

TPEP Survey Development Resource Guide



This toolkit was designed to provide Tobacco Prevention and Education Program grantees with recommended survey tools, as well as guidelines and tips for developing, administering and analyzing surveys as part of the assessment component in workplans. Surveys are a common tool used in public health for program planning, evaluation, surveillance, policy change and other purposes. With sufficient forethought and planning, conducting a survey can be an excellent method for obtaining valuable results.

Whether you are considering conducting a survey or developing other ways to assess your community, please work with your community programs liaison to develop your strategy and to develop and submit a Special Data Analysis and Technical Assistance (DATA) Request Form.

Please make your Special DATA Request well in advance of the time that you will need the analysis completed so that we can fulfill your request in a timely way. The Special DATA Request Form is found on TPEP Connection in the Data and Evaluation Support section: www.oregon.gov/DHS/ph/tobacco/tpep/datasupport.shtml.

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1. Survey Design Basics

Before conducting a survey, consider alternative methods to obtaining the information you are seeking. Perhaps these data already exist. Perhaps a needs assessment will provide the information. Avoid unnecessary or duplicative research when possible.

If you decide to conduct a survey, please do the following:

Define your research question and survey objectives

- A research question is a statement that identifies the phenomenon, condition or issue to be studied. Do NOT conduct a survey without a research question.
 - ◆ *Are Oregonians supportive of smokefree fairs?*
- Survey objectives are the concepts that the survey will try to address. If the objectives are met, the research question will be answered.
 - ◆ *Determine the frequency of smokers who attend the fair.*
 - ◆ *Determine how fairgoers feel about the harmful effects of secondhand smoke.*
 - ◆ *Determine how fairgoers feel about being protected from secondhand smoke.*
 - ◆ *Determine how fairgoers feel about varying levels of smokefree policies.*

Write survey questions

- Include only the questions you need (the ones essential to survey objectives).
- Survey questions typically capture personal characteristics, behaviors, knowledge or opinions.
- When constructing a survey question, use language that is specific, simple, correct and appropriate to the population under study. Avoid two-part questions, double negatives, or questions that measure two concepts.
 - ◆ *For examples of standard survey questions, please refer to page 5.*
 - ◆ *Examples of poorly constructed questions:*
 - Double-barreled question: Fair attendees should be protected from secondhand smoke and smoking should not be allowed at the fair. Agree or disagree? Strongly or somewhat?
 - Leading question: Are you in favor of smokefree fairs to protect your health?
 - ◆ *When writing response options, make sure they measure one concept.*
 - Examples of poorly constructed response options:
 - Is there a smokefree policy at your county fair?
 - ◆ Yes and it is enforced.
 - ◆ Yes and it is not enforced.
 - ◆ No.

1. Survey Design Basics

Construct a survey instrument/questionnaire

- Question sequence is an important element of a questionnaire.
 - ◆ *Begin with an introductory statement about purpose, sponsorship, target respondents, amount of time to complete, confidentiality, and voluntary consent.*
 - ◆ *Start with a simple question directly related to the purpose of the study.*
 - Example:
 - ◆ Did you attend the Clackamas County Fair last year?
 - ▶ Yes
 - ▶ No
 - ▶ I don't know / I can't remember
 - ◆ *Insert sociodemographic questions towards the end.*
 - ◆ *Insert sensitive questions towards the end of the survey, but not as the final questions on the survey.*
 - ◆ *Group questions similar in content or response categories.*
 - ◆ *Responses should be listed vertically, in a column format.*
- The analysis plan (e.g., final survey layout, coding scheme) should be planned simultaneously with the questionnaire design.

Determine data collection method

- There are several methods for data collection. Usually, your budget and timeline will help you decide the best method.
 - ◆ *Self-conducted*
 - Mail
 - ◆ PROS: cheap, larger reach
 - ◆ CONS: questions need to be very simple, no skip patterns, low response rate
 - Web
 - ◆ PROS: cheap, easy to send out, skip patterns are easy to include, data automatically entered
 - ◆ CONS: unsure of actual respondent due to forwarded links, survey population may lack access to computer
 - ◆ *Interviewer-conducted*
 - Telephone
 - ◆ PROS: can probe for clearer response if needed
 - ◆ CONS: expensive
 - In person
 - ◆ PROS: good for more complex questions
 - ◆ CONS: expensive, variability in interviewer approach

1. Survey Design Basics

- To improve your response rate:
 - ◆ *Keep your questionnaire short.*
 - ◆ *Use incentives (e.g., money, services, training opportunities).*

Improve reliability (repeatability) and validity (accuracy)

- Test the survey before officially administering it to your survey population.
 - ◆ *Focus on issues related to question clarity, questionnaire format, variance in responses.*
- Use standardized questions or previously tested survey questions.

