



**Protective Factors Survey (PFS) Webinars – August 19, 2010 & August 23, 2010
Questions and Answers**

Question 1

Will we be able to access this PowerPoint presentation for future information?

Answer 1

Yes – the PowerPoint will be on our website (<http://jfs.ohio.gov/OCTF/index.stm>). The recordings from both webinars will soon be available to download from our website. You can also download the survey and user guide from our website. We will send out a reminder email to webinar participants.

Question 2

How do you receive the survey kit with the master CD?

Answer 2

Everything is downloadable from the FRIENDS website: <http://www.friendsnrc.org>
Click on Protective Factors Survey tab.

Question 3

How will the FCFC Coordinators aggregate data? If we have four transfer reports, how do we combine them into one report?

Answer 3

OCTF staff plan on holding a series of four webinars with FCFC Coordinators that will include interactive training on how to aggregate data and send it to the Trust Fund. We will provide you with the dates and times for these voluntary webinars in the near future.

Question 4

If I am using this database for more than just OCTF data, how do I just send the OCTF reporting data to you?

Answer 4

You can utilize multiple databases – keeping the OCTF data on its' own database, which you would then send to the Trust Fund. Please note that in order to ensure that databases are not overwritten, you must rename the database each time you download it.

Question 5

What is the definition of "partnered" on the demographic survey? Boyfriend/Girlfriend live-ins, same-gendered couples, etc?

Answer 5

It is when you are co-parenting with someone who is not married.

Question 6

How can you measure change with this instrument when all of us are delivering different services that may or may not directly address these protective factors? In other words, does this survey accurately measure change no matter what services are being delivered?

Answer 6

The PFS was tested with large samples of parents in home visitation and parent education programs. If the program does not specifically target one of the protective factors, you will not see measurable change. Every program approved by the OCTF Board measures at least one protective factor. The University of Kansas is continuing to conduct research on the PFS and various types of services. As with all instruments, it is not possible to test it with every possible combination of programs or services. At this juncture, the University of Kansas has no research to demonstrate that the PFS would not be applicable to and useful for a wide variety of services.

Question 7

If a participant repeats a program do they get a new ID number?

Answer 7

This would be an agency/vendor decision.

Question 8

In the User Manual it seems unclear as to whether Informed Consent is required or not. Can you clarify?

Answer 8

Yes, it is required. All FCFCs and/or agencies/vendors will need to include the following language in your consent form:

“I agree to participate in the evaluation by responding to the FRIENDS National Resource Center for Community Based Child Abuse Prevention’s Protective Factors Survey (PFS). I understand that this survey is part of the evaluation of the Ohio Children’s Trust Fund programming that I am receiving and that my participation in this survey is voluntary and will not affect my services. If I participate in this survey, my identity will be kept confidential. Once the survey is complete, I authorize the transferring of the information on the survey to a database and the transmission of the database to the Ohio Children’s Trust Fund for compilation and review.”

Question 9

Is it acceptable to incorporate the consent into the agencies already existing consent process?

Answer 9

Yes it is acceptable so long as the language provided in answer #8 is included.

Question 10

Since we state that this survey is optional to our clients, what is the completion goal? 80% or more?

Answer 10

It is very unlikely that 100% of the people who take the pretest will take the posttest. 80% is a reasonable completion goal.

Question 11

For programs that do not end until the end of the year, do you advise collecting the posttest information before then so that it is available for use in the County's Application for OCTF funding for the next year? In fact, what is the relationship of the data to the Application for Funding from a County?

Answer 11

We would advise against collecting the posttest information prior to the end of the program because the data would be inaccurate. You should wait until the end of the program to collect posttest information. For the application for funding, you should provide qualitative data (offer stories/observation of how the program is working – show that you are serving your intended target population).

Question 12

Does this entire survey need to be completed for children participating in IY small groups implemented in the schools?

Answer 12

No, only the first two pages of the survey (the demographic information) needs to be completed.

Question 13

I'm assuming that the parents complete the survey for self (e.g., race/ethnicity, marital status, etc)?

Answer 13

Parents can complete or staff can complete. It's up to the agency/vendor.

Question 14

At some point there was talk about developing a scannable form. Can we use a scannable form and upload to their database

Answer 14

We are working with Jerry Bean on getting the form in a scannable format. Our current problem is having the data fields align. We do have to use the FRIENDS website database.

Question 15

Can we get a word copy of the sample informed consent form to customize?

Answer 15

Yes, Casandra at FRIENDS has a word copy. Once she sends this copy to us, we will post it on our website.

Question 16

Can several computers at our agency run the database and share the data?

Answer 16

Yes. You can email it back and forth to each other so that you have one master database. Or you can use the same computer. Please make certain to save it on a public drive.

Question 17

How do you save the data if you don't have Microsoft 7?

Answer 17

You can export it to Word. The OCTF staff has 2003 version and we can write down the steps and send it out to everyone.

Question 18

Does a pregnant woman, with no other children, complete Part 3 and 4 of the survey?

Answer 18

No.

Question 19

Could families, in the company of a provider/vendor, complete the survey directly on the computer rather than on paper?

Answer 19

While there is no reason they cannot do so, we would ask them to use caution so as to ensure there is no way that they can see other people's information – (i.e. ensure no breach of privacy).

Question 20

Are the FCFC Coordinators the ones that will be entering the information, or should it be the agencies/vendors?

