

**ATTENTION: Grantees Utilizing ODCP Evaluation Toolkit Pre/Post Survey Instruments:**

To facilitate the often tedious and seldom exciting task of data entry and analysis, ODCP (in collaboration with Dr. Jim O'Neill) has developed Microsoft Excel spreadsheets for entry and analysis of data collected with any of the ODCP Evaluation Toolkit pre/post survey instruments.

For each ODCP toolkit pre/post survey instrument (e.g., Student Survey on Violence - Attitudes), an electronic data entry/analysis spreadsheet has been designed to do the following:

- A. Organize DATA ENTRY efforts. Small evaluation samples can be Entered directly into the spreadsheet using the directions provided in the spreadsheet. Data from large samples can be entered manually or, ideally, electronically (e.g., via bubble-forms or online surveys) and then copied/pasted easily into the spreadsheet.
- B. Automatically generate ITEM-LEVEL ANALYSIS OF PRE/POST RESULTS. Pre/post results are generated automatically for each survey item, allowing you to identify patterns of change (or lack thereof) within and across items.
- C. Automatically generate SUMMARY PRE/POST RESULTS (across items). These aggregate results align with the outcome evaluation reporting requirements of Safe and Drug-Free Schools grant and Governor's Discretionary Grant and can be pasted/attached electronically - and easily - to your online ODCP year-end report.

Please note: Proper utilization of these spreadsheets requires only a basic working knowledge of the following Microsoft Excel functions. Each spreadsheet contains instructions for entering data and other functions (e.g., inserting rows to add survey respondents to the database). There are also safeguards to prevent data entry errors (e.g., entering values that are not in the valid range of answer choices on the survey).

The spreadsheets are available at the ODCP Evaluation Toolkit website. Each spreadsheet is located next to its respective survey instrument. Click the following link to access the Toolkit website:

[http://www.michigan.gov/mdch/0,1607,7-132-2941\\_4871\\_4878-15022--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2941_4871_4878-15022--,00.html)

If you have questions or comments about the spreadsheets, please Contact your ODCP Grant Advisor:

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You can also contact Jim O'Neill at <mailto:joneill@madonna.edu>.