Select a survey sample

- Determine who or what is being studied.
- Determine the survey sample size, in other words the number of subjects sufficient to detect a certain estimate with minimal statistical error.
 - ◆ *Components needed for this calculation include:*
 - Survey population size (N)
 - Response distribution (P) – This is the proportion of the population with a characteristic.
 - Confidence level – The most common confidence level is 95%.
 - Margin of error (ME) – This is the amount of error in your estimate that you can tolerate.
 - ◆ *Helpful Web sites to assist with the calculation:*
 - www.macorr.com/ss_calculator.htm
 - www.surveysystem.com/sscalc.htm

Analyze the results

- Remember that survey results are estimates.
- Ask for assistance in the analysis phase. Remember to consult “experts” early in the survey development phase. Poorly collected data are useless.

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

Smoking cigarettes

- Have you smoked at least 100 cigarettes in your entire life? (Note: 5 packs = 100 cigarettes)
 - ☐ Yes
 - ☐ No
 - ☐ Don't know / Not sure
 - ☐ Refused

Do you now smoke cigarettes every day, some days, or not at all?

- ☐ Every day
- ☐ Some days
- ☐ Not at all
- ☐ Don't know / Not sure
- ☐ Refused

Smokeless tobacco use

- Do you currently use chewing tobacco, snuff or snus every day, some days, or not at all?
NOTE: Snus (Swedish for snuff) is a moist smokeless tobacco, usually sold in small pouches that are placed under the lip against the gum.
 - ☐ Every day
 - ☐ Some days
 - ☐ Not at all
 - ☐ Don't know / Not sure
 - ☐ Refused
- Earlier you said that you use chewing tobacco, snuff or snus every day or some days. Which of these products do you use? IF NEEDED: Chewing tobacco, snuff or snus.
 - ☐ Chewing tobacco
 - ☐ Snuff
 - ☐ Snus
 - ☐ Some combination of these products
 - ☐ None of these
 - ☐ Other [specify] _____
 - ☐ Don't know/Not sure
 - ☐ Refused

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

- How many containers of [insert chew/snuff/snus and smokeless tobacco products] do you use per week?
 - ☐ ____ Number of containers
 - ☐ Don't know/Not sure
 - ☐ Refused
- On how many of the past 30 days did you use smokeless tobacco products?
 - ☐ ____ Days
 - ☐ Don't know/Not sure
 - ☐ None
 - ☐ Refused

Quitting

Current smoker:

- In your lifetime, have you ever quit smoking for one year or more?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know/Not sure
 - ☐ Refused

Current smoker:

- Are you seriously considering stopping smoking within the next 6 months?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know/Not sure
 - ☐ Refused

Current smoker:

- Are you planning to stop within the next 30 days?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know/Not sure
 - ☐ Refused

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

Current smoker:

- Would you like to quit smoking?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know/Not sure
 - ☐ Refused

Secondhand smoke exposure

- Secondhand smoke is smoke from someone else's cigarette, cigar, or pipe that you breathe. Would you say that breathing secondhand smoke is:
 - ☐ Very harmful to one's health
 - ☐ Somewhat harmful to one's health
 - ☐ Not very harmful to one's health
 - ☐ Not harmful at all to one's health
- People should be protected from secondhand smoke. Agree or disagree? Strongly or somewhat?
 - ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Neither agree nor disagree [do not read]
 - ☐ Somewhat disagree
 - ☐ Strongly disagree

Renters' preferences

- Do you own or rent your current home?
 - ☐ Rent
 - ☐ Own
 - ☐ Other [specify] _____

What type of place are you currently renting? Is it ...

