



INSTRUCTIONS FOR AFTERSCHOOL PROGRAM STAFF*

Welcome to the California Afterschool Outcome Measures Project!

We are developing measures of skill development and positive behavior change for students who regularly attend afterschool programs. Your program and site director have approved this field test and your contribution to this project is invaluable and much appreciated.

As part of the field test, we are asking afterschool program staff to complete a brief online survey reporting the behaviors of students assigned to them. It should take about 5 minutes per student to complete. The student reports do not need to be completed in one session.

Your site coordinator will provide you with your own survey code number, a list of the students in the afterschool program who are assigned to you, and survey code numbers for each student in your group.

STEP-by-STEP INSTRUCTIONS

For Afterschool Program Staff/Teachers to Complete Surveys for Afterschool Program Students

1. When you are ready to begin, go to the California Afterschool Outcome Measures Project website by clicking on this link: <http://afterschooloutcomes.org/>
2. Make sure you have your own survey code number, the list of student names, and the students' survey code numbers. Ask your afterschool program site coordinator if you have not received such a list.
3. Click on **FIELD TEST SURVEYS** at the top of the page, then click on the link for **PROGRAM STAFF SURVEY**
4. You will be asked for a survey code number to begin to take the first survey. Enter the correct **SURVEY CODE NUMBER** for the first student on your list and complete the report for this student. Then proceed to the second student. Enter this student's survey number and complete the report for the second student, and so on.

You may complete the surveys for all children in one or more sessions. You can log off the survey site and come back to continue using the same survey code number.

Your responses are confidential.

If you have any questions or problems while completing the surveys call us at: **949-824-9225**. Or email us at afterschool@uci.edu.

We appreciate your time and thank you!
California Afterschool Outcome Measures Project

*These instructions are also to be used by classroom teachers working in the afterschool program who are asked to report student behavior in the program.