

# Data Collection Instrument Draft

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## What Evaluation Question(s) Am I Trying to Answer?

## Option 1: Interview Protocol

### Introduction and Purpose

Suggested text: My name is \_\_\_\_\_, and I am (role) for (organization). As I mentioned when we scheduled this interview, we are (purpose). Your information will be shared with only the district, in combination with others' information. Although we may include direct quotes from our session here today, we will not share your name or other identifying information with the (organization). However, we cannot guarantee complete anonymity. We would really appreciate your honest opinions so that the (organization) can make the best decisions for (purpose). I am going to take notes and also record your answers so that I don't miss anything. You can discontinue your participation at any time.

Your text:

### Questions

Suggested stems:

- Think back to \_\_\_\_\_. What were your initial thoughts \_\_\_\_\_? What questions did you have?
  - Optional probing questions:
    - Can you tell me more about what you thought?
    - Why did you think that about \_\_\_\_\_?
    - Where did you hear about \_\_\_\_\_?
    - What did you hear from others \_\_\_\_\_?
- How \_\_\_\_\_?
- What have you heard \_\_\_\_\_?
  - How have you responded \_\_\_\_\_?

- In your opinion, \_\_\_\_\_?
- What has changed over time?
- What else do you think I should know about \_\_\_\_\_ that I have not asked about?

Your questions:

### **Conclusion**

Thank you so much for your time. This has been very helpful. If you think of anything else that I should know, please don't hesitate to contact me at \_\_\_\_\_.

## **Option 2: Focus Group Protocol**

### **Introduction and Purpose**

Suggested text: My name is \_\_\_\_\_, and I am (role) for (organization). We are (purpose). Your information will be shared with only the (organization), in combination with others' information. Although we may include direct quotes from our session here today, we will not share your name or other identifying information with the (organization). However, we cannot guarantee complete anonymity. We would really appreciate your honest opinions so that the (organization) can make the best decisions for (purpose). I am going to take notes and also audio-record your answers so that I don't miss anything.

Your text:

### **Ground Rules**

Suggested text: Before we begin, it is important to set some ground rules. You can discontinue your participation at any time. Obviously, we want to be respectful of one another and hear all opinions, even those in disagreement. It will be helpful if only one person speaks at a time, for listening and note-taking purposes. Also, please speak loudly enough for all to hear and for the audio-recorder. Finally, for the sake of confidentiality, please do not repeat anything said here outside of this room.

Your text:

### **Introduction and Warm-Up**

Suggested text: Most of you know one another, but let's quickly go around and introduce ourselves and state (pertinent information). Also, let's each give an example of (warm-up). For example, I (give your example, then go around the room).

Okay, those were great examples. Now I am going to ask you some questions. Anyone can answer. We are interested in collecting as many different perspectives as possible.

Your text:

### **Questions**

Suggested text:

- Think back to when \_\_\_\_\_.
  - Optional probing questions:
    - Can you tell me more about \_\_\_\_\_?

- Why did you think that about \_\_\_\_\_?
- How do you \_\_\_\_\_?
- What are the most common \_\_\_\_\_?
- What do you \_\_\_\_\_?
- What else do you think I should know about \_\_\_\_\_ that I have not asked about?

Your questions:

### **Conclusion**

Suggested text: Thank you so much for your time. This has been very helpful. Does anyone have last thoughts or comments about \_\_\_\_\_? If you think of anything else I should know, please don't hesitate to contact me at \_\_\_\_\_.

Your text:

## Option 3: Observation Protocol

### Setting Information

Suggestions:

(Role) name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Your text:

### Observation Notes

Suggested text for directions: For each \_\_\_\_\_ minute section, record any behaviors or comments that might indicate (purpose). At the end of the \_\_\_\_\_ minutes, check off any of the listed (targets) that you observed.

Your text:

Observation	
<i>(Description of behaviors/comments)</i>	<i>(Other notes)</i>
<p>Checklist (targets):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/> Other _____</li> </ul>	



## Option 4: Survey

### Introduction and Purpose

Suggested text: Thank you for taking this brief survey about \_\_\_\_\_. The survey will take about \_\_\_\_\_ minutes to complete. The (organization) will use the information (purpose). Your information will be shared with only the (organization), in combination with others' information. We are not collecting names, so your information will be confidential. However, we cannot guarantee complete anonymity. We would really appreciate your honest opinions so that the (organization) can make the best decisions moving forward. Completing this survey means you give consent for us to use the answers in the report.

Your text:
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### Questions

*Demographics (age, grade, role, gender, region)*

<b>Concept measured:</b>	
<b>Survey questions</b>	<b>Response scale or N/A for open-ended</b>
1.	
2.	

<b>Concept measured:</b>	
<b>Survey questions</b>	<b>Response scale or N/A for open-ended</b>
3.	
4.	
5.	

*Yes/no (do you, have you, will you, are you)*

<b>Concept measured:</b>	
<b>Survey questions</b>	<b>Response scale or N/A for open-ended</b>
1.	
2.	
3.	
4.	

<b>Concept measured:</b>	
<b>Survey questions</b>	<b>Response scale or N/A for open-ended</b>
5.	

*Rating scale (how much you agree, how often you do something, how true a statement is)*

<b>Concept measured:</b>	
<b>Survey questions</b>	<b>Response scale or N/A for open-ended</b>
1.	
2.	
3.	
4.	
5.	

*Open-ended*

<b>Concept measured:</b>
<b>Survey questions</b>
1.
2.
3.
4.
5.

### **Conclusion**

Suggested text: This completes the survey. Thank you for your participation!

Your text:
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