- ☐ A single family home
- ☐ An apartment, condominium, or townhouse in which you share one or more walls with other rental units
- ☐ Don't know/Not sure
- ☐ Refused

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

- Has your landlord or property manager set any rules regarding tobacco smoking on the property where you are a tenant?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know/Not sure
 - ☐ Refused

Current renters of apartments only:

- How often have you experienced secondhand smoke drifting into your home or into common spaces from nearby apartments or from outside?
 - ☐ Every day
 - ☐ A few times a week
 - ☐ A few times a month
 - ☐ Rarely
 - ☐ Never
 - ☐ Don't know/Not sure
 - ☐ Refused

Current renters:

- Do you agree or disagree with the following statement: It is OK for landlords to prohibit smoking in their tenants' homes if that is necessary to keep secondhand smoke out of other tenants' homes. Agree or disagree? Strongly or somewhat?
 - ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Neither agree nor disagree [DO NOT READ]
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Don't know/Not sure
 - ☐ Refused

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

Current renters:

- Do you agree or disagree with the following statement: I would be comfortable renting an apartment in a community where adjacent tenants are allowed to smoke. Agree or disagree? Strongly or somewhat?
 - ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Neither agree nor disagree [DO NOT READ]
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Don't know/Not sure
 - ☐ Refused

Current renters:

- Do you agree or disagree with the following statement: Other things being equal, I would choose a “smokefree” rental house or apartment over a place that allows smoking. Agree or disagree? Strongly or somewhat?
 - ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Neither agree nor disagree [DO NOT READ]
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Don't know/Not sure
 - ☐ Refused

Current renters:

- Do you agree or disagree with the following statement: I would be willing to pay a little more rent if it meant I could live in a smokefree community. Agree or disagree? Strongly or somewhat?
 - ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Neither agree nor disagree [DO NOT READ]
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Don't know/Not sure
 - ☐ Refused

2. Standard Survey Questions From BRFSS* (*Behavioral Risk Factor Surveillance System)

Demographics

- What is your age?
_____ years
- Are you Hispanic or Latino?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know / Not sure
 - ☐ Refused
- Which one or more of the following would you say is your race? [Check all that apply]
 - ☐ White
 - ☐ Black or African American
 - ☐ Asian
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☐ American Indian, Alaska Native
 - ☐ Other [specify] _____
- Do you regularly speak a language other than English at home?
 - ☐ Yes
 - ☐ No
 - ☐ Interview being conducted in Spanish
 - ☐ Don't know / Not sure
 - ☐ Refused

3. Survey Examples

A. Fair survey

Example. Oregon State Fair 2009

Thank you for taking the time to answer these questions. Your answers will be kept anonymous and confidential. This survey will take approximately 3 minutes to complete.

1. Did you attend the State Fair last year?

- ☐ Yes
- ☐ No
- ☐ I don't know

2. Where should cigarette smoking be allowed at this fair?

- ☐ In all open spaces
- ☐ In designated smoking areas
- ☐ Nowhere on fair grounds
- ☐ Other
- ☐ Not sure/Have no opinion

3. Would you say that breathing secondhand smoke is ... ?

- ☐ Very harmful to one's health
- ☐ Somewhat harmful to one's health
- ☐ Not very harmful to one's health
- ☐ Not harmful at all to one's health
- ☐ Not sure/Have no opinion

4. To what extent do you agree or disagree with the following statement: Smoking should not be allowed outdoors where children may be.

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ Somewhat disagree
- ☐ Strongly disagree
- ☐ Not sure/Have no opinion

3. Survey Examples

5. **To what extent do you agree or disagree with the following statement: Smoking should not be allowed outdoors in places where crowds may gather.**
- ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Not sure/Have no opinion
6. **To what extent do you agree or disagree with the following statement: Everyone has the right to breathe clean air wherever they go to have fun.**
- ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Not sure/Have no opinion
7. **To what extent do you agree or disagree with the following statement: Events that are family-friendly should be smokefree.**
- ☐ Strongly agree
 - ☐ Somewhat agree
 - ☐ Somewhat disagree
 - ☐ Strongly disagree
 - ☐ Not sure/Have no opinion
8. **Would you return to this fair if it were completely smokefree?**
- ☐ Yes
 - ☐ No
 - ☐ Not sure/Have no opinion
9. **Have you smoked at least 100 cigarettes in your entire life (100 cigarettes = 5 packs)?**
- ☐ Yes
 - ☐ No (go to question 11)
 - ☐ I don't know (go to question 11)

