting up the "Quick ABCDE Format"
- Step 1: Look at your survey instrument and your ABCDE outcome statements. Identify the survey items that are:

  - **"Ready:"** Have response categories that directly align with ABCDE outcomes   (no need for extra steps)

    > ***Example***
    > ABCDE Outcome: By the end of the session, at least 80% of students will report that they would "tell an adult" if they saw a student sexually harassing another student, based on the post-test survey.
    >
    > Survey question: If I saw a student sexually harassing another student, I would (choose all that apply):
    > - ❑ Tell an adult who I thought would help
    > - ❑ Do nothing because it's none of my business
    > - ❑ Laugh and walk away
    > - ❑ Tell the harasser to stop

o **"Not Ready:"** Will require collapsing response categories, tallying, "grading," coding, or some other step to get results that align with the ABCDE outcome language

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Example

ABCDE Outcome: By the end of the session, at least 60% of students will report increased ability to respond to sexual harassment (<u>any improvement from "before" to "after"</u>), based on the post-test survey.

Survey items:

BEFORE this program…	Definitely Yes	Probably Yes	Probably Not	Definitely Not
I knew what to do if someone sexually harassed me.	1	2	3	4
Now, as a result of this program…				
I know what to do if someone sexually harassed me.	1	2	3	4

- Step 2: For the items that are "not ready," identify the steps that need to happen to make them align with the ABCDE statement. Examples include:
    - o Collapsing response categories (such as, "agree" plus "strongly agree")
    - o Measuring progress on retrospective pre-then-post items (such as, "got better," "stayed the same," or "got worse" from "before" to "after")
    - o "Grading" knowledge quiz-style items or short answer items (such as, got 8 out of 10 true/false items correct, or, provided 2 correct examples of abuse)
    - o Tallying scores from scales or domains (see the TA handout *How to Align ABCDE Outcome Statements with One Survey Item or a Group of Items* for more information)
    - o Coding open-ended responses
- Step 3: Write up instructions or notes (internal documentation) about the process you will use to transform the data into outcomes that align with the ABCDE statements (describe how the variable goes from "not ready" to "ready"). This will help you remember the process in case you need to replicate it in the future.
- Step 4: Set up the survey in Survey Monkey with all items in the "ready" format so that they automatically align with the ABCDE statement. Set up the data entry with the final summary report in mind.

Example

ABCDE Outcome: By the end of the session, at least 60% of students will report increased ability to respond to sexual harassment (<u>any improvement from "before" to "after"</u>), based on the post-test survey.

Survey Monkey item:

	Got Worse	Stayed the Same	Got Better
Before: I knew what to do if someone sexually harassed me. > After: I know what to do if someone sexually harasses me.	○	○	○

The following sources were consulted in the development of Part 2 of the toolkit:
- *GTO IPV/SV Evaluation Step Grantee Draft* (undated DELTA/CDC document)
- University of Wisconsin-Extension, Evaluation Publications, www.uwex.edu/ces/pdande/evaluation/evaldocs.html