Answer 20

That is a county decision. We recommend having your vendors enter the data. As a reminder, the FCFC Coordinators will need to aggregate all the data from all their vendors so that they can send one file to the OCTF with all their vendors' data.

Question 21

Will the agency have access to tables and queries in the access database in order to run their own reports?

Answer 21

Yes. You can export the data to excel.

Question 22

Does this download have Microsoft Access with it or does the local computer have to contain it? What version is required?

Answer 22

You will need to have Microsoft Access on your computer. The PFS database works with Microsoft Access 2003, 2007 and possibly an earlier version.

Question 23

I noticed that there was a "Retrospective" version of the survey in the Friends database. Is this an option for us, or do we need to use the pre/post version?

Answer 23

The Retrospective version is being tested and is unavailable. You should utilize the "Traditional" version.

Question 24

Do we use the entire PFS survey with a one-time parenting workshop group?

Answer 24

No, use only the first two pages.

Question 25

For support groups that meet once a month, what sections of the PFS survey should we have completed?

Answer 25

It is our goal that all sections of the PFS survey be completed. Please administer the pretest to parents at the beginning of the fiscal year, or the first time they attend the support group. Please administer the posttest at the end of the fiscal year.

Question 26

For programs with one-time contacts where only the demographic form is completed, is the informed consent form required?

Answer 26

This is an agency's/vendor's decision.

Question 27

Does Part 1 of the PFS survey apply to single parent families?

Answer 27

Yes.

Question 28

Can we delete files in the database if we have entered a duplicate?

Answer 28

Yes.

Question 29

Will the OCTF be releasing the aggregate statewide data, and if so, how often? It would be helpful to have this comparative data as a yardstick for local evaluation.

Answer 29

Yes. The OCTF will release this information twice a year.

Question 30

When do we start using the PFS survey?

Answer 30

You should start using the PFS survey as soon as your programming begins for State Fiscal Year 2011.

Question 31

If we are doing IY parent groups, should we check "other" and fill in IY?

Answer 31

If you are using the IY Parent program you can check parent education program first then check "other" and write the type of parenting class you are doing.

Question 32

For ongoing programs, is it appropriate to give the posttest more than once? (i.e. after 6 months, after a year, etc.?)

Answer 32

The only problem with giving the posttest more than once is that the database will not accept a posttest midway and then another posttest. You can just open a second database and enter posttest data.

Question 33

When does the Trust Fund need our data (what is the timeline for submitting our uploads)?

Answer 33

Normally, you will need to send your data to the Trust Fund with your semiannual and annual reports. However, there may be additional instances when you will need to send your data in response to a specific request from the Trust Fund.

Question 34

When will we receive agency ID numbers? Will each agency get an ID number or will each grantee get an ID number? I am a family and children first coordinator, and the vendor for the OCTF grant will, probably, be doing these surveys. Will I also be assigned an ID so that I can extract any information that I may need for reporting, etc?

Answer 34

Agency IDs have been sent out and will be posted on our website for reference. Each FCFC Coordinator received an agency ID number (for instance say "Medina Co.") as well as ID numbers for each of their agencies/vendors (such as "Medina Co. 1", "Medina Co. 2", etc.).

Question 35

We have 3 grantees will they have separate ID numbers or will we all use the same?

Answer 35

Each of your agencies/vendors will have a separate ID (again such as "Medina Co. 3").

Question 36

One of our grantees will be serving students only in public schools. Do they need to complete the demographic page only?

Answer 36

As far as your grantee serving students in public schools, they will not be required to complete the demographic page.

Question 37

If both mom and dad are receiving services, should each of them complete a PFS survey with separate participant ID numbers? How do you not duplicate the child?

Answer 37

Yes. If you have 2 parents that are both receiving services, each of them should complete a PFS survey. The child data should only be entered once so as to ensure that a child is not counted more than once.

Question 38

If we have 3 different grantees do they submit their data to us and then we send in one general database to you or do they send their data directly to you?

Answer 38

If you have 3 different grantees, they should submit their data to you and then you would send in one general database to the Trust Fund.

Question 39

During the webinar, it was indicated that if families are receiving services from other agencies or programs (not OCTF funded), those hours should be included in the estimated number of hours of services offered. How are we to determine that? We can only determine what we are providing, not what the rest of the agencies are providing.

Answer 39

When we ask for the total hours of service from all programs to be listed in pre and post, we want to know if the participant is receiving other services from that particular agency/vendor. In other words, we are not expecting you to determine what (if any) services the participant is receiving from every potential agency in Medina County. We just want to know if your vendor(s), who is providing an OCTF approved program to an individual, is providing any other non-OCTF funded services to that individual.

Question 40

If a participant refuses to complete the survey do we still submit a demo because the survey is mandatory for grantees?

Answer 40

If a participant refuses to complete the survey, you would not submit a demo because it would skew our overall results. We may get back with you on a way to ensure we know the number of participants who refused to complete the survey, but we do not want a demo submitted.

Question 41

How long are FCFC Coordinators required to keep their PFS Survey data?

Answer 41

FCFC Coordinators are required to retain their PFS Survey data for four years from the end of the grant period. For this fiscal year, each FCFC Coordinator would need to retain the PFS Survey data until June 30, 2015.

Question 42

Do the PFS consent forms have to be signed by parents if a teen parent is under the age of 18?

Answer 42

The OCTF is not requiring the forms to be signed by the parents of teen parents. However, we would advise that the agency consult their legal counsel and follow their agency's practice.