3. Survey Examples

10. Do you now smoke everyday, some days, or not at all?

- ☐ Everyday
- ☐ Some days
- ☐ Not at all

11. What is your age? _____

12. What best describes your gender?

- ☐ Male
- ☐ Female
- ☐ Other

13. Do any children younger than 18 years of age live in your household?

- ☐ Yes
- ☐ No
- ☐ Don't know/Not sure
- ☐ Refused

14. How would you describe your role at the fair today?

- ☐ Fair Attendee
- ☐ Carnival Worker
- ☐ Food Vendor
- ☐ Fair Staff/Volunteer
- ☐ Exhibitor
- ☐ Other

15. For demographic purposes, what is your ZIP code: _____

Thank you for taking the time to complete this survey. We appreciate your input.

3. Survey Examples

B. Work site survey

Example. Clackamas County Employee Survey

The Clackamas County Board of County Commissioners requested this employee survey to measure support for a tobacco-free or smokefree campus policy, as well as employee tobacco use and support for tobacco cessation programs.

The Oregon Clean Indoor Air Act, also called the Smokefree Workplace Law, has prohibited smoking inside most workplaces and public places since 2001. Beginning January 1, 2009, Oregon's Smokefree Workplace Law will prohibit smoking within 10 feet of all entryways, windows that open, and air intake vents at all workplaces, as well as prohibit smoking within additional workplaces such as bars, bingo facilities and bowling centers. The law does not address smokeless tobacco, such as chewing tobacco or snuff.

Due to health and safety concerns, many employers have adopted voluntary smokefree or tobacco-free grounds policies beyond the requirements of the law. Examples include Umatilla County, Oregon Health & Science University, Portland Community College, and the Oregon Department of Human Services.

We need your participation to achieve reliable and representative information that will inform the Board. All County employees are asked to voluntarily participate in this survey. Some of the questions will not apply to you if you are a non-smoker or do not use chewing tobacco. The survey does not identify you as a participant. Any information you provide will be reported as anonymous summary data. If you have any questions about this survey you may contact _____ at _____.

1. What is your age?

_____ (in years)

2. What is your sex?

☐ Male

☐ Female

3. Survey Examples

3. In which County building do you work? (Select all that apply.)

- ☐ Abernethy
- ☐ Assessment and Taxation
- ☐ Community Corrections, Main Street
- ☐ Courthouse
- ☐ Jail
- ☐ Hilltop Clinic
- ☐ North Station
- ☐ Public Services Building
- ☐ Sunnybrook
- ☐ Technology Services
- ☐ Other _____

4. Have you seen people smoking near the entrances or exits to your work site, or on the grounds of your work site, in the past year? (Select all that apply)

- ☐ Yes, near the entrances/exits
- ☐ Yes, on the grounds
- ☐ Yes, in or close to outside pedestrian corridors and walkways
- ☐ Yes, in the parking lot
- ☐ No
- ☐ Don't know/unsure

5. Has smoking in the area outside your work site bothered you?

- ☐ Yes, a great deal
- ☐ Yes, somewhat
- ☐ No
- ☐ Don't know/unsure

Comments: _____

6. Have you ever experienced health problems that you believe were triggered by secondhand smoke at your work site?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

3. Survey Examples

7. During the past 30 days, how many days did you miss part or all of the workday due to respiratory health problems? (Select one)

_____ Number of days

☐ None

☐ Don't know/unsure

8. On January 1, 2009, Oregon's revised Smokefree Workplace Law will prohibit smoking within 10 feet of all entrances, exits, windows that open, and air intake vents.

Which of the following would you prefer for a Clackamas County policy about smoking outside on the grounds? (Select one)

☐ As required by law, no smoking within 10 feet of entrances, exits, windows, and air intake vents

☐ No smoking within 20 feet of entrances, exits, windows, and air intake vents

☐ No smoking anywhere on the work site grounds

☐ No smoking anywhere on the work site grounds, except for designated areas

☐ Other, please describe below

Comments: _____

9. In your opinion, how important is it for Clackamas County to establish smokefree grounds beyond the 10 feet required by law? (Select one)

☐ Very important

☐ Somewhat important

☐ Not very important

☐ Not important at all

☐ Don't know/unsure

Comments: _____

10. The Oregon Clean Indoor Air Act does not address the use of smokeless tobacco, such as chewing tobacco, in the workplace. In your opinion, how important is it for Clackamas County to establish tobacco-free buildings (prohibit all forms of tobacco use for indoor work sites)? (Select one.)

☐ Very important

☐ Somewhat important

☐ Not very important

☐ Not important at all

☐ Don't know/unsure

Comments: _____

3. Survey Examples

11. In your opinion, how important is it for Clackamas County to establish tobacco-free buildings AND grounds (prohibit all forms of tobacco use indoors and on the grounds)? (Select one.)

- ☐ Very important
☐ Somewhat important
☐ Not very important
☐ Not important at all
☐ Don't know/unsure

Comments: _____

12. If Clackamas County adopted a smokefree or tobacco-free work site grounds policy, on a scale of 1-5, how strongly would you agree or disagree with the following statements (Please circle your answer):

a. Employees and visitors would be protected from secondhand smoke.

Strongly Disagree					Strongly Agree
1	2	3	4	5	

b. The public image of the county would be improved.

Strongly Disagree					Strongly Agree
1	2	3	4	5	

c. It would be easier for tobacco users to stop smoking or using other tobacco products.

Strongly Disagree					Strongly Agree
1	2	3	4	5	

d. Cigarette butt litter and clean-up costs would be reduced.

Strongly Disagree					Strongly Agree
1	2	3	4	5	

e. There would be no positive benefits.

Strongly Disagree					Strongly Agree
1	2	3	4	5	

f. Other benefits: _____

Strongly Disagree					Strongly Agree
1	2	3	4	5	

3. Survey Examples

13. Have you smoked at least 100 cigarettes in your entire life? Note: 5 packs = 100 cigarettes

- ☐ Yes
- ☐ No
- ☐ Don't know / Not sure

14. Do you now smoke cigarettes every day, some days, or not at all?

- ☐ Every day
- ☐ Some days
- ☐ Not at all

15. Do you currently use any smokeless tobacco products (such as chewing tobacco or snuff)?

- ☐ Yes
- ☐ No

16. Do you now use smokeless tobacco products every day, some days, or not at all?

- ☐ Every day
- ☐ Some days
- ☐ Not at all

If you do not currently smoke or use smokeless tobacco products, thank you for participating in this survey. If you currently smoke or use smokeless tobacco products, please continue.

17. During the past 12 months, have you stopped smoking or chewing tobacco for one day or longer because you were trying to quit?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

18. Would you like to quit smoking or chewing tobacco products?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

19. Are you seriously considering stopping smoking or chewing tobacco products within the next 6 months?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

3. Survey Examples

20. Are you planning to stop smoking or chewing tobacco products within the next 30 days?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

21. Would you attend a low-cost or no-cost tobacco cessation program held at the Oregon City Red Soils Campus?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

22. Would a totally tobacco-free work environment help you quit?

- ☐ Yes
- ☐ No
- ☐ Don't know/unsure

23. Does anyone living in your home smoke or chew tobacco products? (Select all that apply.)

Smoking:

- ☐ Yes
- ☐ No

Chewing tobacco:

- ☐ Yes
- ☐ No

Thank you for your participation in this important survey!

A. Community colleges survey

Andrew Epstein at the American Lung Association of Oregon is under contract with TPEP to provide technical assistance to grantees working on tobacco-free policies at community colleges. For assistance and access to survey tools, please visit 'Community Colleges' under the Policy section of TPEP Connection and contact Andrew directly at andrew@lungoregon.org or 503-718-6147.

B. Multi-unit housing survey

Diane Laughter at Health In Sight LLC is under contract with TPEP to provide technical assistance to grantees working on smokefree multi-unit housing. For assistance and access to survey tools, please visit 'Smokefree Housing Resources' under the Policy section of TPEP Connection and contact Diane directly at diane.laughter@comcast.net or 503-291-9134.

C. PDA (Personal Digital Assistant) Survey Tool

We currently have five Palm Tungsten E2 PDAs running Pendragon Forms 5.0 available for use. This system allows the user to run form-based surveys on the PDAs for in-field survey administration. Questions can be yes/no, multiple choice, free text, or several other types. Completed surveys can then be linked to our computers running the Pendragon Forms Designer software, for automated data download. The files can then be output to Excel, Access or comma-delimited text for your use.

Please refer to page 19 for the PDA Survey Tool User Application.

D. SurveyMonkey.com

SurveyMonkey is a Web-based tool used to design surveys, collect responses, analyze data, and manage accounts. The tool can be used for many purposes, such as customer surveys, employee surveys, performance reviews, feedback and more.

For more information, please visit the SurveyMonkey Web site's Help Center:
www.surveymonkey.com/HelpCenter/HelpCenter.aspx

5. Appendix

PDA (Personal Digital Assistant) Survey Tool

Oregon Department of Human Services - August 2009

Introduction

The PDA (Personal Digital Assistant) Survey Tool is a hardware/software package consisting of Palm Tungsten E2 PDAs running Pendragon Forms 5.1. This system allows the user to run form-based surveys on the PDAs for in-field survey administration. Questions can be yes/no, multiple choice, free text, or several other types. Completed surveys can then be synced to our computers running the Pendragon Forms Designer software for automated data download. The files can subsequently be output to Excel, Access or comma-delimited text for your use.

Data Collection

To administer the survey:

1. Turn on the PDAs. The switch is at the top of the PDA on the right-hand side.
2. Select the "house" icon to access the menu.
3. Select "Forms 5.1."
4. Highlight your survey title.
5. Select "new." This starts a new survey.
6. Read the question.
7. Select the answer.
8. Select "next" to move to the next question.
9. When you get to the final screen (i.e., thank you message), select "end" or "next."
10. To start a new survey, select "new."

Things to remember when entering data:

1. Try to avoid hitting “previous” and going back to questions. This disrupts the skip patterns programmed into the survey.
2. Do not hit “delete” at the end of the survey. If there was a problem with the data collection, enter 99999 for the “ZIP code” question and we will know to delete these entries prior to analysis.
3. Always remember to type in responses accurately when filling in “Other” data and numeric data such as “Age” and “ZIP code.” To access the keyboard to type, press on the “ABC” icon at the bottom left-hand corner of the device or use the stylus to write in the box at the bottom of the screen.
4. To see how many surveys you have conducted:
 - a. Select “review” from the Pendragon Forms table of contents screen.
 - b. Select the blue title heading at the top.
 - c. Select “view” and “column total.”
 - d. Select “ok” and then “done” to return to the Pendragon Forms table of contents screen.
5. When you are done administering all the surveys, just turn off the device.

Data Processing and Analysis

When you return the PDAs to us, we will download the data on each unit to one large file. This file is a collection of all your separate groups of surveys. Each entry can be traced back to the PDA it came from. Once this file has been created, the output format is your option. We can create an Excel file or a comma-delimited text file for use with a package such as SPSS.

5. Appendix

Form A: PDA Survey Tool User Application

Name: _____

Organization: _____

Address: _____
(street, city, state, zip)

Work phone: _____

E-mail address: _____

Beginning date of survey project: _____

End date of survey project: _____

Geographical area of project: _____

Name of survey organizer: _____

Name(s) of survey volunteer(s): _____

I understand that I must pick up and return the PDAs to TPEP at 800 NE Oregon St, Suite 730, Portland.

The PDAs I am using are:

- ☐ Survey1
- ☐ Survey2
- ☐ Survey3
- ☐ Survey4
- ☐ Survey5

I will pick up the PDAs from TPEP:

Date _____
Time _____

I will return the PDAs to TPEP:

Date _____
Time _____

Form B: PDA Survey Tool Terms and Conditions

The Palm Tungsten PDAs and Pendragon survey software are the property of the DHS Tobacco Prevention and Education Program (TPEP). This system is available for your use upon agreement to the following conditions below:

All forms must be completed by the survey organizer and returned to TPEP.

The Palm Tungsten PDAs and all included accessories are returned promptly upon the agreed upon date. PDAs must be distributed to volunteers and collected from volunteers by the survey organizer, who is solely responsible for returning the PDAs to TPEP.

All data collected shall remain confidential, unless given permission by establishment owner.

Any data reports that are to be publicized must be reviewed and approved by TPEP; i.e., news releases, e-mail announcements, and publications, prior to their public release.

I, _____ ,
(Survey organizer, please print your name)

agree to the terms and conditions stated above

Signature

Date

5. Appendix

Form C: Confidentiality Statement

As a volunteer of the and a (your organization here) user of the PDA Survey Tool, I understand that the information gathered during my participation shall remain confidential. By signing this statement, I agree to hold confidential all information received during my performance as a volunteer.

Printed Name

Signature

Date